



Post Office Employees (1789–1971) and Administrative Records (1773–1910)

The Second Continental Congress established the Office of the Postmaster General on July 26, 1775, with Benjamin Franklin initially serving as Postmaster General for a one-year term. On February 20, 1792, Congress created the Post Office Department and Postal Service. The Department assumed control of the existing mail system, established under the Colonial governments, and facilitated mail processing and delivery services to individuals and businesses within the United States. Employees of the Post Office Department included postmasters, who supervised local post offices; mail and letter carriers, who collected and delivered the mail; and postal clerks, who prepared the mail for distribution. The Postal Reorganization Act of 1970 replaced the Post Office Department with the United States Postal Service, an independent Federal agency.

Records of Postmasters

___M1131, *Record of Appointment of Postmasters, Oct. 1789–1832*. 4 rolls. DP. Arranged alphabetically by name of post office, these records include the name of each post office and the state in which it was located, dates of establishment and discontinuance, the names of postmasters, and dates of postmasters' appointments.

___M841, *Record of Appointment of Postmasters, 1832–Sept. 30, 1971*. 145 rolls. DP. These records are arranged alphabetically by state, then by county, and then by name of post office. The content is similar to the pre-1832 records.

Other Postal Employees

___M1846, *Record Cards of Letter Carriers Separated from the Postal Service, 1863–1899*. 3 rolls. DP. This publication includes records for some 16,000 letter carriers serving 650 post offices. The records are arranged alphabetically by state, then by name (city) of post office, and then by name of letter carrier. Each card indicates the post office name, letter carrier's name, date of appointment, and date and cause of separation from employment.

___M2075, *Record of Appointment of Substitute Clerks in First- and Second-Class Post Offices, 1899–1905*. 1 roll. DP. This publication includes employees from 1,294 post offices and lists each clerk's name, date of appointment as a substitute, and date of appointment as a regular clerk. Also included are substitute employees at Chicago (messenger boys, printers, carpenters, messengers transferred to senior substitute clerks, laborers, stenographers and typewrites, and temporary elevator conductors and oilers); New York (porters and laborers); and San Francisco (watchmen and laborers). The microfilm descriptive pamphlet, available online, includes an alphabetical list of post office names that indicate the volume(s) and page number(s) where information about those cities is recorded.

___M2076, *Index and Registers of Substitute Mail Carriers in First- and Second-Class Post Offices, 1899–1905*. 1 roll. DP. This publication reproduces two series of records. The first half of the roll contains an incomplete index, 1891–1896, arranged roughly alphabetically by the first two letters of the carrier's last name. This partial index provides the date of appointment, the post office (city)

number, and remarks. Most carriers listed have last names beginning with A–M. It does not include carriers for some of the cities included in the registers, and it does not cover the entire time span of the registers.

The second half of the roll contains registers from 1885 to 1903. It includes carriers from 295 post offices arranged roughly alphabetically by name of post office, and then by date of resignation or removal from office. The microfilm descriptive pamphlet, available online, includes an alphabetical list of cities that indicate the volume(s) and page number(s) where information about those cities is recorded.

___M2077, *Indexes to Rosters of Railway Postal Clerks, ca. 1883–1902*. 1 roll. DP. This publication reproduces three volumes, each containing two types of indexes: (1) indexes to railway postal routes, arranged roughly alphabetically by name of cities on the route, such as “Bruce, Wisconsin to Minneapolis, Minnesota,” and (2) indexes to clerks, arranged roughly alphabetically by the first one or two letters of the clerk’s surname. Both indexes indicate the volume letter (A–F) and a page number in the following textual series located in Record Group 28, Records of the Post Office Department, and described in *Preliminary Inventory of the Records of the Post Office Department*, PI 168 (1967):

___**Rosters of Special, Route, and Local Blank and Stamp Agents and Rosters of Railway Postal Clerks, 1855–97** (PI 168, Entry 119).

Administrative Records

___T268, *Journal of Hugh Finlay, Surveyor of Post Roads and Post Offices, 1773–1774; and Accounts of the General Post Office in Philadelphia and of Various Deputy Postmasters—“The Ledger of Benjamin Franklin”–Jan. 1775–Jan. 1780*. 1 roll.

___M601, *Letters Sent by the Postmaster General, 1789–1836*. 50 rolls. DP. This publication reproduces correspondence with postmasters and other people on various matters. **Note:** Letters sent, 1837–1952, are still textual, and have not been reproduced on microfilm.

___M1126, *Post Office Department Reports of Site Locations, 1837–1950*. 683 rolls. DP. This publication reproduces report forms sent to postmasters by the U.S. Post Office Department seeking information for the Topographer’s Office to use in compiling postal route maps. Nearly all the site location reports are from the mid-1860s to 1946. There are a few reports for post offices from the late 1830s, the 1850s, and for 1946–50. The site location reports provide useful geographical information about post offices in local communities.

___T1254, *Records of the Office of Chief Clerk, Letters Sent, March 6, 1885–April 25, 1910*. 62 rolls. This publication is arranged chronologically by date. It includes letters to postmasters and other Post Office personnel.

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