

Instructions

Use this form to collect and report data on letters for the mail recovery centers. This form must be completed by the supervisor of the mail recovery center and signed by the mail recovery center manager.

Submit copies of Form 4911 for each accounting period at the end of the fiscal year to:

MANAGER
BUSINESS MAIL ACCEPTANCE
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-6808

Field Number	Data Requested	Data Required
1	AP Number	Enter the accounting period (AP) number in which this data was collected.
2	Postal Quarter	Self-explanatory.
3	Date	Record the date of each activity during the AP.
4	Volume Received	Empty all sacks! Enter the total number of mailpieces received. Apply these linear conversion rates: Letter mail: 290 pieces per foot. Flat mail: 115 pieces per foot. Tub: 500 letters. Tub: 115 flats. Large hamper, bundled: 40 feet. Small hamper, bundled: 20 feet. Tray: 580 letters. Bluebird (tray cart): 24 trays.
5	Left	Enter the total number of mailpieces (volume) awaiting treatment at the close of business for each date of activity. Apply these linear conversion rates: Letter mail: 290 pieces per foot. Flat mail: 115 pieces per foot. Checks, unpaid bills: 330 pieces per foot.
6	Workhours	Enter the actual number of letter employee workhours used for each date of activity.
7	Mail Forwarded/Returned	Enter the total number of letters or flats dispatched to the address identified (sender/addressee) by examining the contents of the mail.
8	Filed (Number filed)	Enter the total number of letters or flats that cannot be returned or forwarded but contain cash or other articles with an estimated value of \$5.00 or more. These letters or flats are held for 6 months awaiting possible reclamation.
9	Filed Cash	Enter the total dollar amount of cash stripped from the letters or flats that are filed. Obtain the total amount from Form 1412-A, <i>Daily Financial Report</i> .
10	Reclaimed Cash	Enter the total dollar amount of cash reclaimed through a search of the files in response to inquiries.
11	Search	Enter the total number of searches performed through the files in response to inquiries.