

National Archives



Washington, DC 20408

Date

Reply to
Attn of General Reference Branch, NNRG

Subject

To

A reply to your inquiry will be found in the paragraphs checked below or on the reverse side.

() 1. See reverse of this page for information and/or an offer of copies of records. Payment for copies should be made in advance by check or money order in the manner specified and mailed to the Cashier, National Archives Trust Fund Board, P. O. Box 100793, Atlanta, GA 30384.

() 2. Later information can be obtained from the United States Postal Service, Washington, DC 20260.

() 3. The postal records in the National Archives _____

() 4. Requests for information about mail clerks and rural carriers should be addressed to National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

() 5. The postal records do not contain personal or genealogical information about postmasters, postal employees, or information on the origins of post office names.

() 6. The enclosed pamphlet(s) about genealogical sources may be helpful.
National Archives and Records Administration

() 7. The postal records in the National Archives includes registers of contracts for mail routes over the period 1814-1960, with gaps. There are none for the period 1870-1918. They usually show the names of the stops along the route and sometimes the names of bidders for the contract, the frequency of services, the distances involved, and the modes of transportation. They do not, however, show the names of mail carriers employed by contractors.

() 8. Microfilm Publication M841, Records of Appointment of Postmasters, 1832-September 30, 1971, Roll(s) No. _____ cover(s) the counties of _____ through _____ in the State of _____. These records show the names of the post offices, dates of their establishment, discontinuance, and changes of name. They show the names and dates of appointment of postmasters but not their length of service. These records are arranged alphabetically by State or Territory, thereunder alphabetically by county, and thereunder by post office. A positive copy of each roll cost \$ _____. To order, your check or money order should be made payable to NATF (NEPS).

() 9. Microfilm Publication M1131, Record of Appointment of Postmasters, October 1789-1832, contains the first returns of postmasters, 1789-1818 (Roll 1); establishments of post offices and appointments, 1814-23 (Roll 2), 1824-28 (Roll 3), and 1828-32 (Roll 4). Entries are arranged alphabetically by post office on a national, not a state, basis. Each roll costs \$ _____. To order, your check or money order should be payable to NATF (NEPS).

() 10. We can furnish for \$ _____ per roll positive copies of Microfilm Publication M1126, Post Office Department Reports of Site Locations, 1837-1950, Roll(s) _____ which covers the counties of _____; or electrostatic copies of these reports for \$ _____ for the following post offices: _____

These reports by postmasters typically show the locations of post offices in relation to nearby post offices and transportation routes and facilities. Some reports show the location(s) in terms of legal land descriptions and/or small grid maps of the vicinity of the post office. If you wish to order, your check or money order should be made payable to NATF (NNFJ-E).

() 11. To order microfilm or electrostatic copies, please send your check or money order to the National Archives Trust Fund Board, P. O. Box 100793, Atlanta, GA 30384.

() 12. A refund of \$ _____ will be sent by the Treasury Department in six to eight weeks.

() 13. Your remittance of \$5.00 covers the cost of the copies of site location reports.

() 14. Information on salaries is found in the Official Register of the United States, published every two years, 1819-1921. Entries show the employee's name, occupation, place of employment, and salary. Copies should be available in large reference libraries or on interlibrary loan.

() 15. We can furnish paper copies of postmaster appointments from Microfilm Publication M841 for \$1.85 for the first page and \$.80 for each additional page. We can furnish for \$.35 per page electrostatic copies of site location reports. The total cost of your order is \$ _____. There is a minimum charge of \$5.00 for mail orders.

() 16.

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EXPLANATORY NOTES FOR THE USE OF
"RECORD OF APPOINTMENTS OF POSTMASTERS"

1. Read across the pages for the names of the post offices, the names of the postmasters and the dates of their appointment.
2. The first column down may contain notes and abbreviations that refer to or connect with information in the line across the page.
3. Where a line is drawn separating several post offices into two groups the date of establishment of the post offices in the second group is usually the first date given. If the name of a post office in the first group has been changed the new name is usually entered again below the line.
4. The names of sureties for the postmaster and the amount and the date of the bond are often given up to 1844. There are, however, no bonds or related papers in the National Archives.
5. The check marks appear to have no significance.
6. Abbreviations and phrases:

Dis - discontinued.
 Reest - reestablished.
 Ch'g'd or Changed - the name of the post office was changed or its site was moved to another county.
 Now in - the post office has been changed to another county. Very rarely is the exact date given.
 (P) - appointed by the President.
 (P & S) - appointed by the President and confirmed by the Senate.
 (c.h.) - courthouse (county seat).
 M.O. - money order. The date when the office was authorized to issue money orders is often given.
 N.B. (notice in bulletin) - ~~some mention of the office was made in the Postal Bulletin, a publication of the Post Office Department. These are not in the National Archives.~~
 c. - postmaster was later commissioned.
 Rescinded - an order of the Postmaster General establishing or discontinuing a post office or appointing a postmaster was later rescinded by him.
 Ps. (papers) - when an office was discontinued, the mail for its vicinity would be sent to a nearby office.
 Special or Private - office had a special or private source of mail supply.

NEW BOND

REPRODUCED AT THE NATIONAL ARCHIVES
REPRODUCED AT THE NATIONAL ARCHIVES
REPRODUCED AT THE NATIONAL ARCHIVES

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COMPILING INFORMATION ON POSTMASTERS AND POST OFFICES

The primary sources for postmaster listings and information on post offices are Microfilm Publication M1131, *Record of Appointment of Postmasters, October 1789 - 1832*, and Microfilm Publication M841, *Record of Appointment of Postmasters, 1832 - September 30, 1971*.

These publications were microfilmed from the original records now in the custody of the National Archives and Records Administration, Eighth Street and Pennsylvania Avenue, Washington, D.C. 20408-0001, and can be purchased for \$20 per roll from that agency. To order, your check or money order should be directed to the above address and be made payable to the National Archives Trust Fund (NEPS).

Microfilm Publication M1131 consists of four separate rolls: Roll #1 contains the first financial returns of postmasters from 1789 to 1818; Roll #2 (1814-1823), Roll #3 (1824-1828), and Roll #4 (1828-1832) give post office establishment dates and postmaster appointments. The records are arranged for the most part alphabetically by post office on a national, not a state, basis. Some of the pages are not entirely legible, and the records before 1824 do not show the county names for post offices.

Microfilm Publication M841 consists of 145 rolls which are arranged alphabetically by State or Territory, thereunder alphabetically by county, and thereunder by post office, alphabetically and/or by date of establishment. These records show the names of the post offices, the dates of their establishment and discontinuance, any name changes, and the names and dates of postmaster appointments. Beginning in 1870, it also shows the names of post offices to which mail from discontinued offices was sent, as well as additional information on money order offices, presidential appointments, and sureties for postmasters prior to 1844. The records consist of 181 manuscript volumes divided among the approximate periods 1832-42, 1843-57, 1858-73, 1874-89, 1890-1929, and 1930-September 30, 1971.

Some information on post offices and postmasters for the 75 post offices established prior to 1789 can be obtained from the Postal Service and from the National Archives, and information after 1971 can be obtained from the Research Administrator/Historian of the Postal Service.

Additionally, the National Archives has written lists prepared a number of years ago by Arthur Hecht, a former researcher of that agency. Mr. Hecht's lists cover the period up to 1832, and make use of additional sources (such as the letters of the Postmasters General) in updating the accuracy of the microfilm records.

An option to purchasing the microfilm rolls is to check for copies of these records at the Regional Branches of the Archives, currently located in Boston, MA; New York, NY; Philadelphia, PA; Chicago, IL; Atlanta, GA; Kansas City, MO; Fort Worth, TX; Denver, CO; San Francisco, CA; Laguna Niguel, CA; and Seattle, WA. The main branch of the Archives is located on Eighth Street and Pennsylvania Avenue in Washington, D.C. Although there is no charge for using these records in the Microfilm reading room at the Archives, there is a fee for making photocopies from the microfilm readers.

The microfilm records contain some inaccuracies and are often difficult to read, although some problems can be resolved by checking the original records at the Archives. There are several secondary sources listed below, however, that can be helpful in verifying the names and tenures of postmasters and other information on post offices.

- The *Official Registers of the United States*, compiled biennially from 1817 to 1911 for postal employees, contain the names of postmasters and their salaries for these years. Although these volumes often contain inconsistencies and misspellings, they are helpful for verifying illegible names and the general dates of service for postmasters.
- The *Postal Bulletins* list the dates of commission for postmasters from March 1880 until about the 1940s (the commissioning date is usually around a month later than the appointment date). The *Bulletins* also give dates for the opening and closing and name and site changes of post offices. As indexes to the *Bulletins* do not give references to mail services of a particular office or locale, it is necessary to do a page by page search through the volumes to obtain the needed information.
- The *Orders of the Postmaster General or Journals* (July 7, 1835 to March 5, 1953) are located at the National Archives in Washington, D.C., and show orders relating to the establishment, discontinuance, and name and site changes of post offices, as well as the appointment of postmasters.
- The *Official Postal Guides* were first published in October 1874 and then annually through 1954. Although the *Guides* do not list the names of postmasters, they are helpful as a backup source for the establishments, discontinuances, and name changes of post offices.
- *Post Office Directories* are various official or semi-official lists of post offices published prior to 1874, including the years 1797, 1800, 1803, 1805, 1808, 1811, 1813, 1817-1819, 1822, 1823, 1825, 1830, 1831, 1836, 1837, 1842, 1846, 1851, 1854, 1855-1857, 1859, 1862, 1863, and 1866-1873. Many, though not all, of these volumes contain listings of postmasters, and are helpful as sources for even-numbered years not covered by the *Official Registers*.
- The *United States Mail and Post Office Assistant* (October 1860 to May 1876) contains useful information on the establishment and discontinuance of post offices.
- The Postal Service Historian maintains copies of articles and some local histories, many prepared by the local postmaster or townspeople.

Additionally, compilation of post office listings (generally by state) and of postmaster appointments are continually being completed by private researchers and various Postal History Societies (generally also by state), and can be very helpful in further research. For further information, contact:

- National Archives and Records Administration, Eighth Street and Pennsylvania Avenue, Washington, D.C. 20408-0001; telephone (202) 501-5430.
- Research Administrator/Historian, Office of the Postmaster General, United States Postal Service, Room 10400, 475 L'Enfant Plaza West, S.W., Washington, D.C. 20260-0012; telephone (202) 268-2507, who prepared this handout, revised April 1990.

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DISPOSITION OF USELESS PAPERS, POST OFFICE DEPARTMENT. 9

- 23. Form 3304, subagency reports of postal cards on hand, received, and issued of date prior to 1917.
- 24. Jacket cases of credits allowed postmasters for stamped paper returned to the department of date prior to 1917.
- 25. Classification jackets representing canceled stamps sent to the department by postmasters on account of postage collected on newspapers and periodicals of date prior to 1917.
- 26. No-credit jackets for stamped paper sent to the department for which no credit is allowed of date prior to 1917.
- 27. Postal savings jackets representing postal savings stamps, cards, and certificates sent to the department for credit of date prior to 1917.
- 28. Ledgers, record of stamped paper charged to postmasters, of date prior to July 1, 1911.

DIVISION OF REGISTERED MAILS.

- 29. Correspondence relating to miscellaneous irregularities in treatment of registered, insured, and c. o. d. mail over six months old.
- 30. General correspondence, not of precedent nature or of importance, over one year old.
- 31. Reports and correspondence relating to short-paid registered, insured, and c. o. d. mail over six months old.
- 32. Parcel-post indemnity claims over one year old adjusted.
- 33. Indemnity "A" cases, up to and including June 30, 1918, adjusted.
- 34. Indemnity "P" cases, up to and including June 30, 1918, adjusted.

BUREAU OF THE FOURTH ASSISTANT POSTMASTER GENERAL, DIVISION OF RURAL MAILS.

- 1. Rural inspection cases dated prior to January 1, 1916.
- 2. Refused petitions for rural service dated prior to January 1, 1916.
- 3. Bonds of rural carriers separated from the service prior to January 1, 1918.
- 4. Adverse reports, Rural Delivery Service, dated prior to January 1, 1917.
- 5. Reports of disbursing postmasters showing deductions made from pay of rural carriers for failures to perform service, dated prior to July 1, 1918.
- 6. Trip reports (form 4241), showing irregularities in performance of service, number of pieces, postage, and weight of mails, dated prior to October 1, 1918.
- 7. Cases of discontinuance of Rural Delivery Service, dated prior to January 1, 1916.
- 8. Correspondence relating to the establishment and conduct of star routes the contracts for which expired prior to July 1, 1916; second contract section.
- 9. Lists of heads of families on rural routes prior to 1913.
- 10. Miscellaneous correspondence from office of Superintendent of Rural Mails, from January, 1901, to January 1, 1915.
- 11. Correspondence relative to increase of rural carriers' pay prior to July 1, 1917.
- 12. Card records of inspection and adverse cases prior to July 1, 1916.
- 13. Correspondence relative to establishment and discontinuance of post offices prior to July 1, 1913.
- 14. Obsolete card records prior to January 1, 1913.

DIVISION OF EQUIPMENT AND SUPPLIES.

- 15. Requisitions, authorizations, and correspondence concerning equipment and supplies prior to July 1, 1917.
- 16. In connection with the destruction of obsolete files it may be stated that all files bearing upon the business operations of the Division of Equipment and Supplies covering the period from July 1, 1916, to June 30, 1917, may be destroyed, with the exception of correspondence pertaining to contracts and correspondence pertaining to devices.

66TH CONGRESS,
3d Session.

HOUSE OF REPRESENTATIVES.

REPORT No.
1420.

DISPOSITION OF USELESS PAPERS, POST OFFICE DEPARTMENT.

Mr. MOORES of Indiana, from the Joint Select Committee on Disposition of Useless Executive Papers, submitted the following

REPORT.

WASHINGTON, D. C., February 26, 1921.

The Joint Select Committee of the Senate and House of Representatives, appointed on the part of the Senate and on the part of the House of Representatives, to which were referred the reports of the heads of departments, bureaus, etc., in respect to the accumulation therein of old and useless files of papers which are not needed or useful in the transaction of the current business therein, respectively, and have no permanent value or historical interest, with accompanying statements of the condition and character of such papers, respectfully report to the Senate and House of Representatives, pursuant to an act entitled "An act to authorize and provide for the disposition of useless papers in the executive departments," approved February 16, 1889, as follows:

Your committee have met and, by a subcommittee appointed by your committee, carefully and fully examined the said reports so referred to your committee and the statements of the condition and character of such files and papers therein described, and we find and report that the files and papers described in the report of the Post Office Department to the Sixty-sixth Congress, third session, dated January 26, 1921, are not needed in the transaction of the current business of such department and have no permanent value or historical interest.

We recommend that, as required by law, the Post Office Department sell as waste paper or otherwise dispose of such files of papers upon the best obtainable terms after due publication of notice inviting proposals therefor, and receive and pay the proceeds thereof into the Treasury of the United States, and make report thereof to Congress.

Respectfully submitted to the Senate and House of Representatives.

MERRILL MOORES,

Member on the part of the House.

T. J. WALSH,

JOSEPH T. FRANCE

Members on the part of the Senate.

OHIO

W The Post Offices of Ohio, by John S. Gallagher and Alan H. Patera. Lists 6,399 post offices with dates of operation. By county, also has alphabetical index. Historical introduction.
320 pp. hard bound \$25.00

OREGON

W Oregon Express Companies, by Dale E. Forster. Comprehensive treatment of express companies and their handstamps in Oregon to 1870. Maps, photos, and cover illustrations.
231 pp. hard bound \$35.00

RHODE ISLAND

The Post Offices of Rhode Island, by John S. Gallagher. Lists the 266 post offices of Rhode Island with dates, maps.
36 pp. paperback \$ 3.50

SOUTH DAKOTA

Checklist of South Dakota Post Offices, by Alan H. Patera and John S. Gallagher. Lists all post offices with year dates only.
28 pp. paperback \$ 5.00

WASHINGTON

W Postmarked Washington: Jefferson, Clallam and Mason Counties, by Guy Reed Ramsey. Detailed information on each of the post offices that have operated in the 3-county area that comprises the Olympic Peninsula. Illustrated with photographs, sketches, and maps.
180 pp. hard bound \$12.50

W Postmarked Washington: Pacific and Wahkiakum Counties, by Guy Reed Ramsey. A local history focusing on the post offices, postmasters, and mail connections of Pacific and Wahkiakum counties. Many cancel illustrations, photos from old postcards, and maps. Edited by Alan H. Patera.
148 paperback \$10.00

WYOMING

W Wyoming Post Offices 1850-1980, by John S. Gallagher and Alan H. Patera. Lists Wyoming's 1,101 post offices by county, with an historical introduction and a map for each county. The alphabetical index is also bound separately as an index.
176 pp. hard bound \$20.00
Checklist only \$ 5.00

The Wyoming Collector, a quarterly publication of The Depot, presenting articles, illustrations, and original research relating to the collecting of paper memorabilia from Wyoming.

Volume 1 (1987) \$12.50
Volume 2 (1988) \$12.50
Volume 3 (1989) \$12.50
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**LOUISIANA
POST OFFICES**

by
John J. Germann
Alan H. Patera
and John S. Gallagher

- W*
- * Includes dates on all post offices,
 - * Maps of each parish showing post office locations
 - * First Postmasters
 - * Population data from estimates and census
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ARIZONA

W Arizona Post Offices by Alan H. Patera and John S. Gallagher. Complementary to Theobold's Arizona Territory, the book includes dates on all post offices, branches and stations. Includes maps of each county showing post office locations, information on postmaster compensation by office, population data from estimates and census. Numerous illustrations.
244 pp. hardbound \$25.00

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A Checklist of Arkansas Post Offices, 2nd ed., by Patera and Gallagher. Listing all Arkansas offices alphabetically with year dates only. Minor revisions plus some branches and stations not included in the first edition.
52 pp. \$6.50

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CALIFORNIA

Walt
Your Obedient Servant. The letters of Quincy A. Brooks, Special Agent of the Post Office Department, 1865-67. A fascinating glimpse of history in the West during a very exciting period. Some behind-the-scenes information on post offices in California.
227 pages, paperback. \$14.95

COLORADO

CRIPPLE CREEK GOLD! by Brian Levine. A well-written centennial history of this fabulously rich gold camp, illustrated with stock certificates, photos and covers.
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DELAWARE - See Maryland

DISTRICT OF COLUMBIA See Maryland

IDAHO

A checklist of Idaho Post Offices, by Patera and Gallagher. Listing all Idaho offices alphabetically, year dates only. 18 pp. \$5.00

IOWA

Walt
Iowa Post Offices 1833-1986, by Alan H. Patera and John S. Gallagher. Listing all Iowa post offices by county, giving establishment, discontinuance, and name change date. Also an alphabetical listing for the state. Sponsored by the Iowa Postal History Society. 232 pp. hard bound \$25.00

KENTUCKY

A Checklist of Kentucky Post Offices, by Patera and Gallagher. Listing all Kentucky offices alphabetically, year dates only, with references to counties. 84 pp. \$10.00

LOUISIANA

Walt
Louisiana Post Offices, by John J. Germann, Alan H. Patera and John S. Gallagher. Lists all post offices by parish with dates, first postmasters, population data, name origins. Includes maps of each parish with post offices located, illustrations, and an alpha list for the state. 248 pp. 8x11, hardbound \$30.00

MARYLAND

Walt
The Postal History of Maryland, the Delmarva Peninsula, and the District of Columbia. by Chester M. Smith and John L. Kay. Lists all post offices, branches and stations in Maryland and Delaware by county, includes alpha listing for the book. 325 pp. hard bound \$25.00

MICHIGAN

Walt
Upper Michigan Postal History and Postmarks, by William Taylor. A well-written account of the settlement of Upper Michigan as told through paper memorabilia. Letters from early residents tell of the loneliness because of the lack of adequate mail service. Illustrated with covers, maps and illustrations. List of all the post offices that have operated in Upper Michigan. Special sections for collectors include post cards, First Day covers, machine cancels, RPO's and other topics. 128 pp. paperback \$12.50

MINNESOTA

Walt
The Post Offices of Minnesota, by Alan H. Patera and John S. Gallagher. Lists 3,944 post offices by county, with dates and first postmasters. Includes an alphabetical index. 280 pp. hard bound. \$20.00

NEVADA

Walt
Nevada Post Offices, an Illustrated History, by James Gamet and Stanley W. Paher. Lists all post offices and dates. Text includes an historical introduction and sections on Wells Fargo, expresses, cancellations, scarcity ratings, and more. 176 pp. hard bound \$20.00

The Rush to White Pine by Alan H. Patera. The story of the silver rush to Treasure Hill in eastern Nevada in 1868 and the towns that boomed and then withered. Illustrated with covers and photos. 68 pp. paperback \$9.00 hardbound \$22.00

NEW HAMPSHIRE

Walt
The Postal History of New Hampshire: The Post Offices and First Postmasters from 1775 to 1985, by Chester M. Smith and John L. Kay. Lists all Post Offices, their establishment and discontinuance dates and first postmasters by county, with an alpha list for the state, illustrations, and bibliography. 158 pp. hard bound \$22.00

NEW MEXICO

Walt
Post Offices of New Mexico, by Richard W. Helbock. An alphabetical list of all post offices, showing dates and county. A separate section lists branches and stations. 70 pp. paperback \$8.50

NORTH DAKOTA

Walt
North Dakota Post Offices, 1850-1982, by Alan H. Patera and John S. Gallagher. Lists all 1,923 post offices that have operated in North Dakota. A map of each county shows locations. Alphabetical index reprinted as a separate checklist. Includes old post office photos. 188 pp. hard bound \$20.00
Checklist only \$5.00