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### REQUISITION FOR SUPPLIES

DATE 9/14/76

OFFICE OF Counsellor Hartmann

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN  
THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 15	Burn Bags	
✓ 1 ream	Rainbow Carbon Sets	
✓ <del>10</del> <sup>8</sup> + <sup>4</sup>	White House Memo Pads (4 x 5-1/4)	
✓ 3	Scotch Magic Transparent Tape (3/4 inch)	
✓ 1 box	Paper Set, Manifold & Carbon (WHITE) (8x10-1/2)	
✓ 1 box	Paper Set, Manifold & Carbon (GREEN) (8x10-1/2)	
✓ <del>1 box</del> <sup>3 rolls + 1 box</sup>	IBM Lift-off-Tape (#1136433)	
✓ 300	red tags	
✓ 12	Skilcraft Bonded No. 2 Med pencils	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE BY

# REQUISITION FOR SUPPLIES

DATE September 23  
1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Flr. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN  
THIS COLUMN  
PRICE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
1 box	Folder - Manila - Square Cut - Legal Size	
1 box	Folder - Manila - Square Cut - Letter Size	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

MEMORANDUM

file

THE WHITE HOUSE  
WASHINGTON

September 24, 1976

MEMORANDUM FOR: DR. CONNOR  
VIA: ROBERT HARTMANN *RH*  
GWEN ANDERSON  
FROM: CHARLES McCALL *CM*  
SUBJECT: Request for Reimbursement for Book Purchase

The Research Office had immediate need for If Elected, the New York Times newspaper history of Presidential elections. I purchased a copy at Brentano's. The total amount was \$15.70. I have attached the cash register receipt.

THANK YOU

*check*

• 1 \*\*\*014.95

• TAX \*\*\*000.75

76-6866-160320 TOTAL CASH \*\*\*015.70

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

September 24, 1976

MEMORANDUM FOR: DR. CONNOR  
VIA: ROBERT HARTMANN  
GWEN ANDERSON  
FROM: CHARLES McCALL  
SUBJECT: Bill for Report Ordered by the Research Office

I requested a copy of the Tax Foundation, Inc., report, The Legislative Branch: the Next Billion Dollar Bureaucracy. I'm sure you understand why it is of value to us at this time. While I did not expect to be billed for it, the attached invoice was sent with the report.





**TAX FOUNDATION** INCORPORATED

50 ROCKEFELLER PLAZA  
NEW YORK, N. Y. 10020



INVOICE NO. **P 11649**

DATE 9/13/76

PURCHASER'S <sup>Mc</sup>  
ORDER NO. Mr. /Call

tel 9/13/76

TERMS: NET CASH

Mr. Charles McCall  
White House Research Office  
EOB 128  
The White House  
Washington, D.C. 20500

1

GFB 26 The Legislative Branch: The Next Billion Dollar Bureaucracy.

\$1. 00

PLEASE RETURN DUPLICATE INVOICE WITH YOUR REMITTANCE



REQUISITION FOR SUPPLIES

DATE 9/28/76

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Flr. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN  
THIS COLUMN  
PRICE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 20	Burn Bags	
✓ 1 ream	Rainbow Carbon Sets	
✓ 1 ream	Heavy White Bond (letter size) water ,arled	
✓ 1 copy	Latest Diplomatic List from the Department of State (blue book)	
✓ 3	UNIPEN Refills	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY



THE WHITE HOUSE

WASHINGTON

October 1, 1976

MEMORANDUM FOR COLONEL NELSON

VIA: ROBERT T. HARTMANN

FROM: GWEN ANDERSON

I would like to request four (4) pageboys for members of the Research staff as follows:

Jacquelyn McMahan  
Maureen Brown  
Janet Lawson  
Jim Conzelman

I would like them issued this afternoon and request that they be allowed to keep them until the end of October, 1976, if at all possible.

Should the pageboys be in short supply it is imperative to have at least two (2) pageboys.

Please deliver to Mrs. Gwen Anderson in Room 122 OEOB.



REQUISITION FOR SUPPLIES

OFFICE OF COUNSELLOR HARTMANN

DATE Oct. 11, 1976

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓	1 box (6 ribbons) IBM Correctable Film Ribbon #1136432 (Black)	
✓	10 White House Memo Pads (4 x 5-1/4)	
✓	10 White House Memo Pads (5 x 8)	
✓	1 ream White House Stationery (6-1/4 x 9-1/4)	
✓	1 ream White House Stationery (8 x 10-1/2)	
✓	12 Skilcraft Bonded No. 2 Med pencils	
✓	6 Green letter size file folders (3rd cut)	
✓	6 Blue letter size file folders (3rd cut)	
✓	6 Pink letter size file folders (3rd cut)	
✓	6 Red letter size file folders (3rd cut)	
✓	1 Box White House Envelopes (3-7/8 x 8-7/8)	
✓	1 Box Plain White Envelopes (3-7/8 x 8-7/8)	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

October 12, 1976

MEMORANDUM FOR: DR. CONNOR

VIA: ROBERT HARTMANN  
DOUGLAS J. SMITH  
GWEN ANDERSON

FROM: CHARLES McCALL

SUBJECT: Bill for Directory Ordered by  
The Research Office

The Directory of College Athletics is quite useful as we prepare material for the President's speeches. I asked that a copy be sent us. The attached bill arrived with the directory.

REQUISITION FOR SUPPLIES

DATE October 26, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN  
THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 20	Burn Bags	
✓ 2	UNIPENS .	
✓ 3	UNIPEN Refills	
✓ 1 box	IBM Lift-off-Tape (#1136433)	
✓ 10	White House Memo Pads (4 x 5-1/4)	

DO NOT WRITE BELOW THIS LINE  
BY

DATE ISSUE

REQUISITION FOR SUPPLIES

DATE Nov. 8, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Flr. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
6	Plastic Protective Document Covers	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Note	Note regarding National Journal Reports subscriptions, and attachments, 17 pages.	11/29/1976	C

File Location:

Robert T. Hartmann Files, Box 14, "Office - Requests for Equipment and Supplies (4)" SMD - 6/8/2015

**RESTRICTION CODES**

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

REQUISITION FOR SUPPLIES

DATE Dec. 9, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Flr., W.W.

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN  
THIS COLUMN  
PRICE

QUANTITY

PLEASE DESCRIBE EACH ITEM FULLY

PRICE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
20	Manila Envelopes (White House) 6-1/2 x 10-1/2	
1 ream	Rainbow Carbon Setups	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE Dec. 13, 1976

OFFICE OF ROBERT T. HARTMANN

INDIVIDUAL Gail Ann Raiman

ROOM NUMBER First Floor West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN  
THIS COLUMN  
PRICE

QUANTITY

PLEASE DESCRIBE EACH ITEM FULLY

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
2	NATIONAL 1977 TIME LINE APPOINTMENTS BOOKS	
1	Bottle EPOXY Glue	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY



REQUISITION FOR SUPPLIES

DATE Dec. 20, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Flr - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 10	Manila Envelopes (White House) 6-1/2 x 10-1/2	
✓ 1 Box	IBM Lift-off-Tape (#1136433)	
✓ 1 Box	(6 ribbons) IBM Correctable Film Ribbon #1136432 (Black)	
✓ 6	White House Memo Pads (4 x 5-1/4)	
✓ 6	White House Memo Pads (5 x 8)	
✓ 1 box	Folder - Manila - Square Cut - Legal Size	
return 1 box	Folder - Manila - Square Cut - Letter Size	
✓ 6	Jiffy Bags No. 7	
✓ 6	Jiffy Bags No. 5	
✓ 6	Jiffy Bags No. 1	
DO NOT WRITE BELOW THIS LINE		
DATE ISSUE	BY	





VOGT, John

Re: UPI Ticker

January 12, 1977

Dear John:

As I leave the White House I want to say how much I have appreciated the Washington News Service that UPI made immediately available to my office at all times. As you will recall, I became a UPI addict long ago as Chief of the LOS ANGELES TIMES Bureau here and during the years I was with President Ford in the Congress and as Vice President.


On a legalistic note, this will advise you that I will not be personally responsible for the service or equipment after January 19, 1977. I am sure the White House Communications people will be able to advise you of further details.

I was deeply saddened to hear of Bill McGovern's death. He was a great "puncher" and a fine friend.

Maybe I will wind up somewhere where I can install one of your tickers again.

Warm personal regards.

Sincerely,

  
ROBERT T. HARTMANN  
Counsellor to the President

Mr. John Vogt  
Manager  
Washington Capital News Service  
United Press International  
529 14th Street, N. W.  
Washington, D. C. 20045

RTH:gar



(Return of painting to the U.S. Naval  
Academy)

THE WHITE HOUSE

WASHINGTON

January 12, 1977

MEMORANDUM FOR: U. S. NAVAL ACADEMY MUSEUM  
ANNAPOLIS, MARYLAND

FROM: ROBERT T. HARTMANN  
COUNSELLOR TO THE PRESIDENT



The painting listed below, which was borrowed from  
the Museum for exhibit in my White House office, is  
herewith returned:

Painting Cat. No. 22A. USS CONSTITUTION  
and HMS GUERRIERE. Oil on canvas, 32" x  
48", by Michele F. Corne. Framed.

Thank you very much.

January 12, 1977

I have today received the above described  
painting from Counsellor Robert T. Hartmann

*Archie M Wild*  
\_\_\_\_\_  
ARCHIE WILD



HARTMANN - OFFICE REQUESTS, EQUIPMENT &  
SUPPLIES

(Return of painting to the  
U.S. NAVAL ACADEMY)  
(Professor Jeffries)

January 12, 1977

MEMORANDUM FOR: U. S. NAVAL ACADEMY MUSEUM  
ANNAPOLIS, MARYLAND

FROM: ROBERT T. HARTMANN  
COUNSELLOR TO THE PRESIDENT

The painting listed below, which was borrowed from  
the Museum for exhibit in my White House office, is  
herewith returned:

Painting Cat. No. 22A. USS CONSTITUTION  
and HMS GUERRIERE. Oil on canvas, 32" x  
48", by Michele F. Corne. Framed.

Thank you very much.

RTH:nm



THE WHITE HOUSE  
WASHINGTON

January 12, 1977  
9:45 a.m.

I cleared Mr. Archie Wild of the U.S. Naval Academy Museum and driver, Mr. Howard Cromwell, to come in at the Southwest Gate to pick up the painting in our West Wing office.

They are expected around 10:30 a.m. I will meet them at the SW Gate and accompany them to our office and back out again, as requested by Agent Terry Samway of the Secret Service office.

Neta

THE WHITE HOUSE  
WASHINGTON

January 7, 1977  
11:40 a.m.

Mr. Hartmann:

Mrs. Peters in Professor Jeffries' office at the Naval Academy called (301-267-2108).

Professor Jeffries would like to know if it will be convenient with you for them to pick up the painting we have on loan from the Museum at the Academy next Wednesday, January 12th?

I told her I would ask you and let her know.

Neta

-----

January 7, 1977  
2:55 p.m.

I called and spoke with Professor Jeffries and said it would be all right for them to pick up the painting on Wed., Jan. 12th.

They will call that morning and give us the names of the persons who will need to be cleared and the time they will be here.

Neta

~~Leave with RTH at  
Christmas.~~

THE WHITE HOUSE  
WASHINGTON

November 23, 1976  
2:45 p.m.

Mr. Hartmann:

I called and spoke with <sup>Mrs.</sup> ~~Miss~~ Peters in Professor Jeffries' office at the Naval Academy Museum. (301-267-2108)

She says they have a couple of other items they want to pick up from this area: one from John Warner and one from the Corcoran Museum. When she has everything coordinated, she will call me and we can arrange for their truck and men to drive in at the Southwest Gate and pick up our painting.

There is nothing for us to do in the way of preparation -- she said their men would even take the painting from the wall if we so desired and will have the appropriate wrappings, etc.

Neta

cc: Gail

Jan 17, 18 or 19  
M T W

Nov. 30, 1976

Called and spoke with Professor Jeffries at the Naval Academy Museum. He says they should pick up the painting no later than the week of Jan. 10 and preferably between the 1st and 10th of Jan. I told him I would talk with him or Mrs. Peters about this



UNITED STATES NAVAL ACADEMY  
Annapolis, Maryland 21402  
THE MUSEUM

17 November 1976

Dear Mr. Hartmann:

The U. S. Naval Academy Museum is planning a special exhibit of our four paintings of CONSTITUTION and GUERRIERE by Corne in the not too distant future. You will recall that you have one of these four on loan (Catalogue No. 22A).

I would appreciate very much your informing me of a convenient day and hour for us to pick up this painting from your office. Also, will you please let me know the most expeditious way for our staff member to gain admittance to your office in order to get the painting. Perhaps you or your secretary might telephone me at 301-267-2108 so we can make arrangements more easily.

I am sure that you have enjoyed this beautiful work of art. I look forward to hearing from you as soon as convenient so we can transfer this painting back to the Museum before the end of the year.

Sincerely,



WILLIAM W. JEFFRIES  
PROFESSOR, USNA  
Director

Mr. Robert C. Hartmann  
Counsellor to the President  
The White House  
Washington, D. C. 20500



UNITED STATES NAVAL ACADEMY  
Annapolis, Maryland 21402  
THE MUSEUM

17 November 1976

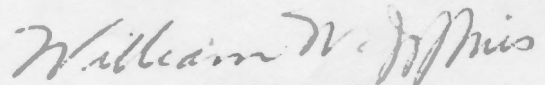
Dear Mr. Hartmann:

The U. S. Naval Academy Museum is planning a special exhibit of our four paintings of CONSTITUTION and GUERRIERE by Corne in the not too distant future. You will recall that you have one of these four on loan (Catalogue No. 22A).

I would appreciate very much your informing me of a convenient day and hour for us to pick up this painting from your office. Also, will you please let me know the most expeditious way for our staff member to gain admittance to your office in order to get the painting. Perhaps you or your secretary might telephone me at 301-267-2108 so we can make arrangements more easily.

I am sure that you have enjoyed this beautiful work of art. I look forward to hearing from you as soon as convenient so we can transfer this painting back to the Museum before the end of the year.

Sincerely,



WILLIAM W. JEFFRIES  
PROFESSOR, USNA  
Director

Mr. Robert C. Hartmann  
Counsellor to the President  
The White House  
Washington, D. C. 20500



037

UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402  
MUSEUM

09/24/76

TO: R T HARTMANN  
THE WHITE HOUSE  
WASHINGTON DC 20500

FROM: DIRECTOR, MUSEUM  
267-2108



BELOW IS A LIST OF ITEMS WHICH OUR RECORDS SHOW ARE ON LOAN TO YOU. PLEASE SIGHT EACH ITEM HEREON, SIGN, DATE AND RETURN TO THE MUSEUM WITHIN 10 DAYS. IF NECESSARY, PLEASE INDICATE ANY DISCREPANCIES IN THE LIST AND ANY DAMAGE OR NOTICEABLE CHANGES IN THE PHYSICAL CONDITION OF ANY OBJECT.

SIGNATURE:

DATE: 10/4/76

ITEM

DESCRIPTION

1 PTG 22A USS CONSTITUTION VS HMS GUERRIERE BY M F CORNE

October 4, 1976 - Returned original of Computer print out to:

William W. Jeffries  
Director, The Museum  
United States Naval Academy  
Annapolis, Maryland 21402

Neta

037

UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402  
MUSEUM

07/07/76

TO: R T HARTMANN  
THE WHITE HOUSE  
WASHINGTON DC 20500

FROM: DIRECTOR, MUSEUM  
267-2108

BELOW IS A LIST OF ITEMS WHICH OUR RECORDS SHOW ARE ON LOAN TO YOU. PLEASE SIGHT EACH ITEM HEREON, SIGN, DATE AND RETURN TO THE MUSEUM WITHIN 10 DAYS. IF NECESSARY, PLEASE INDICATE ANY DISCREPANCIES IN THE LIST AND ANY DAMAGE OR NOTICEABLE CHANGES IN THE PHYSICAL CONDITION OF ANY OBJECT.

SIGNATURE:



DATE:

7/9/76

ITEM

DESCRIPTION

1 PTG 22A USS CONSTITUTION VS HMS GUERRIERE BY M F CORNE

July 9, 1976 - Returned original of Computer print out to:

William W. Jeffries  
Director, The Museum  
United States Naval Academy  
Annapolis, Maryland 21402

Neta

UNITED STATES NAVAL ACADEMY  
Annapolis, Maryland 21402  
THE MUSEUM

1 April 1976

From: Director, U. S. Naval Academy Museum  
To: Mr. Robert Hartmann, Counsellor to the President  
Subj: Inventory of Museum property  
Encl: Computer print out of 26 February 1976

1. To increase security and to ensure that borrowers are more frequently reminded of their responsibility toward the valuable and important objects borrowed from the Museum, it has been directed by the Superintendent that the Museum require a quarterly report of indefinite loans. To facilitate this reporting, the Data Processing Division has designed a Museum Loan Inventory Accounting System which will enable us to provide each borrower with a computer listing of objects for which they are charged.
2. The procedure for reporting remains basically the same. Each item on your list should be sighted and any discrepancies noted. One copy of the print out should be signed, dated in the space provided, and returned to the Museum within ten working days of receipt. The second copy should be retained for your records.
3. Since this is our first effort in this new system, please bear with us until we get all the bugs out. There may be some hand-corrected errors, additions or deletions in this first program. An attempt has been made to use as few abbreviations as possible-- e.g. PTG is a painting, BRR is a Beverley R. Robinson Print. A line in a computer is limited, and therefore descriptions must be brief. If you have any questions or suggestions, your comments will be welcomed.

*William W. Jeffries*  
WILLIAM W. JEFFRIES

April 5, 1976 - Returned original of Computer print out to:

William W. Jeffries  
Director, The Museum  
United States Naval Academy  
Annapolis, Maryland 21402

Neta



037

UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402  
MUSEUM

~~02127176~~

1 April 1976



TO: R T HARTMANN  
THE WHITE HOUSE  
WASHINGTON DC 20500

FROM: DIRECTOR, MUSEUM  
267-2108

BELOW IS A LIST OF ITEMS WHICH OUR RECORDS SHOW ARE ON LOAN TO YOU. PLEASE SIGHT EACH ITEM HEREON, SIGN, DATE AND RETURN TO THE MUSEUM WITHIN 10 DAYS. IF NECESSARY, PLEASE INDICATE ANY DISCREPANCIES IN THE LIST AND ANY DAMAGE OR NOTICEABLE CHANGES IN THE PHYSICAL CONDITION OF ANY OBJECT.

SIGNATURE: 

DATE: 4/2/76

ITEM

DESCRIPTION

1 PTG 22A USS CONSTITUTION VS HMS GUERRIERE BY M F CORNE

MOORE BUSINESS FORMS, INC., HO

FORM 11821

PRINTED IN U.S.A.

8 1/2"

UNITED STATES NAVAL ACADEMY  
Annapolis, Maryland 21402  
THE MUSEUM

2 January 1975

From: Director, Museum  
To: Mr. Robert T. Hartmann  
Subj: Renewal of loan agreement and annual report of inventory  
Ref: (a) USNAINST 4002.2  
Encl: (1) Agreement for Loan

1. Purpose. In accordance with the policies of accountability and inventory set forth in reference (a), the borrowers of Naval Academy Museum property are required to make an annual report of inventory.

2. Action: It is requested that the addressee review the enclosed Agreement for Loan; sight each item listed thereon; and sign, date and return the original to the Museum (Stop 15c). If necessary, please report under separate cover letter any discrepancies in the list of objects and any damage or noticeable changes in the physical condition of any object. Reports are due not later than 15 January 1976.

*William W. Jeffries*  
WILLIAM W. JEFFRIES

1/7/76 - Returned signed original of Agreement for Loan  
to: returned

United States Naval Academy  
Annapolis, Maryland 21402  
The Museum (Stop 15c)

Neta M.



UNITED STATES NAVAL ACADEMY  
 Annapolis, Maryland 21402  
 THE MUSEUM

AGREEMENT FOR LOAN

Borrower: Mr. Robert T. Hartmann, Counsellor to the President  
 Name The White House  
Washington, D. C. 20500 Address Telephone No.

Lender: U. S. Naval Academy Museum  
 Name Annapolis, Maryland 21402 Address Telephone No. 301-267-2108

In accordance with the conditions printed on the reverse, the objects listed below are borrowed for the following purpose: for exhibit in the White House

for the period indefinite to renewable annually.

List of objects: (type of item, description, condition, history, comments - added page attached if necessary).

1. Painting Cat. No. 22A. USS CONSTITUTION and HMS GUERRIERE. Oil on canvas, 32" x 48", by Michele F. Corne. Framed.



I have read and agree to the conditions on the reverse.

Signed: [Signature]  
 Borrower

Date: 1/5/76



## CONDITIONS GOVERNING LOAN

### 1. Care and Preservation

The Borrower will exercise the same care in respect to loans as he does in the safekeeping of his own comparable property. Objects will be protected from fire, theft, mishandling, dirt, insects, and extremes of light, temperature and humidity. If damage or deterioration is noted, the Borrower will notify the Lender at once. No alteration, cleaning, restoration or repair will be undertaken without written authorization of the Lender.

### 2. Transportation and Packing

Costs and means of transportation and packing will be borne by the Borrower unless otherwise agreed upon. The method of shipment must be agreed upon by both parties. Objects will be returned packed in the same manner as received.

### 3. Insurance

Objects will be insured by the Borrower under an all risk wall-to-wall policy subject to standard exclusions. A certificate of insurance will be provided the Lender upon request. If the Lender elects to maintain his own insurance, the Borrower must be supplied with a certificate of insurance naming the Borrower as additionally insured. Insurance is not required between agencies of the United States government. If no insurance is to be carried, this loan agreement shall constitute the agreement of the Lender to release and hold harmless the Borrower from any liability for damage or loss.

### 4. Identification and Photographs

Loaned objects will be identified by use of information provided by the Lender. Cases of reattribution will be discussed with the Lender before new information is used. Unless otherwise noted in writing the objects lent may be photographed by the Borrower for educational, catalog and publicity purposes. When used in photographs or in exhibitions appropriate credit will be given the Lender.

### 5. Disposition and Return of Loans

Loaned objects shall remain in the possession of the Borrower and used for the purpose stated on the face of this agreement. All loaned property may be withdrawn at any time at the discretion of the Lender with reasonable notice. Unless otherwise notified in writing the objects will be released only to the Lender. In case of a change in legal ownership during the period of the loan, the new owner is required to establish his legal right by proof satisfactory to the Borrower.

No. 9372

# THE SAFEMASTERS CO. INC.

WHEN PROMISED:

DATE: 1/12/77 1800 MARTIN LUTHER KING, JR. AVE., S.E., WASHINGTON, D.C. 20020 PHONE: 678-1800

FRI. A.M.  
Fitting

Yr: <i>1975</i>		P.O. #:				
NAME: <i>G.S.A</i>		BILL TO:		DATE	IN	OUT
ADDRESS: <i>2d Exec Office Bldg</i>						
CITY: <i>W. Kitts</i>		PHONE: <i>305-2567</i>			TRAVEL	SHOP

*Open 2 dws Diebold*

PARTS \$

WORK DONE:			
		LABOR	\$
		TAX	\$
		TOTAL	\$

*when I arrived  
fill in*

C'D. *Yail Roun...*

DATE: *1/14/77*

BY:

