ENROLLED BILL
(SECOND EXTRAORDINARY SESSION, 1933)

House Bill No. 122

(By Mr. Gates)

Passed February 16, 1934

In Effect from Passage
AN ACT to provide for the establishment of a central mailing office in the capitol building.

Be it enacted by the Legislature of West Virginia:

Section 1. There is hereby created and established a central mailing office, hereinafter called “mail office”, in the capitol building, through which the mail of all state departments, boards, bureaus and commissions, except the legislative department, shall be metered or stamped and dispatched. The mail office shall be located as conveniently as possible to the offices of the various departments.

Sec. 2. It shall be the duty of the governor of this state, as soon as may be after this act becomes effective, to appoint, by and with the consent of the Senate, a mail clerk and the governor may appoint such other employes as may be necessary to carry out the provisions of this act, and shall fix their salaries or compen-
sations. Such mail clerk and other employes shall hold office
during the will and pleasure of the governor. The mail clerk
shall be a capable man, experienced in the handling of United
States mail.

Sec. 3. The mail clerk shall have general charge and super-
vision of the mail office, and shall be responsible for its efficient
administration. He shall be required to:

(a) Enter into bond for the faithful discharge of his duties,
    the form and sufficiency of the bond to be approved by the
    attorney-general.

(b) Keep proper books of accounts of the receipts and dis-
    bursements of the mail office.

(c) Render to the governor a report each month, showing
    the expenses of the mail office for the preceding month, and
    shall render such other reports as the governor may require.

(d) Keep the mail office open during regular business hours.

(e) Provide rules and regulations for the efficient and prompt
    dispatch of the mail.

Sec. 4. After the establishment of the mail office, as provided
for herein, all state departments, boards, bureaus and commis-
sions having their offices in the capitol building shall dispatch
4 all mail through the mail office, and the heads of all such state
5 departments, boards, bureaus and commissions are specifically
6 required to dispense with the services of all clerks and mes-
7 sengers theretofore employed by them for the handling and dis-
8 tribution of the mail.

Sec. 5. For the remainder of the biennial period, all expenses
2 of the mail office, including salaries, postal supplies and equip-
3 ment, shall be allocated from the general current expense ac-
4 counts of the various departments operating through said mail
5 office, as shown by the auditor’s records. The mail clerk is
6 authorized upon the approval of the state purchasing depart-
7 ment to draw his warrants upon the auditor, payable out of
8 the general current expense accounts above mentioned, for any
9 bills for salaries, stamps, postal supplies and other proper items
10 of expense.

11 For the fiscal year beginning July first, one thousand nine
12 hundred thirty-five, and thereafter, all expenses incident to the
13 administration of the mail office shall be appropriated out of
14 the treasury in accordance with the provisions of the “Budget
15 Amendment” to the state constitution.
CORRECTLY ENROLLED

Chairman Senate Committee.

Speaker of the House of Delegates.

Clerk of the House of Delegates.

President of the Senate.

Clerk of the Senate.

The within is approved.

this 19th day of February, 1934.

Filed in the office of the Secretary of State

Wm. S. O'Brien,
Secretary of State