

CONFIDENTIAL
SECURITY INFORMATION

MONTHLY REPORT - MAIL CONTROL SECTION

January 1954

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. <u>INCOMING MAIL:</u>		
(a) Delivery by Post Office	209.07	126,005
(b) Picked up from Post Office by courier	2958	12,958
(c) Picked up from City by courier	3609	24,726
(d) Letters:		
Reviewed	3980	31,722
Recorded		
(e) Undeliverable (held in Mail Room)	206	206
2. <u>OUTGOING MAIL:</u>		
(a) Picked up by Post Office	20643	89,822
(b) Deposited in Post Office by courier	9750	68,933
(c) City Deliveries	4489	31,922
(d) Penalty Indicia Used		
(1) CIA	2363	13,877
(2) FBIS	4724	32,425
(3) SSU	7	16
(e) Postage Expended	# 3401.44	# 20,206.81
3. <u>COURIER SERVICE:</u>		
(a) Scheduled Trips	1125	6,150
(b) Special Trips - Within Agency	262	1,500
(1) Delivered by foot	87	492
(2) Delivered by vehicle	175	1,008
(c) Other Agencies	127	672
(d) Trips outside area	7	39
(1) Total time	<u>31 hrs. 45 min.</u>	<u>559 hrs. 23 min.</u>
4. <u>FILE ACTIVITY:</u>		
(a) Checking courier receipts	21	139
(1) Total time	<u>8 hrs. 10 min.</u>	<u>50 hrs. 10 min.</u>
(b) Requests for Administrative Files	2	41
(1) Requests filled	2	31
(2) Requests unfilled	0	10
5. <u>Recruitment:</u>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		
(d) Truck Drivers		
6. <u>SEPARATIONS:</u>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		
(d) Truck Drivers		

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