

**Post Office Department,**  
**OFFICE OF THE FOURTH ASSISTANT POSTMASTER GENERAL,**  
**APPOINTMENT DIVISION.**

WASHINGTON, D. C., ..... 190 .

SIR: Before the Postmaster General decides upon the application for the establishment of a post office at Menzuda, County of Boone, State of Ky., it will be necessary for you to carefully answer the subjoined questions, get a neighboring postmaster to certify to the correctness of the answers, and return the location paper to the Department, addressed to me. If the site selected for the proposed office be not on any mail route, only a "Special Office" can be established, to be supplied with mail from some convenient point on the nearest mail route by a special carrier, for which service a sum equal two-thirds the salary of the postmaster will be paid by the Department.

You should inform the contractor, or person performing service for him, of this application, and require him to execute the appended certificate as to the practicability of supplying the proposed office with mail.

Very respectfully,

Fourth Assistant Postmaster General.

To Mr. ....

care of the Postmaster of ..... , who will please forward to him.

**STATEMENT.**

The proposed office to be called

Proposed - Postofice Menzuda

**Notice directions for selecting post office names on next page.**

It will be situated in the ..... quarter of Section ..... Township Lower northern part (North or South), Range ..... (East or West), ..... in the County of Boone, State of Kentucky.

It will be on or near route No. 3, being the route from Cincinnati to Lewisburg - O. on which the mail is now carried twice daily times per week.

Will it be directly on this route? Ans. No.

If not, how much would its supply on this route increase the distance necessarily traveled by the carrier in going once over the route? It will be one mile from the Rail Road across the Ohio river.

If not on any route, is a "Special Office" wanted? Ans. Yes. To be supplied from Cincinnati.

The name of the nearest office to the proposed one, on one side, is Dalewood - Kentucky, its distance is one miles mile in a south-western direction from the proposed office.

The name of the nearest office, on the other side, is Bullittsville - Kentucky, its distance is five miles in a southerly direction from the proposed office.

The name of the other nearest office to the proposed one is Bullittsville Ky. Helton, its distance by the most direct road is four miles in a southerly direction from the proposed office.

The name of the most prominent river near it is The Ohio.

The name of the nearest creek is Red Run.

The proposed office will be 4 of a miles from said river, on the southern side of it, and will be 1/2 miles from said nearest creek, on the northern side of it.

The name of the nearest railroad is C. C. C & St. R. Rail Road.

If on the line of or near a railroad, on which side will the office be located; how far from the track; and what is, or will be, the name of the station? Ans. Bullittsville; One mile, with river between, towards Lewisburg.

Give the population to be supplied by the proposed office. Ans. 150.

If it be a village, state the number of inhabitants. Ans. 150.

A diagram, or sketch from a map, showing the position of the proposed new office, with neighboring river or creek, roads, and other post offices, towns, or villages near it, will be useful, and is therefore desired.

ALL WHICH I CERTIFY to be correct and true, according to the best of my knowledge and belief, this Fourteenth day of March, 1901.

( Sign full name) Mary Riley Proposed P. M.

I CERTIFY that I have examined the foregoing statement, and that it is correct and true, to the best of my knowledge and belief.

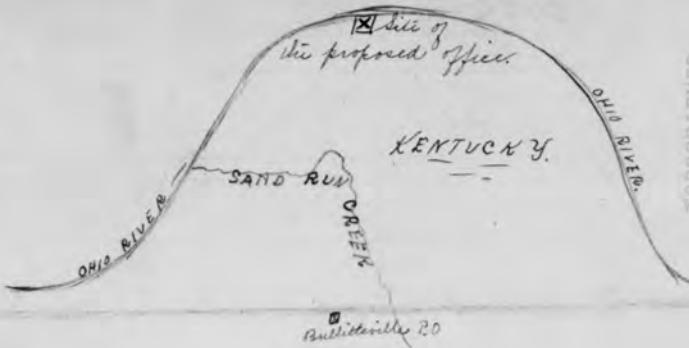
(This must be signed by Postmaster at nearest office.)

J. L. Riley  
Postmaster at Bullittsville

X Names must agree. ..... Bullittsville (OVER)

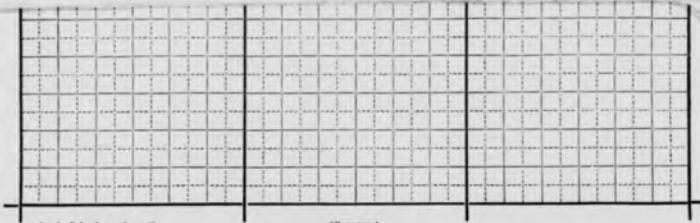
*Weneda, Ky.*

*South Bend Post Office*  
*Rail Road*



TOPOGRAPHER,  
MAY 10, 1891  
P. D. DEPT.

The proposed office is one mile from South Bend, Ohio, office with the Ohio river between.



Scale  $\frac{1}{4}$  inch to the mile.

(SOUTH.)

#### INSTRUCTIONS RELATIVE TO NAMES OF POST OFFICES.

Attention is called to the following order issued by the Postmaster General, dated April 9, 1894:

"ORDERED, No. 114.—To remove a cause of annoyance to the Department and injury to the Postal Service in the selection of names for newly established post offices, it is hereby ordered, that from this date only short names or names of one word will be accepted. There may be exceptions when the name selected is historical, or has become local by long usage, but the Department reserves the right in such cases to make the exception or not as it sees proper. Names of post offices will only be changed for reasons satisfactory to the Department."

The prefix of "East," "Old," "New," "North," "South," or "West," to the name of a post office is objectionable; as also is the addition of "Burg," "Center," "City," "Corners," "Creek," "Cross Roads," "Depot," "Hill," "Hotel," "Hollow," "Junction," "Mill," "Mound," "Peak," "Plains," "Point," "Port," "Prairie," "Rock," "River," "Run," "Ridge," "Store," "Station," "Springs," "Town," "Vale," "Valley," or "Village," and all other prefixes or additions, as such prefixes or additions are liable to lead to confusion and delay in transmission of the mails.

Delay may often be avoided by here submitting in order of preference several names as the one first selected may be rejected by the Department.

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Not knowing exactly how to make a correct map the above diagram, one has been drawn on the other side of this paper, copied from a Boone County, Ky. atlas and is correct.

**Post Office Department,**

MAR 7 1904

**TOPOGRAPHER'S OFFICE.**

Washington, D. C., Mar. 2, 1904

Siza

To enable the Topographer of this Department to determine, with as much accuracy as possible, the relative positions of Post Offices, so that they may be correctly delineated on its maps, the Postmaster General requests you carefully to answer the questions below, and furnish the diagram on the other side, returning the same as soon as possible, verified by your signature and dated, under cover to the Topographer's Office, Post Office Department.

Respectfully, etc.

<sup>etc.</sup>  
A. von Haake

Topographer P. O. Dept

To POSTMASTER AT *Wereeda*, Boone Co., Ky., for new site as  
mond 1 mi. S.

The (P. O. Dept.) name of my Office is Weneola.

If the town, village, or site of the Post Office be known by another name than that of the Post Office, state that other name here:

My Office is situated in Bethel part of \_\_\_\_\_ Township, or in \_\_\_\_\_ quarter of Tract No. Bullittsville, Township, County of Bowen.  
State of Kentucky.

The name of the most prominent river near it is Ohio.

The name of the nearest creek is Sand Run.

My Office is 1 miles from said river, on the south side of it, and is 1 miles from said nearest creek, on the best side of it.

(My Office is on Main Street, No. 30339.)

My Office is a Special Office supplied from North Bend, 1½ miles distant.

The name of the nearest Office on my route is *North Haven* and its

The name of the nearest Office on my route is \_\_\_\_\_, and the distance is \_\_\_\_\_ miles, by the traveled road, in a ~~North~~ direction from this, my Office. The name of the nearest Office on the same route, on the other side, is Sherman.

The name of the nearest Office, *on the same route*, on the other side, is \_\_\_\_\_  
and its distance is \_\_\_\_\_ miles in a \_\_\_\_\_ direction from this, my Office.

The name of the nearest Office *off the route* is *Santa Fe*, and its distance by the most direct road is *9* miles in a *South E* direction from this, my Office.

My Office is at a distance of 2 miles from the track of the Wabash  
St. Louis, Railroad, on the South side of the railroad.

My Office is \_\_\_\_\_ miles, air-line distance, from nearest point of my County boundary.

(Signature of Postmaster)

*W. P. Brooker*

(Date) March 5<sup>th</sup>, 1901

## DIAGRAM, EXPLANATION, AND INSTRUCTIONS.

The dot in the center of the 1-mile circle represents the site of your office.

The surrounding offices should be carefully located by placing dots on or between the mile circles at the exact distance, and in the right direction from your office, and their names plainly written.

If it should be necessary to designate an office which is over 10 miles from your site, place the dot outside of the 10-mile circle, write the name of such office, and state its distance from your site.

Draw distinctly the railways, roads, rivers, and creeks.

