

Post Office Department

AF-ELC

FIRST ASSISTANT POSTMASTER GENERAL

WASHINGTON

November 25, 1927

POSTMASTER,

Gotts Island, Maine

You are hereby directed to discontinue the post office on December 15, 1927, 192 , and required to account for the fixed credit and all Government property in your possession.

FIXED CREDIT

You should forward to your central accounting postmaster your final account together with any funds due the United States as a balance. Should any funds be due you for compensation, etc., the central accounting postmaster will, upon receipt of your account and proving it, forward a check or cash in settlement.

In addition thereto you should account for the amount of your fixed credit as follows:

(1) Cash on hand from stamp sales.....	\$
(2) Postage Stamp Stock.....	\$
Total (equal to fixed credit)	\$

POST OFFICE RECORDS AND GOVERNMENT PROPERTY

Money-order records.—Your register of money orders issued, register of money orders paid, cashbook used prior to July 1, 1922, coupons of money orders paid, stubs of all orders issued, including those on the last book in use, applications for money orders issued, and money-order advices, if any, should be delivered to the postmaster at McKinley, Maine

Money-order forms and M. O. B. stamp.—All money-order forms and M. O. B. stamp and blank drafts on the Treasurer of the United States should be forwarded by registered mail to the Third Assistant Postmaster General, Division of Money Orders, Washington, D. C. Stubs of issued orders must not be sent to the Department.

Savings certificates.—If any savings certificates have been registered at your office, whether with or without authority, the registration cards, Form WS 110, should be sent by official registered mail to the Third Assistant Postmaster General, Division of Stamps, Washington, D. C. Before doing so you should examine the cards carefully to be assured that every card representing a paid certificate bears a notation showing the payment in accordance with the regulations. A letter should accompany the cards showing the full number of cards inclosed and the number representing paid certificates, and fully explaining any irregularities. **SEND REGISTRATION CARDS, WS 110, ONLY.**

Scales.—Post office scales should be forwarded to postmaster at Boston, Mass.

All the other Government property and post office records, including the cashbook used subsequent to July 1, 1922, and postmaster's account book, should be forwarded to your central accounting postmaster.

If the mail service supplying your office is to cease, care should be taken to dispatch the above-specified property before the carrier makes his last trip, as otherwise the cost of transportation to the nearest post office must be borne by you or your sureties.

Mail for the patrons of your office will, after the date set for discontinuance, be sent to the post office at McKinley, Maine

You and your sureties will be held responsible under your bond for the proper execution of these instructions.

The inclosed notice should be placed in some conspicuous place available to the public.

The post office sign should be removed from the building.

John H. Bartlett
FIRST ASSISTANT.

Inclosure.