

# **NATIONAL ARCHIVES MICROFILM PUBLICATIONS**

**Microfilm Publication M1126**

**POST OFFICE DEPARTMENT**

**REPORTS OF SITE LOCATIONS**

**1837-1950**

**Roll 88**

**Florida**

**Bradford-Calhoun**

**THE NATIONAL ARCHIVES  
NATIONAL ARCHIVES AND RECORDS SERVICE  
GENERAL SERVICES ADMINISTRATION**

**WASHINGTON: 1980**

## INTRODUCTION

On the 683 rolls of this microfilm publication are reproduced 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 fall within the period from the mid-1860's to 1946. There are reports for a few post offices dated in the late 1830's, for a few years in the 1850's, and for the period 1946-50.

## Background

Before 1837 the Post Office Department had no official mapmaker and purchased its maps from commercial firms or private individuals. On March 13, 1837, Henry A. Burr was appointed the first Topographer of the Post Office. He began preparing maps for the use of postal officials. In 1862 Postmaster General Montgomery Blair directed the Topographer to prepare a comprehensive set of postal maps for sale to the public. Maps of States, or groups of States, were to be continually updated by the Topographer's Office. Later, similar maps were prepared for territories and possessions. On January 3, 1955, the Postmaster General ordered the end of sales of postal route maps and eliminated the need to accumulate reports on post office site locations.

These records are chiefly forms on which postmasters furnished data that were used by the Topographer to determine the location of post offices in relation to nearby post offices and transportation routes and facilities. The reports do not show the exact locations of post offices (except for some in the 1940's, which gave street addresses), nor do they include information about the buildings in which post offices were housed or operated. The reports constituted an important part of the procedure for establishing new post offices. Generally the Appointment Division of the First Assistant Postmaster General's Office sent a site-location report form to the postmaster nearest the proposed post office for completion. During the latter part of the 19th century, reports on prospective post offices employed forms that included more items of information than appeared on the forms used for reporting changes of site. Sometimes this first site location report shows the names proposed by local citizens for that post office.

As the Topographer's requirements for geographical information became more sophisticated, the report form was altered to request additional data. Although, over the years, site location reports changed in format, most requested the following information about a post office: (1) county and State (or Territory); (2) land description used by the Federal survey system (range, township,

and section), if applicable; (3) mail route number and distance from the post office to the nearest mail route; and (4) the closest rivers, creeks, canals, roads, and railroads. Most reports also include a diagram or sketch map compiled by the postmaster or a printed map annotated by him to show the location of the post office. Some reports also give the name of the contractor for the mail route. The form used in reporting on a prospective post office requested information about the number of families or the number of people that would be served by the new office. Occasionally, when there were insufficient data in the files for proper delineation of a post office on a postal route map, the Topographer's Office queried a postmaster. Some of the records are merely replies to inquiries about the name of the county seat, the location of a landmark, information about mail routes, or other data that were needed by the Topographer.

The reports are arranged alphabetically by State (including the District of Columbia) and are followed by reports for the Canal Zone, Guam, Samoa, the Virgin Islands, and Puerto Rico (in that order) and end with the Philippine Islands. The reports for each State or other entity are arranged alphabetically by major civil division (such as county, parish, or district) and thereafter by name of post office in rough alphabetical order. (The user of this publication is advised to go through the records for the entire county that includes the post office of interest because no attempt has been made to perfect the alphabetical order of the reports below the county level.) When there is more than one report for a particular post office, the reports are usually arranged chronologically with the most recent report first and the oldest report last. Reports for post offices whose names have been changed are normally filed under the most recent name, but sometimes they are filed under the earlier name or names. Boundaries of civil divisions were sometimes changed so that reports for a given post office might have been filed under more than one county or State and thus may appear in more than one place in the records; e.g., post offices in Indian Territory may also be in the records for the State of Oklahoma. Under the District of Columbia are reports for some Maryland and Virginia post offices and some military post offices actually located in those two States.

To locate the report or reports for a particular post office, select the roll for the State or other entity that includes the county in which the post office was located. Gazetteers, atlases, and commercially published postal guides (with various titles), all of which are available in most large public libraries, should be consulted to learn the name of the county in which a particular post office was located.

Some records concerning site location reports have not been reproduced in this microfilm publication. Excluded is correspondence between the Topographer's Office and State officials concerning

State and county boundaries or containing lists of counties. Occasionally State and local officials voluntarily submitted booklets, pamphlets, and other information relating to State and county boundaries and the establishment of counties; these also have not been reproduced.

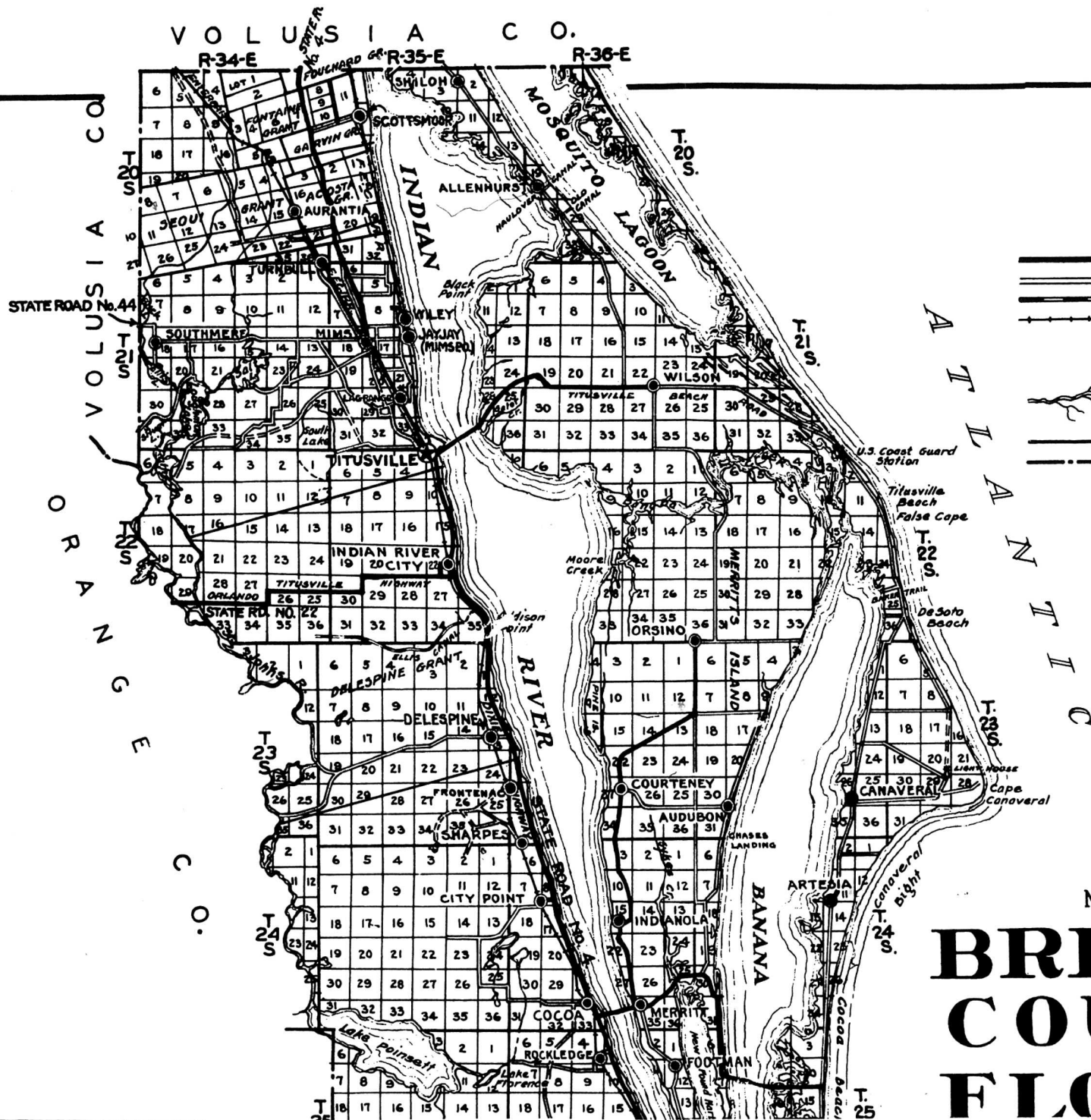
#### Related Records

The records reproduced in this microfilm publication are part of the Records of the U.S. Postal Service, Record Group 28 in the custody of the National Archives and Records Service (NARS). The site location reports provide geographical information that can be used in conjunction with Microfilm Publication M841, *Record of Appointment of Postmasters, 1832-September 30, 1971*. The postal route maps, among cartographic records in the custody of NARS, also contain information about post office locations.

Additional information regarding the Topographer and postal route maps may be found in *Records and Policies of the Post Office Department Relating to Place-names*, Arthur Hecht and William T. Heynen, compilers (NARS Reference Information Paper No. 72, Washington, 1975); and Arthur Hecht, "Route Maps of the U.S. Postal Service of the 18th and 19th Centuries," *American Philatelist*, Vol. 93 (November 1979), p. 981-986. Administrative use of the site location reports in the late 19th century is described in *Report [of] the Select Committee of the United States Senate . . . To Inquire Into and Examine the Methods of Business and Work in the Executive Departments, etc.* (50th Cong., 1st sess., S. Rept. 507, Pt. 3).

This introduction was written by Jerry L. Clark and edited by Robin Zeltner.



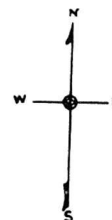
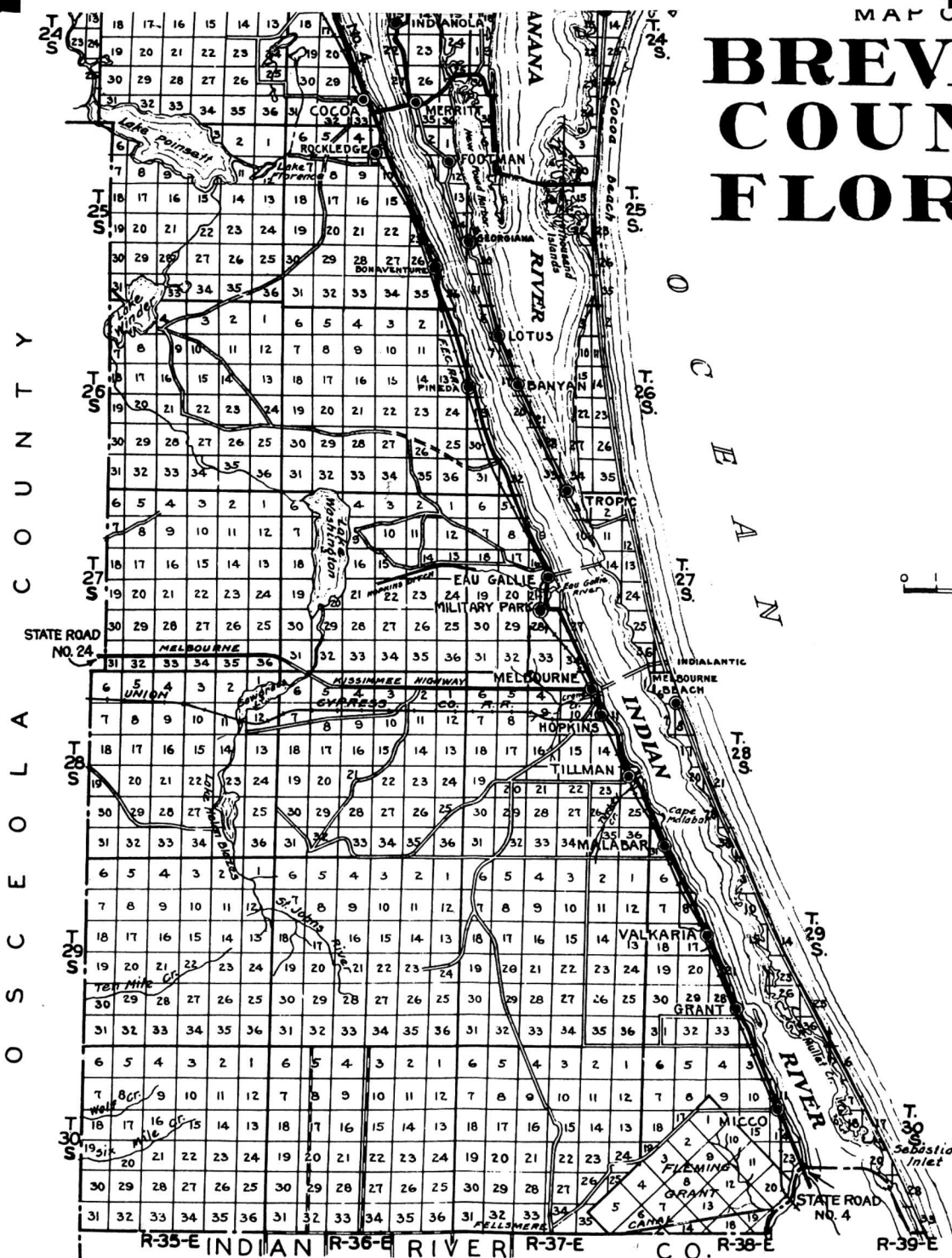


## LEGEND

- PAVED OR IMPROVED ROADS
- ROADS
- CANALS OR DRAINAGE DITCHES
- RAILROADS
- TOWNS
- LARGER TOWNS OR CITIES
- LAKES
- STREAMS
- COUNTY SEAT
- TOWNSHIP LINES
- COUNTY BOUNDARIES

# MAP OF BREVARD COUNTY FLORIDA

# MAP OF BREVARD COUNTY FLORIDA



*RMS*

(No. 30.)

POST OFFICE DEPARTMENT,

CONTRACT OFFICE,

WASHINGTON, *Aug 13*, 186*9*

SIR:

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 to fill up the spaces and answer the questions below, and return the same, verified by your signature and dated, under cover to this Office.

Respectfully, &c., &c.,

*Wm. Smith*  
Second Assistant Postmaster General.

TO POSTMASTER AT

*Sand Point*

*Polusia Co., Florida*

The (P. O. Dept.) name of my office is

\*Its local name is

It is situated in the *South East* quarter of Section No. *29*, in Township  
*21* (north or south,) Range *South 35 East* (east or west,) County  
of *Polusia*, State of *Florida*

The name of the most prominent river near it is

The name of the nearest creek is

This office is *3/4* miles from said river, on the *west* side of it, and is  
*3/4* miles from said nearest creek, on the *South* side of it.

The name of the nearest office on route No. is *Enterprise*, and its  
distance is *50* miles, by the traveled road, in a *Northerly* direction from this my office.

The name of the nearest office on the same route on the other side is *Fort Pierce*  
and its distance is *90* miles in a *South E* direction from this my office.

The name of the nearest office off the route is *St Augustine*, and its  
distance by the most direct road is *150* miles in a *N E* direction from this my office.

State, under this, the names of all other offices near your office, in different directions from it, and  
their distances from it by the most direct roads.

*There has been an office at New Smyrna if not discontinued in E direction about 40 miles from my office. There is an office at Melanville 6 miles west of Eub*

\*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, that it may be identified on the map of the State (or Territory.)

[A diagram of the township and sections, (or, where the land is not so divided, a sketch map,) showing the precise location of your office, together with the adjoining Post Offices, towns or villages, the roads, railroads, and larger streams or creeks, in addition to the above, will be useful, and is desired. (See diagram blank accompanying this, to be filled up.)

(Signature of Postmaster.)

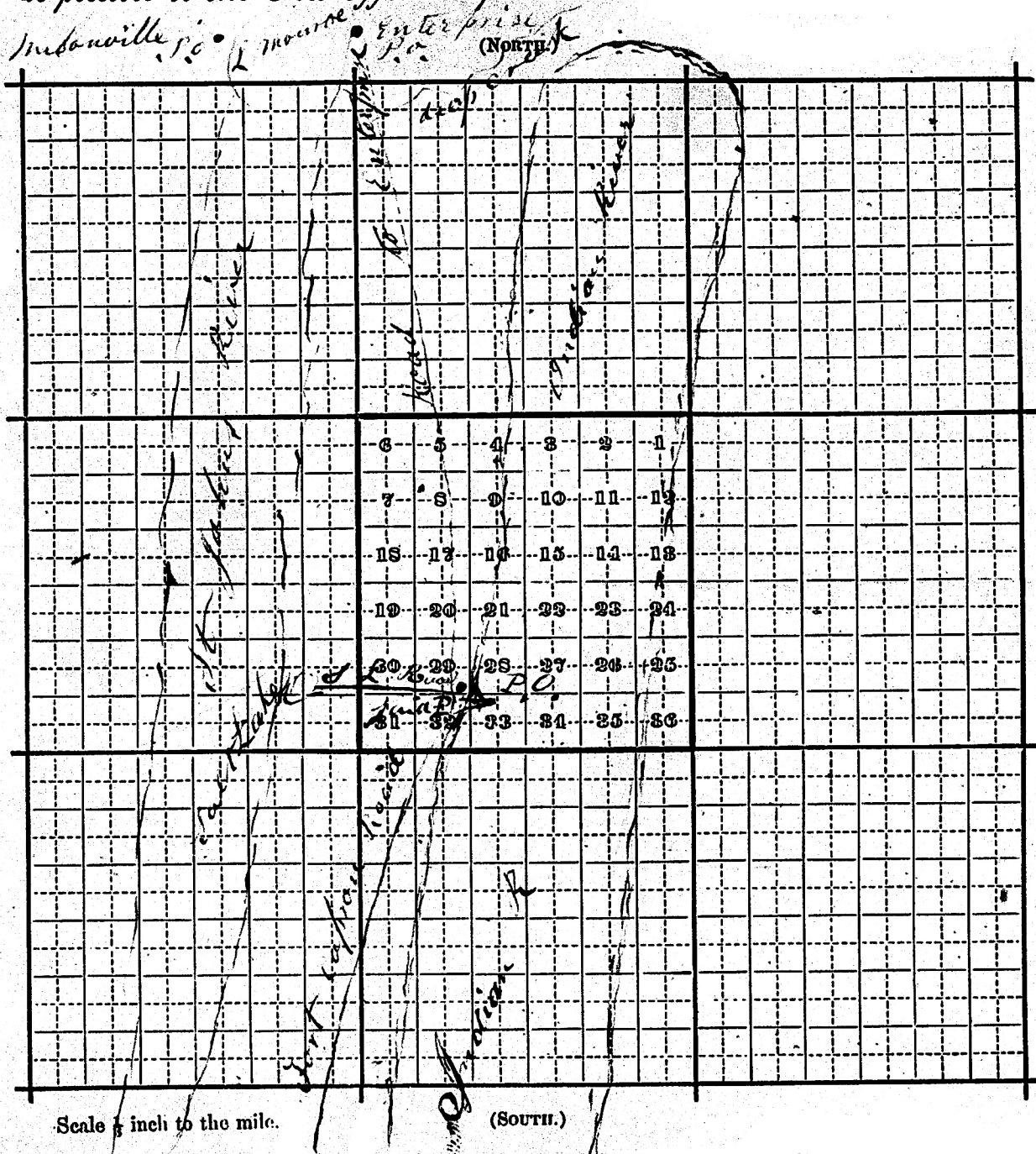
*John J. Marney*

(Date.)

*Aug 28th 1869*

agram showing the site of the Landpoire Post Office  
in Township 21 East Range 35 East of Principal  
Meridian, County of Volusia, State  
of Florida, with the adjacent Townships and Post  
Offices.

*It is requested that the exact site of the proposed, or existing Post Office, as also the roads to the adjoining offices, and the larger streams or rivers, be marked on this diagram, to be returned as soon as possible to the Post Office Department.*





## Post Office Department,

TOPOGRAPHER'S OFFICE,

Washington, December 24, 1885

Sir:

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 to fill up the spaces below, and the enclosed fourth page, returning the same, verified by your signature and dated, under cover to this Office.

Respectfully, &amp;c.,

*W. L. Nichols*  
Topographer P. O. Dept.

To POSTMASTER AT

*Titusville*  
*Brevard Co.,*

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

*Titusville*

\* Its local name is

*Titusville*

It is situated in the

*NW*quarter of Section No. *33*, in Township

*Twenty Two* (~~north~~ or south), Range *thirty five (35)* (east or west), County of *Brevard*, State of *Florida*

The name of the most prominent river near it is

*Indian River*

The name of the nearest creek is

*Banana Creek*

This Office is *no* miles from said river, on the *west* side of it, and is *six* miles from said nearest creek, on the *west* side of it.

The name of the nearest Office on route No. *16168* is *Sabrange*, and its distance is *two (2)* miles, by the traveled road, in a *northwesterly* direction from this my Office.

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

The name of the nearest Office off the route is *Aurantia*, and its distance by the most direct road is *nine* miles in a *northwesterly* direction from this my Office.

This office is at a distance of *no* miles from the *Rail Road* Station of the *A.C.S.T. Indian River* Railroad, on the *South* side of the railroad.

State, under this, the names of other Offices near your Office, in different directions from it, and their distances from it by the most direct roads.

\* 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, that it may be identified on the map of the State (or Territory).

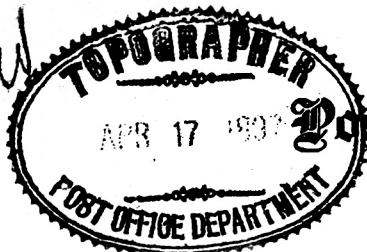
☞ A diagram of the township and sections (or, where the land is not so divided, a sketch map), showing the precise location of your Office, together with the adjoining Post Offices, towns, or villages, the roads, railroads, and larger streams or creeks, in addition to the above, will be useful, and is desired.—(See diagram blank accompanying this, to be filled up.)

(Signature of Postmaster.)

*J. C. Howard P.M.*

(Date.)

*Dec 29<sup>th</sup> 1885*



# Post Office Department,

TOPOGRAPHER'S OFFICE,

Washington, D. C., *April 10*, 1897.

Sir:

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, &c.,

*Harold A. A. A.*

TOPOGRAPHER P. O. DEPT.

Topographer P. O. Dept.

To POSTMASTER AT

*Titusville*

*Brevard Co.,*

*(Town plat on file among County Papers, lower bow of Bigm Lake, Fla.)*

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

*Titusville, Florida*

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: ☒ *No*

The P. O. is situated in the *N. W.* quarter of Section No. *3*, in Township

*22*

(*north or south*), Range

*36*

(*east or west*), County

of *Brevard*, State of *Florida*

The name of the most prominent river near it is

*Indian*

The name of the nearest creek is

This Office is *1/2* miles from said river, on the *West* side of it, and is

miles from said nearest creek, on the side of it.

My Office is on Mail Route No.

*123025*

My Office is a Special Office supplied from miles distant.

The name of the nearest Office on my route is, and its

distance is miles, by the traveled road, in a direction from this, my Office.

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, and its distance by the most direct road is miles in a direction from this, my Office.

The name of the nearest railroad is *Florida East Coast and G. T. & N. W.*

If on the line of or near the railroad, on which side and how far from the track is your Office located? *East side of Florida East Coast and South of G. T. & N. W.*

(Signature of Postmaster.)

*John D. Jones*

(Date.)

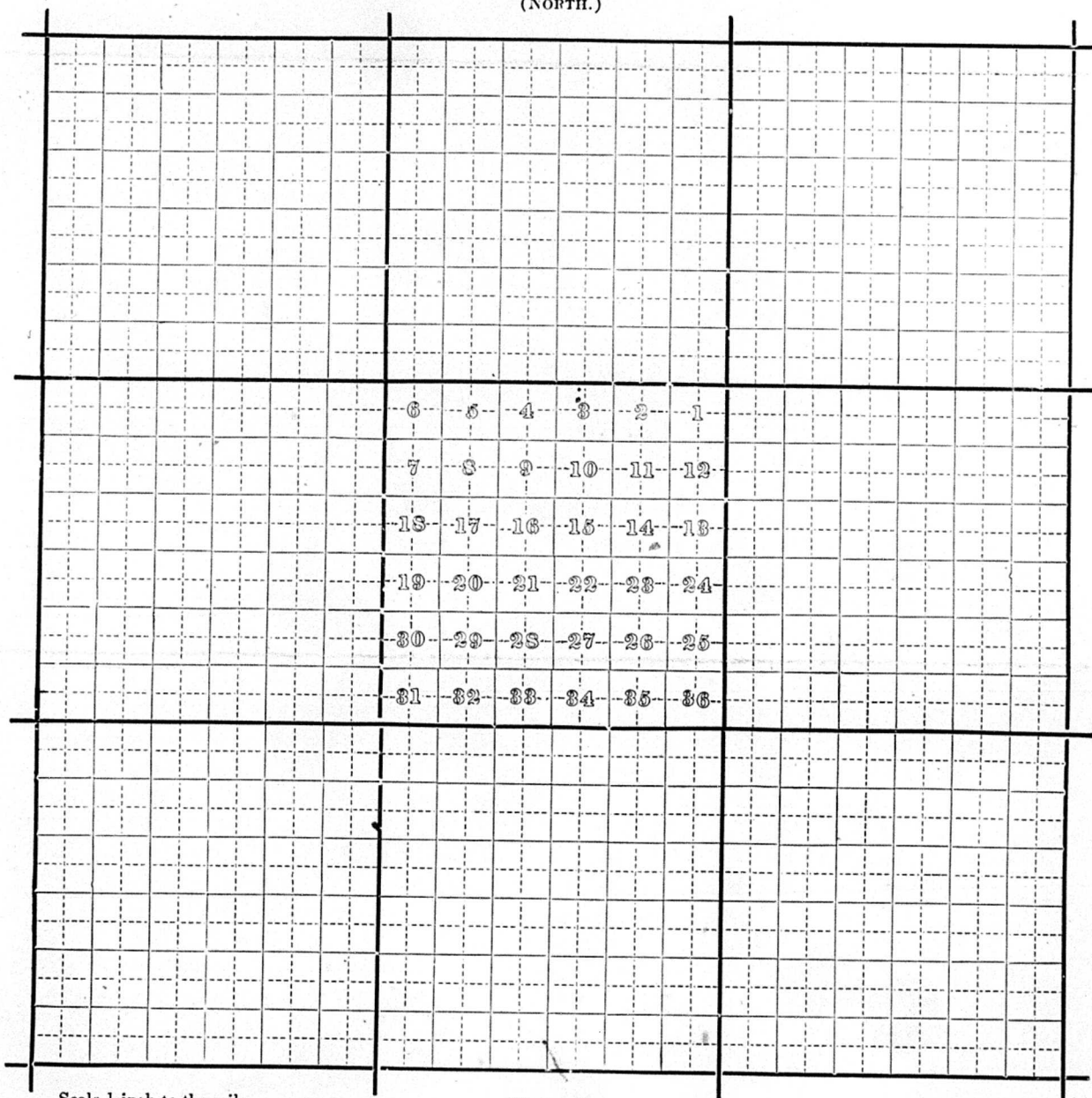
*April 15 - 1897*

**Diagram** showing the site of the Pittville Post Office  
 in Township 22 (~~N.~~ S.), Range 35 (~~E.~~ W.),  
 of Palladium Principal Meridian, County of Barren, State  
 of Delaware, with the adjacent Townships and Post Offices.

It is requested that the exact site of your Post Office, as also the roads to the adjoining Offices, and the rivers and creeks, be marked on this diagram, to be returned as soon as possible to the Topographer's Office, Post Office Department. If on, or near a railroad, mark the railroad and adjacent Station accurately.

In localities not surveyed by the U. S. Land Office, a **sketch** map is requested.

(NORTH.)



Scale  $\frac{1}{8}$  inch to the mile.

(SOUTH.)



Post Office Department  
FOURTH ASSISTANT POSTMASTER GENERAL

Washington April 10, 1928.

POST OFFICE DEPT.  
Division of Topography

MAY 10 1928

Postmaster, Titusville  
Brevard Co.,  
Florida.

In order that the site of your post office may be accurately represented upon the post-route maps, it is requested that you carefully answer the questions below and ~~furnish a sketch, according to instructions on opposite side of paper,~~ which should be returned to this Division as soon as possible.

FOURTH ASSISTANT POSTMASTER GENERAL.

The name of my postoffice is Titusville, Florida

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: No

My post office is situated in the NORTH WEST quarter of Section No. 3, in Township 22 S  
Range 35 E, of the TALLAHASSEE principal meridian, County of Brevard  
E. or W. N. or S.  
State of Florida

The name of the nearest river is Indian River, and the post-office building is at a distance of 200 FT. on the West side of it.  
N., S., E., or W.

The name of the nearest creek is NONE, and the post-office building is at a distance of — on the — side of it.  
N., S., E., or W.

The name of the nearest office on my route is Wilson, Florida  
and its distance is 9.07 miles, by the traveled road, in a Easterly direction from this, my office.  
N., S., E., or W.

The name of the nearest office on my route, on the other side, is NONE  
and its distance is — miles, in a — direction from this, my office.  
N., S., E., or W.

The name of the nearest office not on my route is INDIAN RIVER CITY  
and its distance is 3 1/2 miles, by the traveled road, in a SOUTHERLY direction from this, my office.  
N., S., E., or W.

The post-office building is on the East side of the Florida East Coast Railroad,  
N., S., E., or W.  
and at a distance of 1230 FT. from the track.

The railroad station name is TITUSVILLE, FLA.

The air-line distance from my post office, to the nearest point of my county boundary is 9 1/2 miles,  
in a WEST direction.  
N., S., E., or W.

Postmaster

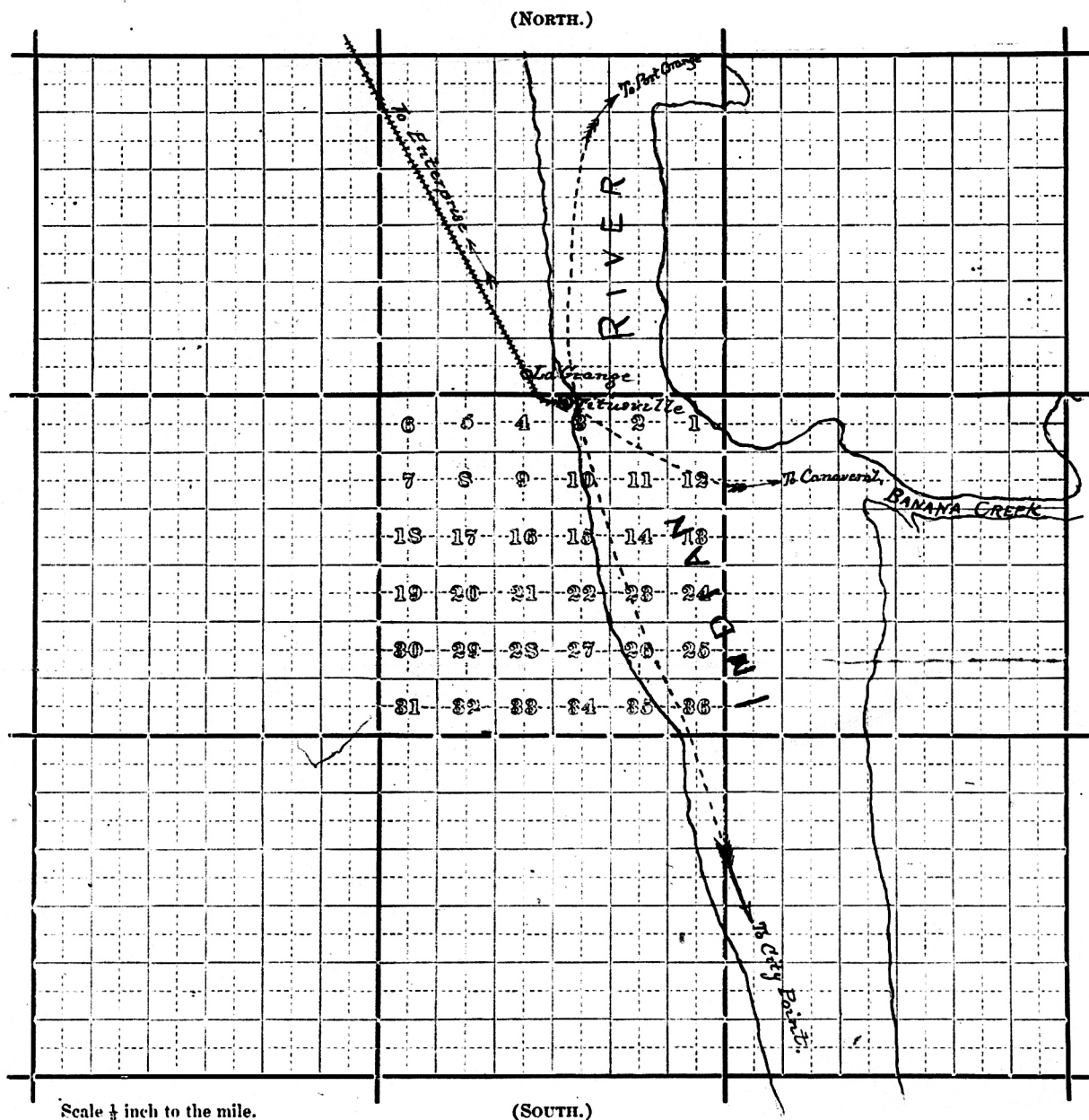
Date

5/8/28

Diagram showing the site of the Pitusville Post Office  
in Township twenty two Range thirty five of Principal  
Meridian, County of Brevard, State  
of Florida, with the adjacent Townships and Post  
Offices.

*W. B. Brevard & Co.*

It is requested that the exact site of the proposed, or existing Post Office, as also the roads to the adjoining Offices, and the larger streams or rivers, be marked on this diagram, to be returned as soon as possible to the Post Office Department. If on, or near a railroad, mark the railroad and adjacent Station accurately.



7.

**Post Office Department**  
**FOURTH ASSISTANT POSTMASTER GENERAL**  
**Washington**

RETURN TO  
DIVISION OF TOPOGRAPHY

Postmaster,

**TITUSVILLE,**

JAN 12 1942

**FLA.**

The following information is required in order that your post office may be shown in its proper location on postal maps. Please complete this form immediately and return it without delay with the map or sketch described on the reverse side. A letter of reply is not necessary.

*Walter Myers*  
FOURTH ASSISTANT POSTMASTER GENERAL.

1. Street address of post office 71 Main St. County Brevard
2. Township \_\_\_\_\_ (If location is described by section, township, and range, fill in line 3.)
3. SE quarter of section 3 Township 22 N. or S. South Range 35 E. or W. East
4. Nearest adjoining county Orange How far: Shortest air distance? 9 miles By road? 12 miles
5. Nearest U. S. or State highway Dixie Highway (no 10) Direction from P. O. west Distance 125 yds
6. Name of nearest railroad station F E C Name of railroad Fla. East Coast
7. Distance by road to railroad station 4.71 mile (4.71) Direction from post office west
8. Shortest air distance to nearest tracks 375 yds Direction from post office west
9. Streams or bodies of water nearest to your office:

Name	Direction from post office	Distance
<u>Indian River</u>	<u>East</u>	<u>50 yds</u>

10. Post offices nearest to your office (one in each general direction):

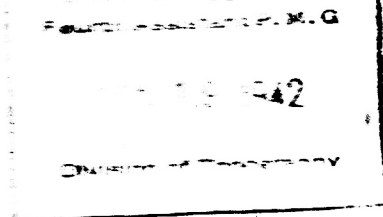
Name	County	Direction from your office	Distance by road
<u>Mims</u>	<u>Brevard</u>	<u>north</u>	<u>4 1/2 miles</u>
<u>Indian River City</u>	<u>Brevard</u>	<u>south</u>	<u>3 miles</u>

11. How is mail supplied to your office?

Railroad

From where? Titusville Fla.

(Railroad, star route, rural route, etc.)



(Date) Jan 17 1942  
(Signed) Marb T. Calder  
Post office TITUSVILLE, FLA. Postmaster.

NORTH

Enlargement of Section 3,  
Over one half of this section extends in the  
Indian River

MAIN ST

station

STATE HIGHWAY #4 WASHINGTON AVE DIXIE HIGHWAY #1

Postoffice

INDIAN RIVER

EAST