

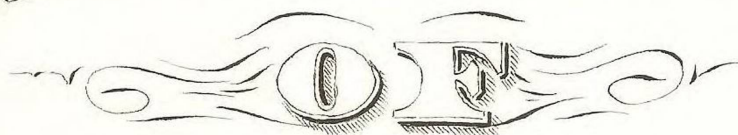
NOT TO BE TAKEN FROM OFFICE OF POSTMASTER.

TO
Hon. THOS. L. JAMES,
POSTMASTER.

REPORT
OF
3d (Mailing & Distribution) Division
DOMESTIC MATTER DEPARTMENT,
N. Y. P. O.
1877.

Vol. I.

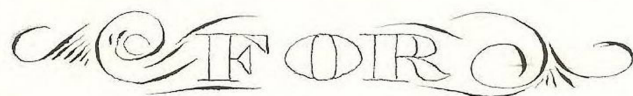
ANNUAL REPORT



THIRD DIVISION

MAILING & DISTRIBUTION DEPT

N.Y.P.O.



1877

CONTENTS

	<i>PAGE</i>
<i>LETTER DEPARTMENT</i>	3
<i>SEPARATION AND DISTRIBUTION</i>	6
<i>SEPARATION CASES</i>	7
<i>DISTRIBUTION TABLES</i>	7
<i>POUCHING CASE</i>	14
<i>NEWSPAPER DEPARTMENT</i>	17
<i>DESPATCH OFFICE</i>	20
<i>POSTMARKING AND CANCELLING STAMPS</i>	23
<i>LABEL DEPARTMENT</i>	27
<i>IMPROVEMENTS</i>	30
<i>COMPETITIVE EXAMINATIONS</i>	44
<i>STATISTICS</i>	61

Post Office, New York,
Third Division
(Mailing^d Distribution Dept)

January 15. 1878

Hon. Tho^s L. James
Postmaster

Sir:

I have the honor to submit herewith
a report of the operations of the Third
Division of the New York Post Office
during the year 1877 in accordance
with Special Order No. 137 dated
December 7th 1877.

Very respectfully

Wm H. Wareing
Asst General Supt.

Annual Report
Third Division of the New York Post Office

To the Third Division of the New York Post Office is assigned the assorting, and preparation for despatch, of all domestic and foreign mail matter, except registered matter; the despatch of all outgoing mails; and the supervision and control of the transportation of mails between the General Post Office and the several railway and steamboat and steamship depots

and wharves.

For the more convenient transaction of the business the Division is sub-divided into two principal departments — the Letter Department and the Newspaper Department — each in charge of an Assistant Superintendent.

Letter Department

In this Department of the Third Division all letters, postal cards and other matter of the first class, and circulars, which are received, are assorted with regard to address of destination and are made up in packages, by mails, and pouched for despatch.

The sources from which the matter handled in this Department is received are as follows:

- 1.st Mail received in the drops at the General Post Office;
 - 2.nd Mail received in the collections made from the street lamp-post boxes in
-

the General Post Office delivery district;

— 3^d Mail received for distribution and despatch by this office from City branch offices, Route Agents, Railway, and other, post offices and from foreign countries; and,

— 4th Mail received from branch offices, Route Agents, Railway, and other, post offices "made up" for despatch through this office.

Letters and postal cards received in the drops, and those brought in by the Collectors from the street lamp-post boxes, are taken, as fast as received, to the stamping table where the postage stamps are cancelled and the postmark imprinted.

Circulars received from these sources are taken to a different stamping table where the hand stamp used simply cancels the postage stamp without printing a postmark. After receiving the postmark this

matter is sent to the Separating Cases for assortment.

Mail received from other sources than above (that is, from branch offices, Railway Mail Service routes &c) is not postmarked at this office, that having been done at the office of origin.

The pouches in which this matter is received are unlocked and emptied at the "opening form" and the packages of mail sent to the different tables to which they may be addressed, or, if not addressed to any particular table, are sent to the Separating Cases, for assorting according to destination.

Separation and Distribution

The tables, or cases, at which the assorting of mail is done are known as "Separating Cases" or "Distribution Tables" according to the mode in which the assorting is performed.

Separating Cases

The plan of separation upon which these cases are based was devised to be worked in connection with, and as supplementary to, the present system of letter drops which are now arranged in sectional groups, by states and their most prominent cities, instead of, as formerly, simply by the cardinal points of the compass. All letter mail received in this

Division for distribution, unless made up in packages specially addressed to the different distribution tables, is sent to these cases for separation.

Mail for all of the United States and Territories, excepting the New England and Middle States, and the States of Virginia, Indiana, Ohio, Tennessee and Missouri, is assorted by the clerks at these cases, by States and large cities, and is at once made up in packages, as assorted, for pouching and despatch.

Mail for the States above excepted is assorted with regard to the particular Distribution Table at which the distribution for such States is made.

Distribution Tables

The method of assorting matter at the Distribution Tables differs from that

at the Separating Cases in that it is confined at each table to a smaller section of country and is more extensive and elaborate in its details.

The distribution at each of these tables is separated into a number of divisions, called mails, of four classes —

Direct mails,

Distributing Post Office mails,

Direct and Distribution mails, and

Route mails.

"Direct" mails are those that include matter for one office only:

The "Distributing Post Office" mails include matter for offices that are supplied from one post office as a distributor:

The "Direct and Distribution" mails are those in which matter for the two pre-

ceding classes of mails is made up in one package together instead of being made up separately:

And "Route" mails include matter for post-offices which are supplied by the Route Agents and Railway post-offices of the Railway Mail Service.

The clerks at each of the Distribution Tables are furnished with a "Scheme of Distribution" governing the disposal by them of all mail received for post-offices in the section of country allotted to such table. These Schemes consist of lists of post-offices, arranged by Counties and States, showing opposite the name of each office the particular division of distribution, or mail, into which matter for such office should be placed.

There are five different Distribution Tables; and the section of country allotted to each, with the number of divisions or mails into which its assortment of mail matter is divided, is as follows:—

New England Table:

Comprises, as its name implies, all the post-offices in the New England States, mail for which is assorted into 212 divisions. At this table, also, is assorted matter received for offices in the Dominion of Canada.

New York Routes Table:

With 178 divisions of distribution comprises all post-offices in the State of New York mail for which is sent by

this office to Route Agents, Distributing Post Offices or Railway Post Offices.

New York Directs Table:

This is an adjunct of the New York Routes Table at which is assorted, by offices, or into "Direct" mails, all matter for the larger or more prominent post-offices in the State of New York. It has 200 divisions of distribution.

South Table:

Comprises offices in the States of Pennsylvania and New Jersey, the District of Columbia, and parts of the States of Maryland and Virginia. The distribution

is divided into 218 different divisions or mails. When the new Scheme of Distribution for the State of Pennsylvania, now preparing, is completed, the divisions of this table will be greatly increased.

West Table:

To this table is assigned the States of Ohio, Indiana, Tennessee and Missouri and its distribution comprises 38 divisions.

There are also duplicates of these tables used for the distribution of Circulars

At the close of a mail the letters are taken from the boxes and verified — that is, looked over critically to see that no letter has been assorted to a division that does not rightfully belong to such division — and are made up in packages, by mails. These packages are each tightly tied with twine and are covered with a slip of brown paper, called a "facing slip", which bears on it, in a line across the top the title of the mail; under this, in the middle, the postmark — office and date; in the lower left-hand corner the name (or number representing the name) of the clerk verifying and making up the mail; and in the lower right-hand corner the despatch number, a number designating the time of close of the mail

and the route by which it is to be forwarded. The packages when tied and labelled are sent to the "Touching Case" to be placed in the proper pouches for despatch.

Touching Case

This is a large case, semi-circular in form, divided into a number of boxes or "pigeon holes." These boxes are about ten inches square by about three feet deep and slant downward from front to rear, or, from the inside of the circle to the outside, and each box is labelled, both front and rear, with a mail title corresponding to the title on the label of some particular pouch.

All packages of mail made up at both the distribution and the separation cases are brought to this touching

case and are here distributed to the different boxes in accordance with what is known as the "pouching and despatch schedule". This Schedule is similar in plan to the schemes governing the assorting of individual letters, and designates in which pouch each mail package is to be placed at each close of such mail during the twenty-four hours of a day.

When the time arrives for the mail to be despatched the box is opened at the rear and all the packages which may be therein (for several different mails are frequently despatched in one pouch) are emptied into a leather pouch, having a label on it corresponding, in title, to the label on the box from which the packages are taken. The pouch is then locked and sent to the despatch clerks to be forwarded to its

destination. To avoid errors of mis-sending in this operation each mail package is scrutinized, as it is taken from the box, to see that it has been placed in the proper box, and the label attached to the pouch is carefully examined to insure that it corresponds, in title, with the label on the box of the pouching case.

Each clerk at the case has a certain part, or division, of it assigned to him to work so that the responsibility for any errors that may occur may be more easily located

Newspaper Department

In this Department all matter of the second and third classes, excepting circulars, is assorted and tied up in canvas sacks for despatch.

The system of distribution in the Newspaper Department is the same as in the Letter Department though somewhat modified in its details. There are five tables for distribution having the same names and the same sections of Country allotted to each as the corresponding tables in the Letter

Department, but the divisions of distribution vary somewhat in number and titles from those in that Department.

For the work of Separation three tables are used, two of which dispose of second class matter almost exclusively and the third entirely of third class matter.

All of these tables are made upon the same plan as the letter package pouching, before mentioned, in the Letter Department, but the boxes of the newspaper cases are larger than those of the pouching case and will hold about the same quantity of newspaper mail as a canvas sack of size No 2. At the close of the mail these boxes are opened at the rear by means

of a swinging gate and the matter in them is emptied into canvas sacks having attached to them wooden labels, or tags, with the proper mail titles printed thereon. These sacks of mail are sent to the Despatch office for forwarding.

Despatch Office

To this branch of the Division belongs the duty of properly despatching, to the different mail routes, all pouches and sacks of mail made up in the Distribution departments, and taking an account, on mail bills, in duplicate, of the number of the same so despatched to each route at each close of the mail during the day. Each route has its own mail bill which consists simply of a list of the titles of the labels on the

pouches and sacks of mail which should be forwarded to that route.

The number of sacks and pouches of each title despatched is set down upon the proper sheet, or bill, opposite such title. When the whole mail is thus checked off a duplicate of the bill is given to the Route agent or Postal clerk in whose charge such mail is forwarded, and the original bill is placed on file among the records of the Division.

The importance of the work of this branch is second to that of no other in the Division, and the employes assigned to it should be specially selected for their carefulness and intelligence, for upon them depends, essentially, the correct forwarding of

all mail. Unless the pouches and sacks are despatched to the proper routes the work of the clerks of the distribution departments is rendered comparatively valueless.

To promote harmony in the organization this office has been discontinued as a separate department and has been placed directly under the supervision of the Asst. Supt in charge of the Letter Department.

§

Postmarking and Cancellling Stamps

Much care and attention has been devoted to the matter of the postmarking of letters and the cancellation of the postage stamps thereon, the object desired being to obtain as clear and distinct a postmark and as thorough cancellation as possible. The success attained in this respect is such that this office can have no cause to be ashamed of this part of its work.

The hand stamps used for post-marking letters received at this office through the drops, and from street lamp-post collections, have each a number in the cancelling portion as will be seen in the illustration on page 49. These numbers range from 1 to 30. Each stamping clerk also has a number corresponding to the number on the particular hand stamp which he uses, and certain numbers are also assigned for the letters received from lamp-post collections. The dies representing the hours are changed every half hour during the day so as to as nearly as possible designate the hour of mailing. Thus the postmark upon any letter mailed at this office shows at once at what time it was

mailed, the clerk who stamped it and whether it was dropped into a street lamp-post box or was mailed at the general office.

The hand stamp used for circulars simply cancels the postage stamp and imprints no postmark. It is similar in design to the cancelling portion of the letter stamp, having a number designating the clerk who uses it.

A different stamp, also, is used for postmarking letters received from foreign countries, by steamer, for distribution by this office to other offices in the United States. In the illustration, page 51 the small letter between the upper part of the two circles designates the steamer by which the letter

was received, and the larger letter is for the same purpose as the number in the stamp used for postmarking domestic letters. The various signs and numbers on these stamps, with the exception of the actual postmark of the date, hour and place, are intended solely for the private information of this office, to enable it the better to trace any letter in the case of complaint of missending or delay.

The hand stamp used in the Newspaper Department for cancelling stamps on 3rd class matter is simply a piece of rubber, somewhat the shape of a bottle cork, set in a wooden handle and having its face cut out in the shape of a cross.

Label Department

Attached to the Mail Equipment Department is a branch of the Third Division in which are received and stored all labels, both card and wooden, for exclusive ^{issue} to the New York Post Office, and where, also, are labelled all the pouches used daily by this Division.

The average number of pouches used by this Division, each day, in the despatch of mails, is six hundred and sixty-five, ranging from

seven hundred and fifty on Wednesday to two hundred and thirty on Sunday. These pouches are labelled the day preceding that upon which they will be required for use and are arranged in piles at the letter package pouching case in accordance with the time of the despatch of the mails for which they are labelled. This method saves much time and trouble and prevents many mistakes in despatching that might otherwise occur.

In this branch, also, until within a short time, were printed all of the wooden and card labels used by this Division. The wooden labels are now supplied, printed, from the Post Office Department at Washington

upon requisition therefor. The number of wooden labels printed here during the year was 186,000 and the whole number used was 377,000. The number of card labels used was 62,000 of which 27,000 were printed here. Up to December 31st. 35,000 printed wooden labels had been received from the Department at Washington.

Improvements

Sixty per cent of the letter-mail passing through the New York Post Office to other offices is now disposed of in the Distribution Department at one separation. This is accomplished by means of the plan of arrangement of the separation cases which has been put in operation during the past year. This arrangement is now by States and their most prominent cities instead of North, East, South, and

West as formerly arranged. As it is now these Separation cases dispose of the greater part of the matter that was formerly worked at the Distribution tables. Under former methods of assorting the matter, now disposed by one separation, would have required twice or three times handling before being in a similar condition of readiness for despatch to destination. All the advantages claimed for this plan have been fully demonstrated by the result. The saving in time alone has been so great—matter can be disposed of after a close so much more rapidly now than formerly—that the public have gained a half, and, in some instances, a whole, hour more time for mailing correspondence.

And at the heaviest close of the day, when thousands of letters are posted just at the last minute, the whole of the matter for the mail closing at that hour is separated, distributed, tied up in packages and pouched, ready for despatch, in forty minutes from the hour of closing, and not a letter bearing the postmark of that close is omitted which should properly be forwarded at that time.

This increased rapidity and completeness in the disposal of mail must not, however, be credited to the new plan of separation alone: it is due to as great an extent to the many minor reforms instituted in the organization of the other branches of the Department.

An improvement in the arrangement of the three separation cases in the Newspaper Department has also been made by which the work is done with more facility than before. Each table is divided into two sections perpendicularly and the boxes so arranged and labelled that each section is a duplicate of the other and each table the duplicate of another table.

By this means is obviated a difficulty that previously existed that obliged a clerk at one end of the table to lay down matter because the box in which it should be placed was out of reach at the other end of the table. Now the whole range of the separation is immediately in front of the clerk and he is not required to move from

his position to reach any box. It will readily be seen that this must result in a great saving of time in the handling of such an immense quantity of matter as passes through this office.

The application to this Department of the new system of Schemes of distribution has rendered necessary the re-arrangement and enlargement of the New England table, and the table for Pennsylvania and New Jersey and that for New York will also have to be changed to conform to the same system when the Schemes for those States shall have been completed and put in operation. Changes and improvements in the organization of the force of employes have also been made, and,

as a result of all, mail received in this Department through the drops (transient newspapers &c) is now disposed of as regularly and completely, at each close during the day, as in the Letter Department.

It having been found that the wooden shutes leading from the drops to this Department were injuring the wrappers of packages passing through them, they were removed and shutes made of condemned leather pouches were substituted for them; and instead of emptying directly upon a table, as before, they now discharge into a large basket, upon rollers, which is enclosed in a kind of closet, thus preventing the scattering of the articles which

was a difficulty previously experienced.

The need of a proper table for the cancellation of stamps on 3rd class matter is severely felt in this Dept. and it is hoped this want will soon be supplied. Plans and specifications for such a table have already been submitted for approval.

With regard to this matter of cancellation it is suggested and earnestly recommended that the die for the cancelling stamp be made uniform throughout this Division.

Numerous complaints had been received from postmasters and postal clerks with reference to the manner in which letter packages were made up at this office, stating that the packages frequently became untied or bro-

Ken in transit and the letters found loose in the pouch when received.

Upon investigation it was discovered that it was the practice of the clerks, where the mail for an office or route was more than ordinarily heavy, to remove the sliding partitions separating the several boxes on their cases and in this way make one box only out of two and sometimes three boxes. This practice was the main source of the evil complained of, for, thus being able to put a greater number of letters in a box before "tying-out" the mail, the packages became too bulky to be properly and securely tied. The partitions which had been removed were at once replaced, so that now none but single boxes are in use upon any table, and

the complaints in this matter have almost entirely ceased.

About the middle of November last there was organized a system for more thoroughly carrying out the Regulations requiring insufficiently prepaid letters to be charged with the additional postage due before being forwarded from the office of origin. The result was that from November 13th to December 31st, inclusive, seventy-four thousand, two hundred and eighty-two letters and sealed packages were forwarded from this office with unpaid postage charged thereon to the amount of twenty-four hundred and thirty-seven dollars and twenty-four cents (\$2437.24).

In the Newspaper Department matter

of both the second and third classes is subjected to as thorough an inspection as is matter in the Letter Department to ascertain whether the requirements of the postal laws are being complied with, but as matter of these classes cannot be forwarded unless prepaid no account is kept of the amount of unpaid postage chargeable on such as may be held from the mail for this cause.

During the year the system of Schemes and Schedules devised by Assistant Postmaster Pearson for the distribution and despatch of mail has been put in operation beginning with Canada in May and following in rapid succession with Maine, New Hampshire,

Vermont, Massachusetts, Rhode Island, Connecticut, New Jersey, Ohio, Indiana, Tennessee and Missouri and also one for the "massed" states. A scheme of Pennsylvania distribution is now in course of preparation, and will soon be finished, which will be closely followed by one for New York. There can be no doubt that early in the current year the clerks in this Division will be furnished with printed standards directing and governing their disposition of mails for all the offices in the United States and the Dominion of Canada.

The new system provides for an uniform distribution of mail to the same boxes during the whole

twenty-four hours of the day, which is a great improvement over the method previously in vogue by which clerks were obliged, in many instances, to change the disposition of mail four and five times during the day to as many different boxes — the manner of forwarding necessarily being varied at different hours. Under this system the required diversions are made at the closing out of the mail. This simplification of the duties results in an increased efficiency of the force and admits of the sudden transfer of a distribution clerk from one tour to another, to fill a vacancy caused by sickness or otherwise, without the drawback of finding him, to a great extent, unacquainted with the mode

of distribution for that tour, as would be the case under the old system. A large reduction in the number of pouches used in despatching mails has also been made possible by the combination of several mails which formerly had been despatched in separate pouches.

During the interruption of transportation caused by the railroad strikes in July last the great advantages of this system in another respect, were manifested in a marked degree. Except in the matter of an increased amount of mail handled, caused by the suspension of Railway Post Office service, the clerks on the letter and newspaper distribution tables were scarcely af-

fectured by the disturbance, as it was possible to make at the pouching table, and in the despatch lobby, all the changes rendered constantly necessary during that trying period. And in the near future, when all the schemes and schedules are in operation, it will be possible to change within twenty-four hours, if at any time necessary, the despatch of every one of the several thousands of mails made up in this Division. They will be in the best condition possible for management, so that in emergencies changes in disposition can be systematically directed and put into effect as rapidly as figures can be made on paper.

Competitive Examinations

The force of this Division was never before in so high a state of efficiency as at present, and no one thing has had greater effect to this end than the series of competitive examinations which were instituted during the early part of the year and which are intended to be held semi-annually.

" This examination is made by giving the clerk a number of cards, representing letters, containing in writing, only the name of the post office and state, and requiring him to assort them in exactly the same manner as he would mail for the same places at the case or table at which he works; and this he

is required to do in as short a space of time as he can, for upon his ability to work rapidly as well as accurately depends his excellence as a clerk. The element of "time occupied" must therefore enter into consideration in determining his standing. The standard of excellence for accuracy has been placed at 90 and that for time at 10 as a fair estimate of the relative value of the two.

The position and salary of each clerk is graded in accordance with his record as shown by the examination, and is held by him during good behavior or until disgraced or promoted by the result of a subsequent examination. The examination thus being confined to the duties which the clerk is ac-

tually called upon to perform, and the grade of his position and salary being made dependent upon his proficiency in those duties, each clerk has an incentive to devote more time and care, than he otherwise would, to the study and acquirement of a perfect knowledge of his work. Aside from the pecuniary influence, however, these examinations seem to have developed a spirit of emulation or friendly rivalry among the clerks—each of them desiring to be able to point to a better record than another.

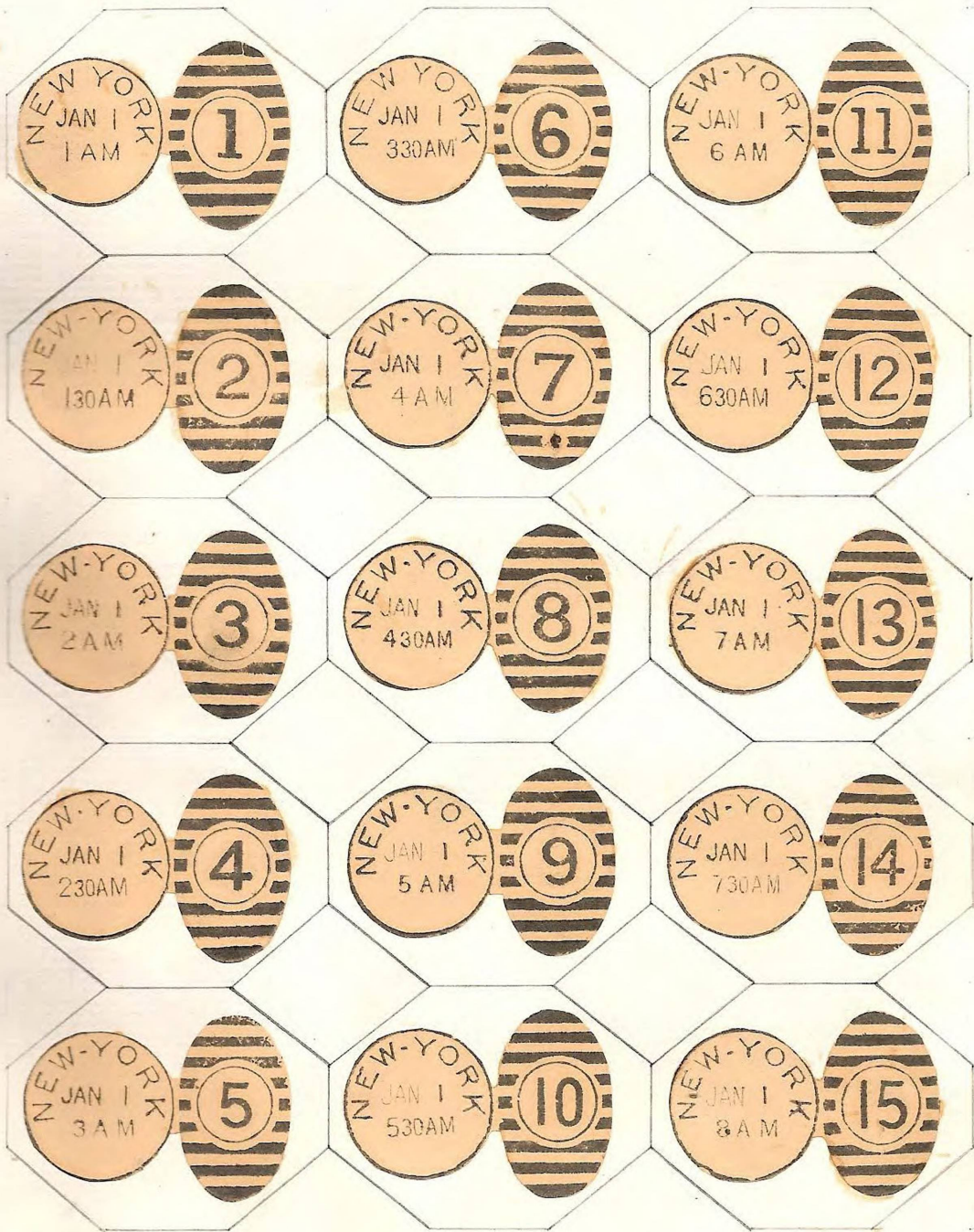
Two examinations have already been held, one in April and May last and one, just finished, which was begun in September. The latter

examination was of so long duration because it included a greater number of clerks than the first and also because it was made in connection with a "county examination"—that is, an assortment of the cards by offices in each county of a State.

Great improvement is noticeable in the records of the clerks since the first examination and is most apparent with those clerks for whose tables the schemes of the new system have been provided.



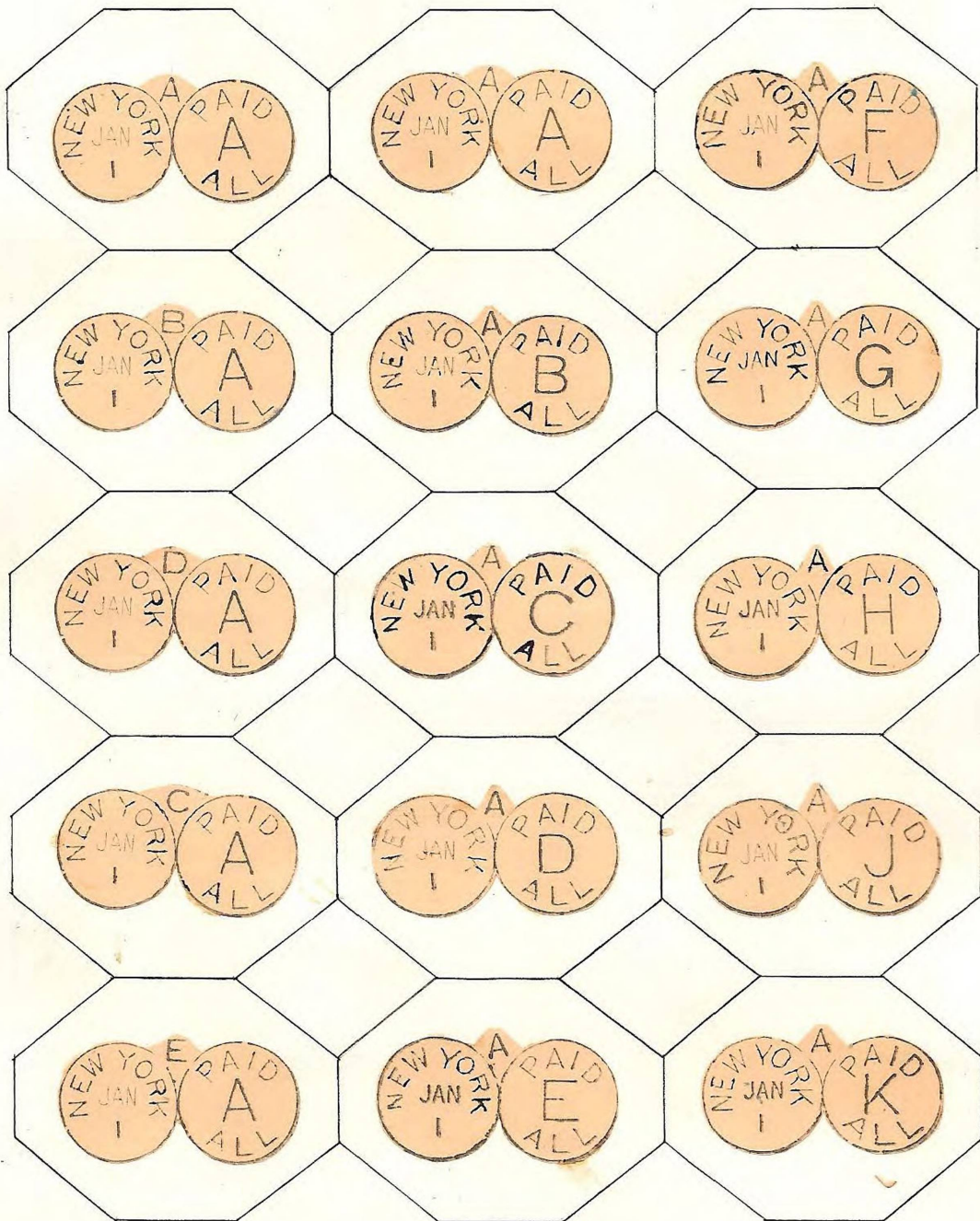
Postmarking Stamps
Domestic



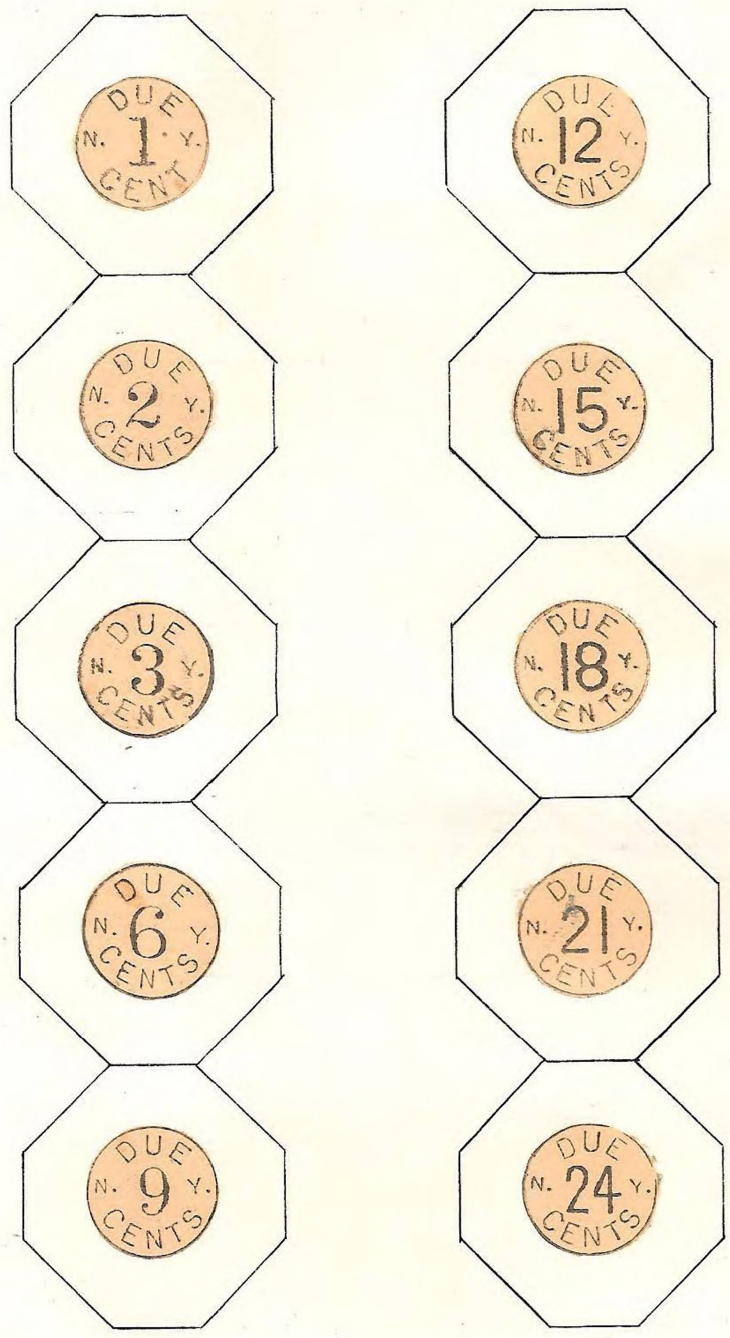
Domestic Postmarking Stamps



Postmarking Stamps
Letters received from Foreign Countries



*Unpaid Postage
Marking Stamps*



Miscellaneous Stamps used

— RETURN —
IMPROPER DIRECTION.

UNMAILABLE

UNMAILABLE.

SHORT PAID

SHORT PAID.

LETTER RATES

LETTER RATES.

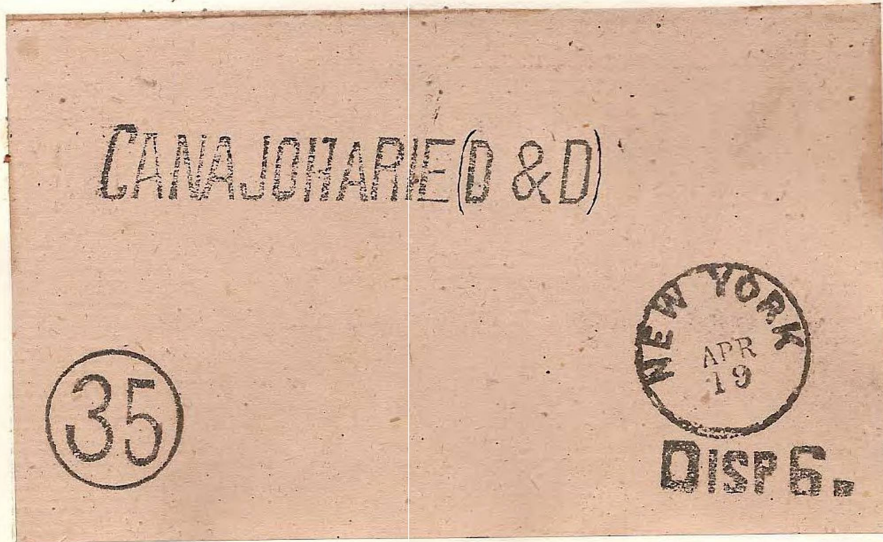
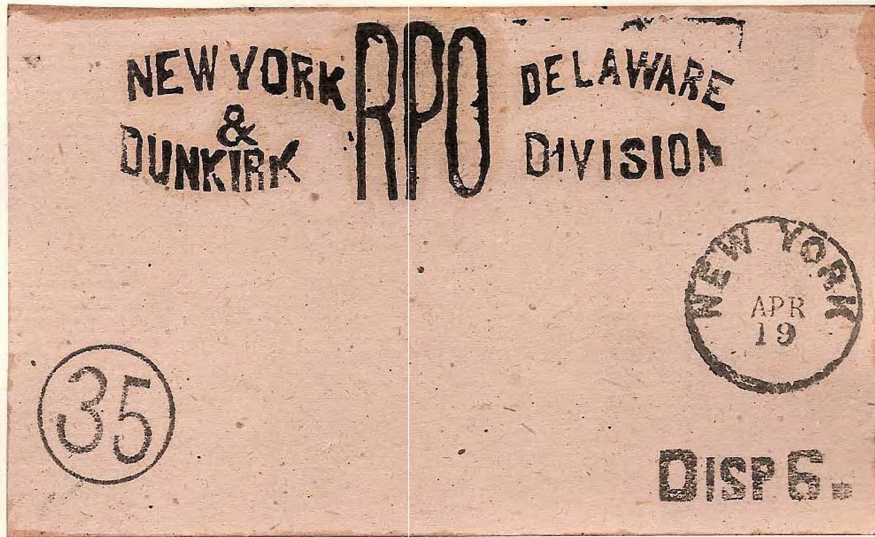
SUBJECT TO
CUSTOMS DUTY.

RETURNED
FROM CANADA,
REFUSED
UNDER TREATY.

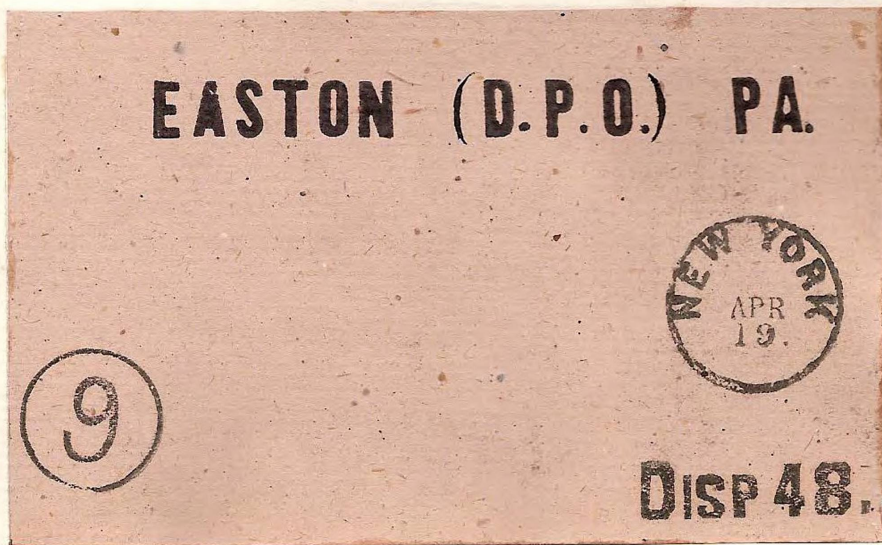
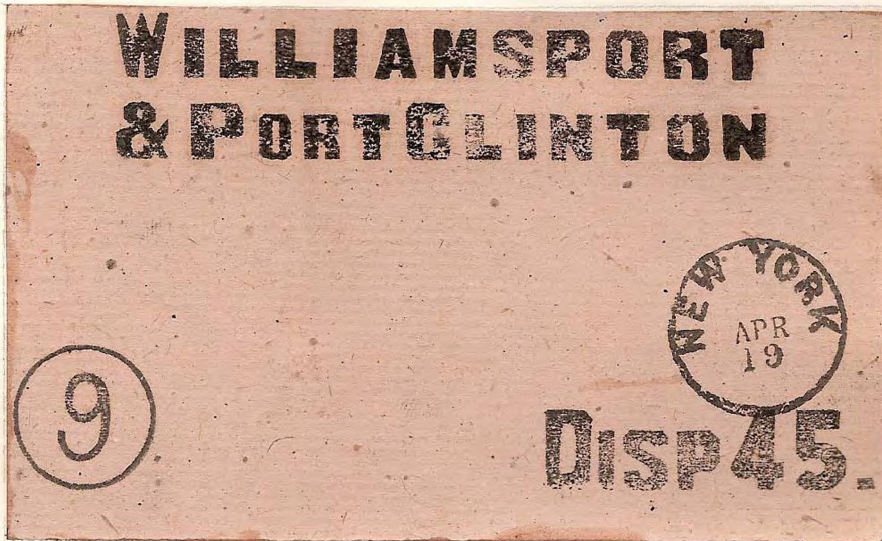
SUSPECTED
LIABLE TO
CUSTOMS DUTY.

RETURNED FOR
BETTER
DIRECTION.

*Facing Slips
for
Letter Packages
New York Routes Letter Table*



*Facing Slips
South Table*



Facing Slips
New England Table

NEW HAVEN & N.Y. AGT CT.

45



D-21

NEWPORT (P & D) R.I.

38



D-23

*Facing Slips
West Table*



Facing Slips
New York Directs Table

UTICA (D.) N. Y.

35



DISP 6.

TROY (D.) N. Y.

35



DISP 6.

*Facing Slips
Separating Cases*

ILLINOIS

51

NEW YORK
APR
19

DISP 49.

CHICAGO (D.) ILL.

51

NEW YORK
APR
19

DISP 49.

*Amount of Mail Matter, of all classes, received
in and despatched from the 3rd Div. New York Post Office
during the year 1877.*

<i>Class of Mail</i>	<i>Weight Pounds</i>	<i>Pieces Number</i>
<i>Letters and postal cards originating at this office.....</i>	<i>1,027,754</i>	<i>65,133,711</i>
<i>Circulars originating at this office.....</i>	<i>454,194</i>	<i>25,934,623</i>
<i>Letters, postal cards and circulars received from Route Agents, Railway and other Post Offices for distribution at this office.....</i>	<i>271,076</i>	<i>15,451,332</i>
<i>Letters received from Foreign Countries for distribution at this office.....</i>	<i>79,976</i>	<i>4,761,224</i>
<i>Circulars received from Foreign Countries for distribution at this office.....</i>	<i>2,015</i>	<i>120,510</i>
<i>Letters, postal cards and circulars received, made up, from Route Agents, Railway and other Post Offices for despatch through this office.....</i>	<i>154,384</i>	<i>8,799,888</i>
<i>Second Class matter originating at this office — Newsdealers packages.....</i>	<i>4,005,400</i>	<i>1,311,739</i>
<i>Other 2nd class matter.....</i>	<i>10,835,612</i>	<i>54,178,060</i>
<i>Third Class matter originating at this office — Transient newspapers, samples and articles of merchandise.....</i>	<i>5,287,367</i>	<i>37,011,569</i>
<i>Miscellaneous second and third class matter received from Route Agents and Railway and other Post Offices for distribution at this office.....</i>	<i>1,057,473</i>	<i>6,347,930</i>
<i>Newspapers &c received from Foreign Countries.....</i>	<i>378,326</i>	<i>2,915,692</i>
<i>Total.....</i>	<i>23,553,577</i>	<i>221,966,278</i>

Amount of Matter handled
Letter Department.

The amount of mail matter handled in the Letter Department of the Third Division, during the year was one hundred and twenty millions two hundred and one thousand two hundred and eighty-eight letters, postal cards and circulars, received from all sources - as follows: -

Letters and postal cards originating	
at this office.....	65,133,711
Circulars originating at this office	25,934,623
Letters received from foreign countries	
for distributing at this office	4,761,224
Circulars from the same source	120510

Letters, postal cards and circulars
 received from Route Agents
 Railway and other post-offices
 for distribution at this office 15,451,332

Letters, postal cards and circulars
 received, "made up," from Route
 Agents Railway, and other,
 post-offices, for despatch thro'
 this office 8,799,888

Making a total of 120,201,288

With the exception of the item last
 mentioned above, of mail received
 "made up," all this matter was han-
 dled piece by piece in this Depart-
 ment, in making the distribution, at
 least once, and about forty per-cent
 of it was handled twice. Deducting
 the matter above excepted the num-

ber remaining (111,401,400) would still exceed an average of three hundred thousand (300,000) pieces per day for the entire year, Sundays included. As the work of Sunday, however, bears but a small proportion to that of the other days of the week the number is really vastly greater than three hundred thousand for each of the six "work days."

Amount of Matter handled
Newspaper Department

The amount of matter handled in the Newspaper Department of the Third Division during the year is as follows:-

Second Class matter

Newsdealers packages	1,311,739
Other 2 nd class matter	54,178,060
Total 2 nd class	55,489,799

Third Class matter

Originating in this office	37,011,569
Miscellaneous 2 nd and 3 rd class matter received from other offices &c for distribution by this office	6,347,930
Total 3 rd Class	43,359,499

Newspapers &c received from
 foreign countries for dis-
 tribution at this office 2,915,692
 Making a grand total of 101,764,990

This statement does not include
 the matter for the Foreign and the City
 Delivery Departments which is re-
 ceived in this Department mixed
 with "distribution" matter, and is
 separated here for those Departments,
 but of which no account is taken in
 this Division. This matter can be
 safely estimated at twenty-five full
 sacks per day, amounting to nine
 thousand one hundred sacks per
 year, which, at an allowance of fifty
 pounds of matter per sack, would
 amount to four hundred and fifty-

five thousand pounds or two millions seven hundred and thirty thousand (2,730,000) pieces. As all this matter requires time and labor in separation it should rightfully be taken into the account of matter handled. The number of pieces would then be 104,494,990

The whole number of employes in the Division is 252; assigned as follows —

Clerks in Letter Department 118

" " Newspaper " 90

Despatch Clerks 5

Watchmen 3

Porters 36

and the force is divided into tours or reliefs during the twenty-four

hours of the day in accordance
with the quantity of work.

The three principal tours are

From 1.³⁰ A.M. to 10. A.M.

" 10. A.M. " 7. P.M.

" 5. P.M. " 1.³⁰ A.M.

The intermediate tours are

From 3.⁰⁰ A.M. to 11.³⁰ A.M.

" 11. A.M. to 8.⁰⁰ P.M.

" 12.³⁰ P.M. to 9.⁰⁰ P.M.

" 3.⁰⁰ P.M. to 11. P.M.

" 14. P.M. to 12. Midnight



Number of Trenches and Sacks, of mail despatched at each half hour during the day and the number of employes on duty at the corresponding time — the work of an average day.

Hour of Close	Despatch numbers of Mails despatched	Number of Sacks and Trenches despatched		Number of Employes on duty			
		Trenches	Sacks	Clerks		Porters	Total
				Letter Dept	Newsprint		
A.M. 12:30				29	20	7	56
1.				29	20	7	56
1:30				37	34	8	79
2.				9	14	7	30
2:30				9	14	7	30
3.	16. 35.	38	200	9	20	11	40
3:30	156.	1	1	9	20	11	40
4.				9	20	11	40
4:30	36.	1	1	9	20	11	40
5.	1. 63. 95. 113. 114. 135. 142. 146.	30	85	10	22	12	44
5:30	80.	3	1	10	22	12	44
6.	2. 17. 38. 65. 83.	41	234	10	22	12	44
6:30	28. 40. 60. 91.	21	36	10	22	12	44
7.	78. 103	2	10	10	22	12	44
7:30	39. 73. 101. 157	31	109	10	22	12	44
8.	151.	7	14	14	22	13	49
8:30				13	22	7	42
9.	3.	9	159	14	22	8	44
9:30	18. 107. 158.	3	28	14	22	8	44
10.	41.	2	8	50	47	12	109
10:30	66. 131. 136. 147.	9	11	42	33	11	86
11.	84. 159.	4	7	42	33	11	86
11:30	42. 19. A.	23	54	50	35	14	99
12.	96.	3	9	50	29	10	89
P.M. 12:30				64	39	10	113
1.	165.	1	1	64	39	10	113
1:30	20. 137. 160.	21	50	64	39	10	113
2.	85. 143. 115.	10	11	65	39	10	114
2:30	4. 5. 30. 67. 79. 97. 120. 121. 75.	43	78	75	37	9	121
3.	21. 44. 57. 68. 93. 104. 108. 123. 152. 161.	43	77	77	46	9	132
3:30	29. 148. 132.	7	10	77	46	9	132
4.	6. 92. 98. 171.	52	228	77	47	18	142
4:30	46. 70.	23	300	77	47	17	141
5.	45. 138. 162.	14	104	105	67	18	190
5:30	69.	2	83	101	67	17	185
6.	47.	1	1	101	67	17	185
6:30	8.	69	179	100	67	17	184
7.	22. 49. 99. 163.	28	156	100	67	17	184
7:30	48.	12	60	64	42	13	119
8.	23.	6	65	64	42	13	119
8:30				56	40	10	106
9.	9.	72	134	56	40	10	106
9:30				42	30	10	82
10.				42	30	10	82
10:30				41	30	10	81
11.	100.	3	11	41	30	10	81
11:30				41	30	10	81
12.	155.	1	5	31	21	16	68
	Total	636	2520				

It is but reasonable to suppose that in the transaction of such an immense business some errors and mistakes will occur. The number of complaints received with regard to mail missent, or otherwise delayed, is, however, comparatively small. Each case of the kind when reported is carefully investigated and if the fault is found to be with this department a remedy is at once applied.

The selling of the waste material of the office such as the sweepings of twine, waste paper &c having been delegated to this Division a change has been made in the method of its sale. Heretofore it was sold in bulk as waste paper. It is now all picked over and assorted with regard to the

kind of material, such as white paper, and rough brown paper; cotton twine; and hemp twine, and is sold in separate lots accordingly. In the assorting and inspection of the material much of the hemp twine is found to be fit for use again. All of it so found to be good is reserved and sent to the newspaper department for use in lacing sacks or tying on labels.

During the quarter just ended the quantity so reserved was over one thousand pounds.

No particular recommendations can now be made with regard to improvements during the coming year. Such suggestions and recommendations will be made from time to time during the year as the necessity for improve-

ment is made apparent.

Your attention is invited to the appendix to this report (Vol 2.) containing copies of the new printed Schemes of Distribution.

In concluding this report it is but just to refer with praise to the alacrity and ability with which all the employes of this Division have seconded and aided all the efforts to improve the service. The manner in which their work is performed has greatly aided in establishing the present reputation of the New York Post Office.

Respectfully submitted

M. H. Wareing

Asst Gen^l Superintendent