

312.1

Reg.

1895

A-D/SWNGC
178

16 October 48
Main State

*order 26 - out
order*

V. F. Field,
Executive Secretary

150,000

Sheets Mimeograph Paper,
Size 8 1/2" x 14"

312.1
RXX

A-D/SWNGO

27 Sept 45

L.C. Smith typewriters,
Standard model, pica type.

3 ea

178
State Bldg.

V.F. Field,
Executive Secretary

Reg. 3/2/1

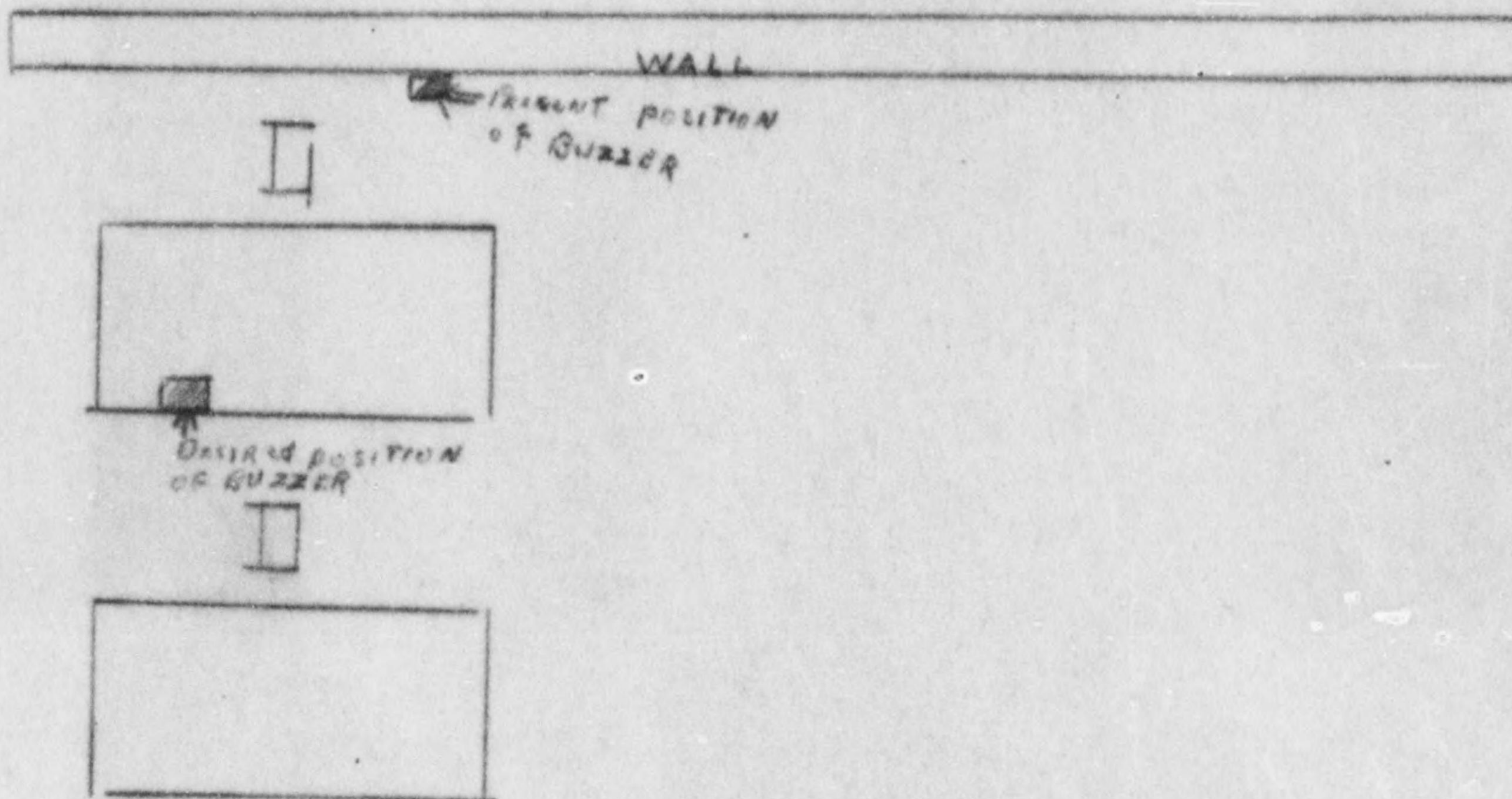
25 September 1945.

MEMORANDUM FOR MR. MUDD:

Subject: Extension of Buzzer

It is requested that a buzzer in Room 178, Main State Building be extended about 6 feet, as per sketch.

V. F. FIELD
Executive Secretary



3/2
Reg-

ADD/SWNCC

25 Sep 45

Table, 34" x 60".

1 ea

178

State

V. F. Field,
Executive Secretary, SWNCC

A-D/SWCC
178

9/20 45
State

V. F. Field
Executive Secretary

1 ea Rubber Stamps as per enclosed sample.

Serial No. 120
eg

STATE-WAR-NAVY COORDINATING COMMITTEE
SUBCOMMITTEE FOR THE FAR EAST
MUNITIONS BUILDING
WASHINGTON, D. C.

12 September 1945.

MEMORANDUM FOR MAJOR GUNTHER.

Subject: Supplies - request for.

1. It is requested that the following rubber stamp be ordered, approximately 2 $\frac{1}{2}$ " x 1/2-3/4".

"STATE-WAR-NAVY COORDINATING SUBCOMMITTEE
FOR THE FAR EAST"

For the State-War-Navy Coordinating Subcommittee
For The Far East.

Hugh D. Farley
Hugh D. Farley,
Lieut., USNR,
Secretary.

Serial No. 120
eg

STATE-WAR-NAVY COORDINATING COMMITTEE
SUBCOMMITTEE FOR THE FAR EAST
MUNITIONS BUILDING
WASHINGTON, D. C.

12 September 1945.

MEMORANDUM FOR MAJOR GUNTHER.

Subject: Supplies - request for.

1. It is requested that the following rubber stamp be ordered, approximately $2\frac{1}{2}$ " x $1\frac{1}{2}$ - $3\frac{1}{4}$ ".

"STATE-WAR-NAVY COORDINATING SUBCOMMITTEE
FOR THE FAR EAST"

For the State-War-Navy Coordinating Subcommittee
For The Far East.

Hugh D. Farley,
Lieut., USNR,
Secretary.

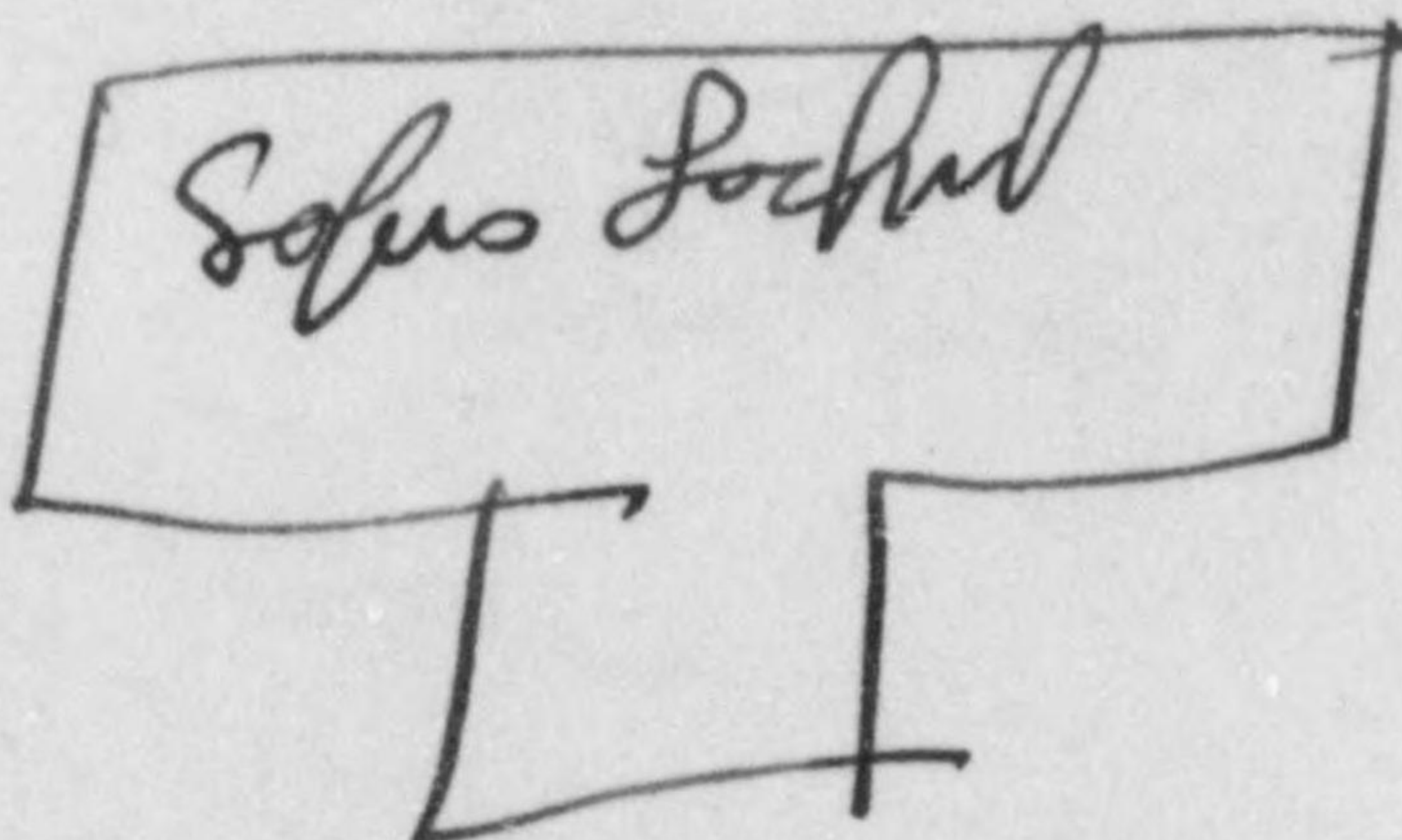
Department of State - Reproduction Section			
S E R V I C E O R D E R			
Service Order No. 9 1510	DC-RS	Date	DIVISION OF ADMINISTRATIVE MANAGEMENT (Do not use this staff) SEP 19 1945 REPRODUCTION SECTION DEPARTMENT OF STATE
	Mr. Duter Room #92	Urgent <input checked="" type="checkbox"/> Routine <input type="checkbox"/>	
Requisitioning Office		Process	
Name A-D/SWNGG		Addressograph <input type="checkbox"/>	
Division A-D/SWNGG		Hectograph <input type="checkbox"/>	
Phone 2695		Micro-film <input type="checkbox"/>	
Room No. 178		Mimeograph <input type="checkbox"/>	
Bldg. State		Multigraph <input type="checkbox"/>	
Approved <i>R.E. Allen</i> (Chief or Responsible Officer)		Multilith <input type="checkbox"/>	
		Ozolid <input type="checkbox"/>	
		Ozaphane <input type="checkbox"/>	
		Photostat <input type="checkbox"/>	
		Photographic <input type="checkbox"/>	
		Verityping <input type="checkbox"/>	
		Other <input type="checkbox"/>	
Description of Material			
Title or Subject Heading E 25 papers stapled			
Miscellaneous Information			
Pages of Copy	No. of Copies	Size	
Assembled <input type="checkbox"/>	Stapled <input checked="" type="checkbox"/>	Punched <input type="checkbox"/>	Cut <input type="checkbox"/>
One Side Only <input type="checkbox"/>	Back Up <input type="checkbox"/>	Call when completed <input type="checkbox"/>	
Instructions			
Received by		Date	

ADDRESSOGRAPH		Opr.	MULTIGRAPH		Opr.
Impressions made			Pages run		
			Size		
Date Completed			Date Completed		
HECTOGRAPH		Opr.	MULTILITH		Opr.
Pages run			Camera shots		
Size			Plates made		
			Impressions made		
			Size		
Date Completed			Date Completed		
MICRO-FILM		Opr.	OZALID		Opr.
Pages shot			Prints made		
Negative(ft)			Size		
Oraphane(ft)					
Date Completed			Date Completed		
MIMEOGRAPH		Opr.	PHOTOSTAT		Opr.
Impressions made			Negatives made		
Size			Positives made		
Date Completed			Date Completed		
			VERITYPE, etc.		Opr.
			Pages typed		
			Stencils cut		
			Date Completed		

A-D/SWNCO

12 Sep 45

Signs, red, as per attached 150 ea
sample.



178
State

W. E. GUNTHER,
Ass't Exec. Secretary

A-D/SWNCC

4 Sept 45

178

State

V.F. Field, Lt. Col., GSC
Executive Secretary

- 2 ea Boxes legal size, 3 cut manila folders
- 6 ea Reams letter size bond.
- 3 ea Boxes Carbon paper, letter size
- 3 ea Boxes Carbon paper, legal size.
- 6 ea Bottles Correction Fluid.

A-D/3WNCC 28 Aug 45
178 State

V. F. Field, Exec. Sec.

12 ea Pads, 8 x 12 1/2", lined
6 ea Reams, 8 x 10 1/2" white flimsy
8 ea Boxes No. 2 pencils.
3 ea Boxes Ecco fastners
12 ea Telephone message pads.
1 ea Ream, White sulphide bond, 8 x 10 1/2"

A-D/SWNGO

18 Aug 45

Standard Typewriter,
Pica Type.

1

(Will exchange a Royal Elite
type typewriter for
the above.)

178

State

V.F. Field
Lt. Col., GSO
Exec. Secretary

A-D/SWNCC 18 Aug 45
178 State

V.F. Field, Lt. Col., GSC

3 ea Boxes, Carbon Paper, Legal Size
3 ea Boxes, Carbon Paper, Letter Size
2,000 ea Paper Clips, Small
1 ea Box pencils, No. 2
12 ea Yellow Lined Pads, Legal Size
12 ea White Lined Pads,
2 ea Two Hole punches
3 ea Boxes Abasco Fastners (Metal)
3 ea Reams Letter size bond paper
6 ea Reams Letter Size manifold paper
4 ea Copy Holders

A-D/SWNOG

14 Aug 45

Mimeograph paper, White <u>Size 8 1/2" x 14"</u>	100,000 shts
24 lbs Mimeograph ink.	24
Mimeograph stylus	1 ea

URGENT

178
State

W. E. Gunther, Maj., FA
Ass't Exec. Secretary

A-D/SWNCC

9 Aug 45

178

State

5 ea	Glass Bowls for paper clips
4 ea	Ash trays
3 ea	Executive Type Desk Calendar Holders
3 ea	Executive Type Desk Calendar fillers
10 ea	Desk File Boxes
1 ea	Stylus
2 ea	Boxes Manila Folders, Legal Size
2 ea	Staplers
2 ea	Boxes No. 2 pencils
1 ea	Heavy manila folders with metal index tabs
1 ea	Box paper clips, regular size
1 ea	Box paper clips, large size
10 ea	Scratch memo pads 5 1/4" x 7"
5 ea	Telephone list finders
5 ea	Desk pen sets
18 ea	Desk blotter holders
18 ea	Desk blotters

Serial No. 46
HDF/eg

STATE-WAR-NAVY COORDINATING SUBCOMMITTEE
FOR THE FAR EAST

8 August 1945.

MEMORANDUM FOR MAJOR GUNTHER.

Subject: Supplies - request for.

1. It is requested that the following materials be procured and delivered to Room 4302, Munitions Building:

- ✓18 desk blotter holders
- ✓18 desk blotters
- ✓5 desk pen sets
- ✓5 telephone index ticklers
- ✓5 glass bowls for paper clips
- ✓4 ash trays
- ✓3 desk calendars
- ✓10 desk file boxes
- ✓1 stylus
- ✓2 boxes manila folders, legal size
- ✓1 box heavy manila folders with metal index tabs
- ✓2 staplers
- ✓2 boxes No. 2 pencils
- ✓1 box paper clips, regular size
- ✓1 box paper clips, large size
- 1 rubber stamp marked "COPY"
- ✓10 scratch memo pads "5½ x 7"

For the State-War-Navy Coordinating Subcommittee

Hugh D. Farley
Hugh D. Farley,
Lieut., USNR,
Secretary.

A-D/SWNOG

8 Aug 45

Mimeograph Paper, White
Size 8 1/2" x 14"

100,000

178

State

W. E. Gunther, Major, FA.
Ass't Executive Secretary

File

27 July 1945

MEMORANDUM FOR MR. B. L. McDANIEL,
Division of Central Affairs,
State Department.

The attached requisition is submitted as per our telephone conversation this afternoon.

In view of the fact that this is the initial requisition for stationery for the Subcommittee for the Far East, of which Mr. Eugene Doonan, State Department, is Chairman, it would be greatly appreciated if you will expedite the delivery of the stationery.

The enclosures are forwarded for guidance and for your convenience.

For the State-War-Navy Coordinating Committee:

WILLIAM E. GUNTHER
Major, F. A.
Acting Executive Secretary

Enclosures:
Requisition
& samples

W. E. Gunther

(57)

DEPARTMENT OF STATE

REQUEST FOR STATIONERY

Division A-D/SWNCC Date 27 July, 1945.
Room No. 178 Building State

Please furnish the items requested below for the use
of this Division.

STATE-WAR-NAVY COORDINATING COMMITTEE

William E. Gunther, Major, F.A.,
Acting Executive Secretary.

QUANTITY	DESCRIPTION
2,000 Sheets	Letterheads, bond, 8 x 10-1/2--See sample attached
8,000 Sheets	Letterheads, manifold, 8 x 10-1/2--See sample attached
2,000 Sheets	Letterheads, bond, 5-1/4 x 8, in pads--See sample attached
2,000 Each	Envelopes, No. 10, showing letterhead and frame-- See sample attached.

SERIAL NO. 7
HDF:hk

STATE-WAR-NAVY COORDINATING COMMITTEE
SUBCOMMITTEE FOR THE FAR EAST
Munitions Building
Washington, D.C.

MEMORANDUM FOR MAJOR GUNTHER

24 July 1945

Subject: Letterheads - request for
Enclosures a. Sample letterhead
b. Sample envelope

1. In accordance with our conversation of yesterday it is requested that letterheads be requisitioned according to the following specifications:

- a. 2,000 sheets - letterhead - 8 x 10 $\frac{1}{2}$ - bond
- b. 8,000 sheets - letterhead - flimsy
- c. 2,000 sheets - letterhead - 5 $\frac{1}{4}$ x 8 - bond
(in pads)
- d. 2,000 - No. 10 envelopes - letterhead and
franc stamp

2. This paper is requested in accordance with the needs of the Subcommittee for the Far East after its recent reorganization with new offices in the Munitions Building and with the permanent Secretariat and permanent Subcommittee members.

3. Enclosures a and b are forwarded for guidance and have been approved informally by the members of the Subcommittee.

Hugh D. Farley
HUGH D. FARLEY
Lieut., USNR
Secretary

STATE-WAR-NAVY COORDINATING COMMITTEE
SUBCOMMITTEE FOR THE FAR EAST
Munitions Building
Washington D. C.

Great East Sub Com.

File

A-D/SWNGC
178

28 Jul 45
State Dept.

State-War-Navy Coordinating Committee

William E. Gunther, Major, F.A., Acting Executive Secretary.

- 2 boxes Thumb Tacks
- 2 boxes Rubber bands
- 6 each Stenographer's Notebooks (Spiral type)
- 1 Box Pencils, Red
- 1 Box Pencils, Blue
- 10 Sets Telephone Memorandum Sheets
- 2 Each Notebook Rings
- 4 Each Covers, Typewriter
- 1 " Rubber Stamp: RESTRICTED
- 1 " Rubber Stamp: CONFIDENTIAL
- 2 " Rubber Stamp: SECRET
- 2 " Rubber Stamp: TOP SECRET

Great East

STATE-WAR-NAVY COORDINATING SUBCOMMITTEE
FOR THE FAR EAST

Serial No. 2
HDF/eg

24 July 1945

MEMORANDUM FOR MAJOR GUNTHER

Subject: Supplies, Request for

1. The following supplies are requested for the
State-War-Navy Coordinating Subcommittee for the Far East:

2	boxes	thumb tacks
4	small (or 2 large) boxes	rubber bands
6		shorthand pads
1	box each of	red and blue pencils
10	sets of	telephone memorandum sheets
2		notebook rings
4		typewriter covers
1		"RESTRICTED" stamp
1		"CONFIDENTIAL" stamp
2		"SECRET" stamps
2		"TOP SECRET" stamps

For the State-War-Navy Coordinating Subcommittee.

Hugh D. Farley
Hugh D. Farley
Lieut., USNR
Secretary

A-D/SWNGG
178

16 July 45
State

W.E. Gunther, Asst Exec. Sec

1 ea Two hole Punch
15 ea File Boxes, desk.
10 ea Calendar Stands
10 ea Calendar Fillers
10 ea List Finders

A-D/SWNGG
178

16 July 45
State

V.F. Field, Exec. Secretary

3 ea	Executive Type Desk Pads
7 ea	Plain Desk Pads
10 ea	Desk Blotters
1 ea	Two hole punch
2 ea	Three hole punch
1 ea	Ream, 8 x 10 1/2", Bond
1 ea	Ream, 8 x 10 1/2", Flimsy
1 ea	Ream, 8 x 12", Bond
2 ea	Ream, 8 x 12", Flimsy
1 ea	Box carbon, regular size
1 ea	Box carbon, Legal Size
12 ea	Hand Blotters
3 ea	Boxes Asco Fasteners, Small
10 ea	Boxes paper clips
5 ea	Boxes No. 3 pencils
12 ea	Erasers
3 ea	Bottles Type cleaner
3 ea	Staplers (Small)
3 ea	Boxes Staples
3 ea	Red Stamp Pads
3 ea	Black Stamp Pads
1 ea	Bottle Ink
1 ea	Scotch Tape holder
1 ea	Roll Scotch Tape
✓ 15 ea	File Boxes, Small <i>Cardboard</i>
✓ 10 ea	Calendar Stands <i>Small.</i>
10 ea	Calendar Fillers -
✓ 10 ea	List Finders
✓ 6 ea	Pen Sets
12 ea	Scratch Pads 5 x 8"
10 ea	Boxes Mak-up-own Tabs
100 ea	Folders, Manila, Legal Size
1 ea	Box Gummed Labels
3 ea	Stenographers Notebooks

A-D/SWNCC
178

12 July 48
State

5 ea

Rubber stamps as per inclosed form.

3 ea Secret

1 ea Copy for the Under
Secretary of the Navy

1 ea SWNCC DAY FILE

SWNCC

1948

29 June 1945

MEMORANDUM FOR MR. B. L. McDANIEL,
Division of Central Services,
State Department.

The attached requisition is submitted as per our telephone conversation of several weeks ago.

You will recall that I informed you that the Secretariat, SWNGC, also serves as the Secretariat for the Informal Policy Committee on Germany, of which Mr. Clayton is the Chairman. The attached stationery is also used for the Informal Policy Committee on Germany.

You also promised to look into the matter of securing a better grade of bond paper for the letterheads. If possible, it would be appreciated if you could secure embossed letterheads for us; however, if this is not feasible, regular printed letterheads will suffice.

My supply of stationery is practically exhausted so will appreciate anything you can do to expedite this requisition.

For the State-War-Navy Coordinating Committee:

VIRGIL F. FIELD
Executive Secretary

Mrs Bush
2460
18 July - 3 weeks out

A-D/SWNGC

June 23, 45

8 x 10 1/2 - Bond	2,000
With letterhead	
8 x 10 1/2 - Flimsy	8,000
With letterhead	
7 x 9 - Bond	2,000
With letterhead	
7 x 9 - Flimsy	8,000
With letterhead	
5 1/4 x 8 - Bond	2,000
With letterhead	

(With letterhead as per
attached samples.)

U R G E N T

178

Main State Bldg.



Contents: MERCHANDISE

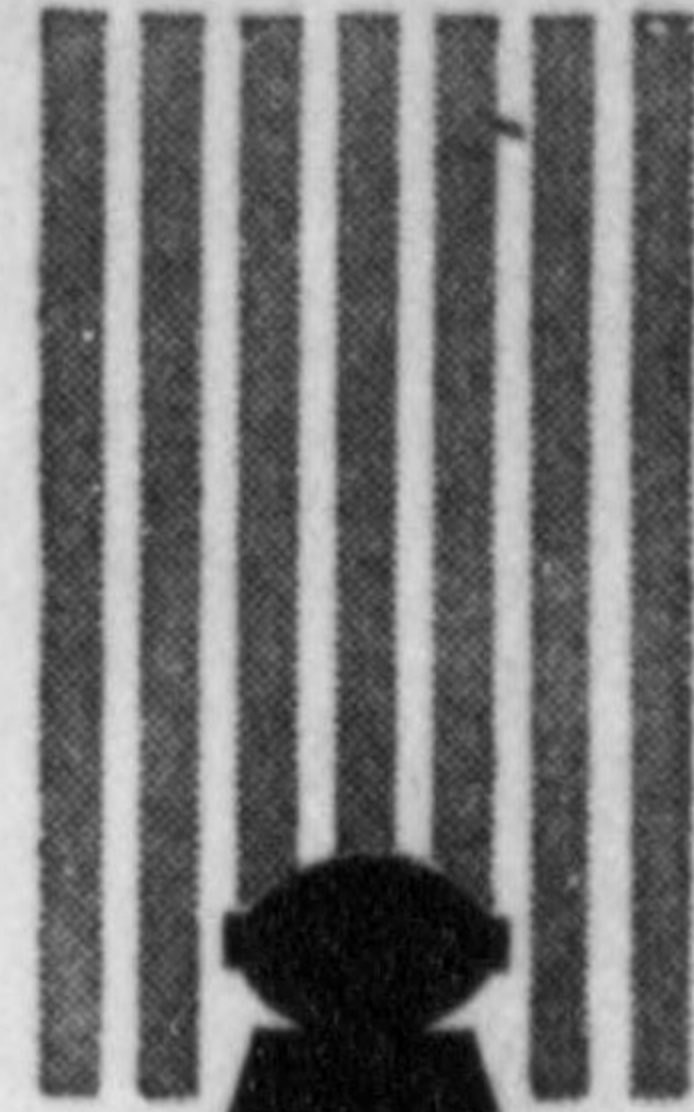
Postmaster: THIS PARCEL MAY BE OPENED FOR POSTAL INSPECTION IF NECESSARY

From

A. B. DICK COMPANY

720 WEST JACKSON BOULEVARD
CHICAGO 6, ILLINOIS

After fifteen days return to the sender
Return and forwarding postage guaranteed



To
**DEPARTMENT OF STATE
DIVISION OF CENTRAL SERVICES
PROCUREMENT AND SUPPLY BRANCH
ROOM 912, WALKER JOHNSON BUILDING
1734 NEW YORK AVENUE, N.W.
WASHINGTON, 25, D. C.**

Shipper's Order **G 22293**

Date Entered **6/4/45**

Purchaser's Order No. **5142**

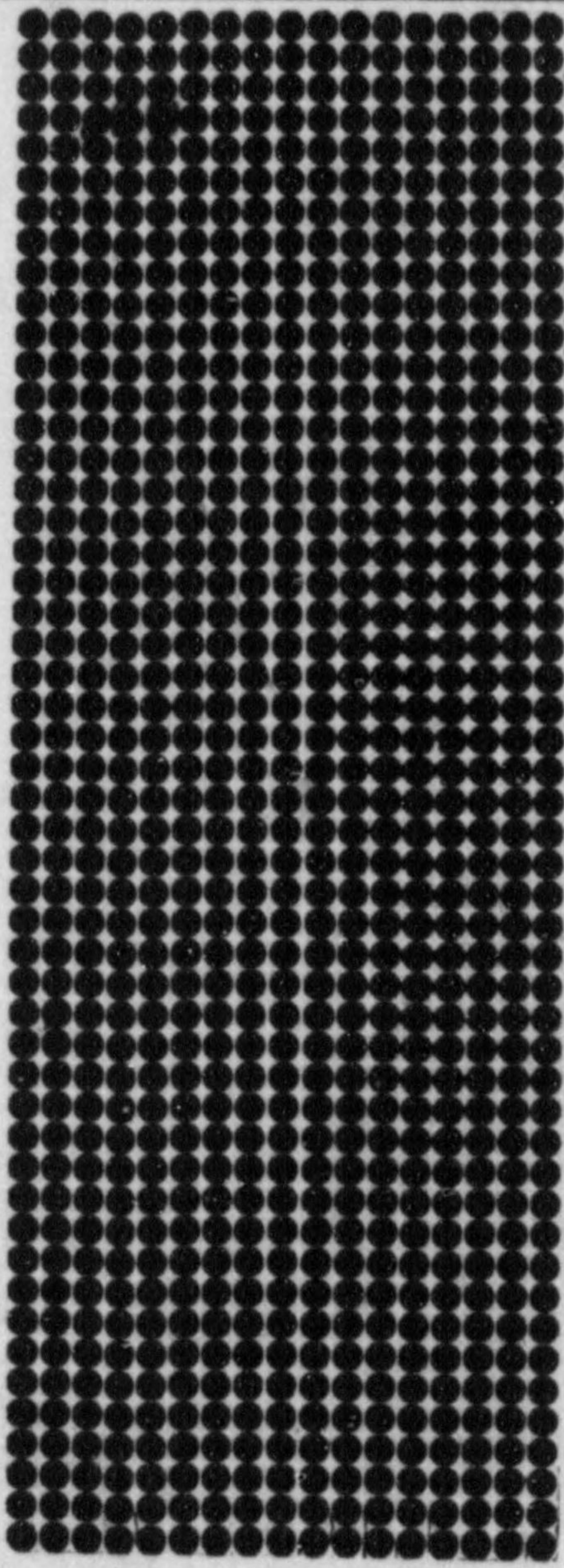
Date **3/1/45**

Req'n No. **Auth. #199**

SI-0 EXP-6-30-45 11

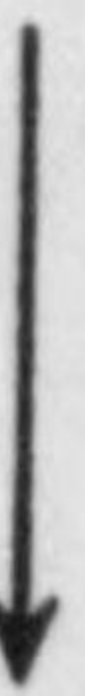
Case or Package Number	Ship to Department of State Room 70 17th & Pennsylvania Avenue, N.W. Washington, D. C.	Via Parcel Post Marks For: SWNC Room 178 State
------------------------	--	--

3 pkgs. 1797 Cloth ink pads
(4 per pkg.)



Factory note:
Please use the attached label.

In correspondence be sure to mention this number.



NR

Examine Packing Carefully—In many cases of shortage reported, the missing articles have been found in the packing. We cannot be responsible for loss or damage unless we and the carrier are notified within fifteen days after receipt of goods.

G 22293

PACKING LIST

FROM

A. B. DICK COMPANY

CHICAGO 6, ILL.

11 May 1945

MEMORANDUM FOR MR. McDANIELS, Procurement Division,
State Department.

The attached requisition is submitted at this time to enable this Committee, in conjunction with the Joint Chiefs of Staff, to economize in the reproduction of papers.

As you probably know, the Secretariat, SWNCC, is also the Secretariat for the Informal Policy Committee on Germany of which Mr. Clayton is the Chairman. This accounts for the increase over the last requisition submitted.

For the State-War-Navy Coordinating Committee:

V. F. FIELD
Executive Secretary

A-D/SWNGC

11 May 48

White, Mimeograph Paper,
Size 8 1/2" x 14"

100,000
Shts

Yellow, Mimeograph Paper,
Size 8 1/2" x 14"

50,000
Shts

U R G E N T

178

Main State

A-D/SWNCC

4/27/45

Rubber Stamp.

1 ea

(as per inclosed form.)

178
Main State

A-D/SWNCC

19 Apr 45

1 Center Drop Typist Desk	1
Table 6ft x 3 ft	1
Table 2 ft x 3 ft	1

178

State

21

A-D/SWNCC
178

4 Apr 45
State

3 ea Calendar Stands, executive type
3 ea Calendar Pads, executive type
6 reams Flimsy Paper, 8 x 10 1/2"
3 Btls Type cleaner
12 boxes Paper Clips (100 per box)
12 ~~XXXXXXXX~~ Erasers
6 boxes Mak-up-Own Tabs (Green)

20

A-D/SWNGC
178

Apr 2 48
State

3000

Envelopes, Blank, 10" x 15"

This material is urgently needed

19

SWNGG

3/23/85

178

State

15,000 shts Mimeograph Paper, legal size 8 x 12 1/2"

1 btl Writing ink

200 ea Card paper, 8 x 10 1/2"

18

A-D/SWNOG

3/16/

45

178

State

3 Royal Typewriter Ribbons
100 ea Pressboard Visible Cut Index Folders -Legal Size
100 ea Pressboard Visible Cut Index Guides - Legal Size
3 boxes Acco Fastners.
3 bottles Mimeograph Correction Fluid
3 box Standard Staples

17

A-D/SWNOG

10 Mar 45

178

State

200 Manila Folders, legal size

3 boxes Index Labels, white

16

A-D/BWNGO

9 Mar 45

178

State

1 ea. Rubber Stamp as per inclosed form.

14 ★
號

A-D/SWNOG

8 Mar 45

178

State

10 quires	Mimeograph Dry Stencils, Legal Size
3 boxes	Mak-ur-own Tabs
100	Small Envelopes
6	L.C. Smith Typewriter ribbons
1	Sponge and Sponge Cup
3 reams	Legal Size Bond, 8 x 12 1/2"
3 reams	Bond, 8 x 10 1/2"
12	Small Blotters
200	Heavy Paper 8 x 10 1/2" (White)
2 reams	Tissue, 8 x 10 1/2"
3 bottles	Natype Type Cleaner
2 boxes	Standard Staples

1-A

SWNCO

26 Feb 45

178

State

20 Reams Yellow Mimeograph Paper, 8 x 12 1/2"

14

SWNCC
178

21 Feb 45
State

72 Quires Mimeograph Dry Stencils - Legal Size.
75,000 shts Mimeograph Paper 8 x 12 1/2"
24 Lbs Mimeograph Ink

Mimeograph Supplies for 2nd Quarter
(1 Apr 45 to 30 June 45)

Department of State - Reproduction Section																											
S E R V I C E O R D E R																											
Service Order No.	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">DC-RS</td> <td style="width: 20%;">Date</td> <td rowspan="2" style="width: 50%; text-align: center;">(Do not use this space)</td> </tr> <tr> <td>Mr. Duter Room #92</td> <td>2/13/45</td> </tr> <tr> <td></td> <td>Urgent <input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>Routine <input checked="" type="checkbox"/></td> <td></td> </tr> </table>	DC-RS	Date	(Do not use this space)	Mr. Duter Room #92	2/13/45		Urgent <input type="checkbox"/>			Routine <input checked="" type="checkbox"/>																
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Mr. Duter Room #92	2/13/45																										
	Urgent <input type="checkbox"/>																										
	Routine <input checked="" type="checkbox"/>																										
Requisitioning Office																											
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Process</td> </tr> <tr> <td>State-War-Navy Coordinating Com.</td> <td>Addressograph <input checked="" type="checkbox"/></td> </tr> <tr> <td>Division</td> <td>Hectograph <input type="checkbox"/></td> </tr> <tr> <td>Phone</td> <td>Micro-film <input type="checkbox"/></td> </tr> <tr> <td>2685</td> <td>Mimeograph <input type="checkbox"/></td> </tr> <tr> <td>Room No.</td> <td>Multigraph <input type="checkbox"/></td> </tr> <tr> <td>Bldg.</td> <td>Multilith <input type="checkbox"/></td> </tr> <tr> <td>State</td> <td>Oxalid <input type="checkbox"/></td> </tr> <tr> <td>Approved</td> <td>Ozaphane <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Photostat <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Photographic <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Verityping <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Other <input type="checkbox"/></td> </tr> </table>		Name	Process	State-War-Navy Coordinating Com.	Addressograph <input checked="" type="checkbox"/>	Division	Hectograph <input type="checkbox"/>	Phone	Micro-film <input type="checkbox"/>	2685	Mimeograph <input type="checkbox"/>	Room No.	Multigraph <input type="checkbox"/>	Bldg.	Multilith <input type="checkbox"/>	State	Oxalid <input type="checkbox"/>	Approved	Ozaphane <input type="checkbox"/>		Photostat <input type="checkbox"/>		Photographic <input type="checkbox"/>		Verityping <input type="checkbox"/>		Other <input type="checkbox"/>
Name	Process																										
State-War-Navy Coordinating Com.	Addressograph <input checked="" type="checkbox"/>																										
Division	Hectograph <input type="checkbox"/>																										
Phone	Micro-film <input type="checkbox"/>																										
2685	Mimeograph <input type="checkbox"/>																										
Room No.	Multigraph <input type="checkbox"/>																										
Bldg.	Multilith <input type="checkbox"/>																										
State	Oxalid <input type="checkbox"/>																										
Approved	Ozaphane <input type="checkbox"/>																										
	Photostat <input type="checkbox"/>																										
	Photographic <input type="checkbox"/>																										
	Verityping <input type="checkbox"/>																										
	Other <input type="checkbox"/>																										
Description of Material																											
<p>Title or Subject Heading</p> <p style="text-align: center;">Address Envelopes</p>																											
Miscellaneous Information																											
Pages of Copy	No. of Copies	Size																									
	30 each																										
Assembled <input type="checkbox"/>	Stapled <input type="checkbox"/>	Punched <input type="checkbox"/> Cut <input type="checkbox"/>																									
One Side Only <input type="checkbox"/>	Back Up <input type="checkbox"/>	Call when completed <input type="checkbox"/>																									
<p>Instructions</p> <p>30 copies of each signature on each size envelope (12x16, 10x15)</p> <p>15 copies of each signature on each envelope (4 1/8 x 9 1/2, add 4 1/2)</p>																											
Received by		Date																									

ADDRESSOGRAPH		Opr.	MULTIGRAPH		Opr.
Impressions made			Pages run		
			Size		
Date Completed			Date Completed		
HECTOGRAPH		Opr.	MULTILITH		Opr.
Pages run			Camera shots		
Size			Plates made		
			Impressions made		
			Size		
Date Completed			Date Completed		
MICRO-FILM		Opr.	OZALID		Opr.
Pages shot			Prints made		
Negative(ft)			Size		
Ozaphane(ft)					
Date Completed			Date Completed		
MIMEOGRAPH		Opr.	PHOTOSTAT		Opr.
Impressions made			Negatives made		
Size			Positives made		
Date Completed			Date Completed		
			VERITYPE, etc.		Opr.
			Pages typed		
			Stencils cut		
			Date Completed		

SWNCC

Col. Whitson	_____
Comdr. Richardson	_____
Mr. Cox	_____
Col. McCarthy	_____
Mr. Moseley	_____
Lt. Comdr. Rockefeller	_____
Mr. Gardiner	_____
Lt. Geilfuss	_____
Major Field	_____
Lt. Massa	_____
Ens. Whiteside	_____
File	_____

Service Order No.	Department of State - Reproduction Section		
	S E R V I C E O R D E R		
	DC-RS	Date 2/8/45	(Do not use this space)
	Mr. Duter Room #92	Urgent <input type="checkbox"/> Routine <input checked="" type="checkbox"/>	
Requisitioning Office		Process	
Name SWNCC		Addressograph <input type="checkbox"/>	
Division		Hectograph <input type="checkbox"/>	
Phone 2685		Micro-film <input type="checkbox"/>	
Room No. 178		Mimeograph <input type="checkbox"/>	
Bldg. State		Multigraph <input type="checkbox"/>	
Approved		Multilith <input type="checkbox"/>	
_____ (Chief or Responsible Officer)		Oxalid <input type="checkbox"/>	
		Ozaphane <input type="checkbox"/>	
		Photostat <input type="checkbox"/>	
		Photographic <input type="checkbox"/>	
		Verityping <input type="checkbox"/>	
		Other <input checked="" type="checkbox"/>	
Description of Material			
Title or Subject Heading Cut as per attached sample			
Miscellaneous Information			
Pages of Copy	No. of Copies	Size	
Assembled <input type="checkbox"/>	Stapled <input type="checkbox"/>	Punched <input type="checkbox"/>	Cut <input checked="" type="checkbox"/>
One Side Only <input type="checkbox"/>	Back Up <input type="checkbox"/>	Call when completed <input type="checkbox"/>	
Instructions Cut as per attached sample			
Received by			Date

Department of State - Reproduction Section			
S E R V I C E O R D E R			
Service Order No.	DC-RS	Date 2/6/45	(Do not use this space)
	Mr. Duter Room #92	Urgent <input type="checkbox"/> Routine <input checked="" type="checkbox"/>	
Requisitioning Office		Process	
Name	SWNCC	Addressograph	<input type="checkbox"/>
Division	Phone 2685	Hectograph	<input type="checkbox"/>
Room No.	Bldg. State	Micro-film	<input type="checkbox"/>
Approved		Mimeograph	<input type="checkbox"/>
		Multigraph	<input type="checkbox"/>
(Chief or Responsible Officer)		Multilith	<input type="checkbox"/>
		Ozolid	<input type="checkbox"/>
Description of Material		Ozaphane	<input type="checkbox"/>
		Photostat	<input type="checkbox"/>
Title or Subject Heading		Photographic	<input type="checkbox"/>
		Verityping	<input type="checkbox"/>
Cut Cards down ✓		Other	<input type="checkbox"/>
		Miscellaneous Information	
Pages of Copy	No. of Copies	Size	
Assembled <input type="checkbox"/>	Stapled <input type="checkbox"/>	Punched <input type="checkbox"/>	Cut <input checked="" type="checkbox"/>
One Side Only <input type="checkbox"/>	Back Up <input type="checkbox"/>	Call when completed <input type="checkbox"/>	
Instructions			
Cut cards as per attached sample.			
Received by		Date	

State-War-Navy Coordinating Committee 3 Feb 45

Mimeograph Ink	24 lbs
Mimeograph Ink Pads	12

178
Main State

DUPLICATE - DIVISION COPY

DEPARTMENT OF STATE
OFFICE OF THE CHIEF CLERK AND
ADMINISTRATIVE ASSISTANT

No. E 8014

Date 1-18-45 194

Division S.W. H. Com. Secretariat

Room No. 176, 178 + 180 State

ISSUE <input checked="" type="checkbox"/>	RETURN <input type="checkbox"/>	MOVE <input type="checkbox"/>	Ticket by: <u>F</u>	Delivered by: <u>Lat.</u>
---	---------------------------------	-------------------------------	---------------------	---------------------------

Quantity	DESCRIPTION
911	60" FT desks
911	Swivel arm chairs
19	Side arm chairs
65	RH typist desks
2-1	LH " "
8-6	Typist chairs
2	Club chairs
2	36" tables
7	cushioners
2	Used rugs 15x18
1	" " 18x24

Rec'd. by

Date

6-8789-00 U 4164

Form AM-2
8-10-44

DEPARTMENT OF STATE
REQUISITION FOR STATIONERY SUPPLIES FROM STOCK

Req. No. 10
~~16~~

Division SWNCC Date 2 Feb 19 45
Room No. 178 Bldg. State

Chief, Division of Administrative Services:

Please furnish the items requested below for the use of this Division.

Chief of Division

Number of Item on Schedule	Quantities	ARTICLES (Put but one item on a line)
✓	3 reams	Bond, 8 x 10 1/2" paper
✓	3 reams	Bond, 8 x 12 1/2 " paper
✓	6	wastebaskets
✓	10 boxes	paper clips
✓	1	typewriter ribbon, Remington Noiseless
✓	6	typewriter ribbons, L.C. Smith
✓	12	pads, ^{4x4} 3 x 5
✓		Dust cloths or rags.

Approved: _____
Chief, Division of Administrative Services

Form AM-2
8-10-44

DEPARTMENT OF STATE
REQUISITION FOR STATIONERY SUPPLIES FROM STOCK

~~Division~~ SWNCC Date 2/1/ 1945

Room No 178 Bldg. Main Building

Req. No. _____

Chief, Division of Administrative Services:

Please furnish the items requested below for the use of this Division.

~~SECRET~~
STATE-WAR-NAVY COORDINATING COMMITTEE

Number of Item on Schedule	Quantities	ARTICLES (Put but one item on a line)
	9	Sectional bookcase shelves with bases or legs.
		(Mahogany finish)
		The State-War-Navy Coordinating Committee has only
		recently been organized, with offices at 178 Main
		State Department Building. The bookcases are re-
		quired for the use of the Secretariat.

Approved:

Chief, Division of Administrative Services

ADDRESSOGRAPH		Opr.	MULTIGRAPH		Opr.
Impressions made			Pages run		
			Size		
Date Completed			Date Completed		
HECTOGRAPH		Opr.	MULTILITH		Opr.
Pages run			Camera shots		
Size			Plates made		
			Impressions made		
			Size		
Date Completed			Date Completed		
MICRO-FILM		Opr.	OZALID		Opr.
Pages shot			Prints made		
Negative(ft)			Size		
Oraphane(ft)					
Date Completed			Date Completed		
MIMEOGRAPH		Opr.	PHOTOSTAT		Opr.
Impressions made			Negatives made		
Size			Positives made		
Date Completed			Date Completed		
			VERITYPE, etc.		Opr.
			Pages typed		
			Stencils cut		
			Date Completed		

Service Order No.	Department of State - Reproduction Section S E R V I C E O R D E R		
	DC-RS	Date 27 Jan 45	(Do not use this space)
	Mr. Duter Room #92	Urgent <input checked="" type="checkbox"/> Routine <input type="checkbox"/>	
Requisitioning Office		Process	
Name SWNCC		Addressograph <input type="checkbox"/>	
Division		Hectograph <input type="checkbox"/>	
Phone 2685		Micro-film <input type="checkbox"/>	
Room No. 178		Mimeograph <input checked="" type="checkbox"/>	
Bldg. State		Multigraph <input type="checkbox"/>	
Approved		Multilith <input type="checkbox"/>	
_____ (Chief or Responsible Officer)		Oxalid <input type="checkbox"/>	
		Ozaphane <input type="checkbox"/>	
		Photostat <input type="checkbox"/>	
		Photographic <input type="checkbox"/>	
		Verityping <input type="checkbox"/>	
		Other <input type="checkbox"/>	
Description of Material			
Title or Subject Heading SWNCC 12 SWNCC 13			
Miscellaneous Information			
Pages of Copy 12	No. of Copies 40	Size 8 x 12 1/2"	
Assembled <input type="checkbox"/>	Stapled <input type="checkbox"/>	Punched <input type="checkbox"/>	Cut <input type="checkbox"/>
One Side Only <input checked="" type="checkbox"/>	Back Up <input type="checkbox"/>	Call when completed <input checked="" type="checkbox"/>	
Instructions DO NOT ASSEMBLE. NO COPIES TO BE RETAINED FOR STATE DEPARTMENT FILES.			
Received by		Date	

Service Order No.	Department of State - Reproduction Section		
	S E R V I C E O R D E R		
	DC-RS	Date 26 Jan 45	(Do not use this space)
Mr. Duter Room #92	Urgent <input checked="" type="checkbox"/> Routine <input type="checkbox"/>		
Requisitioning Office		Process	
Name State-War-Navy Coordinating Com.		Addressograph	<input type="checkbox"/>
Division		Hectograph	<input type="checkbox"/>
Phone 2685		Micro-film	<input checked="" type="checkbox"/>
Room No. 178		Mimeograph	<input checked="" type="checkbox"/>
Bldg. State		Multigraph	<input type="checkbox"/>
Approved		Multilith	<input type="checkbox"/>
		Ovalid	<input type="checkbox"/>
		Ozaphane	<input type="checkbox"/>
(Chief or Responsible Officer)		Photostat	<input type="checkbox"/>
		Photographic	<input type="checkbox"/>
		Verityping	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Description of Material			
Title or Subject Heading SWNCC 11			
Miscellaneous Information			
Pages of Copy 3	No. of Copies 40	Size 8 x 12 1/2"	
Assembled <input type="checkbox"/>	Stapled <input type="checkbox"/>	Punched <input type="checkbox"/>	Cut <input type="checkbox"/>
One Side Only <input checked="" type="checkbox"/>	Back Up <input type="checkbox"/>	Call when completed <input checked="" type="checkbox"/>	
Instructions DO NOT ASSEMBLE. NO COPIES TO BE RETAINED FOR STATE DEPARTMENT FILES.			
Received by		Date	

Service Order No.	Department of State - Reproduction Section		
	S E R V I C E O R D E R		
	DC-RS	Date 25 January 45	(Do not use this space)
Mr. Duter Room #92	Urgent <input checked="" type="checkbox"/> Routine <input type="checkbox"/>		
Requisitioning Office		Process	
Name SWNCC		Addressograph <input type="checkbox"/>	
Division	Phone 2866	Hectograph <input type="checkbox"/>	
Room No. 178	Bldg. State	Micro-film <input type="checkbox"/>	
Approved		Mimeograph <input checked="" type="checkbox"/>	
(Chief or Responsible Officer)		Multigraph <input type="checkbox"/>	
		Multilith <input type="checkbox"/>	
		Osalid <input type="checkbox"/>	
		Ozaphane <input type="checkbox"/>	
		Photostat <input type="checkbox"/>	
		Photographic <input type="checkbox"/>	
		Verityping <input type="checkbox"/>	
		Other <input type="checkbox"/>	
Description of Material			
Title or Subject Heading			
SWNCC 2/2 - TOP SECRET SWNCC 7 - TOP SECRET SWNCC 8 - TOP SECRET SWNCC 9 - SECRET SWNCC 10 - TOP SECRET			
Miscellaneous Information			
Pages of Copy 18	No. of Copies 50	Size 8 x 12 1/2"	
Assembled <input type="checkbox"/>	Stapled <input type="checkbox"/>	Punched <input type="checkbox"/>	Cut <input type="checkbox"/>
One Side Only <input checked="" type="checkbox"/>	Back Up <input type="checkbox"/>	Call when completed <input checked="" type="checkbox"/>	
Instructions			
DO NOT ASSEMBLE. NO FILE COPIES TO BE RETAINED FOR STATE DEPARTMENT FILES.			
Received by		Date	

Service Order No.	Department of State - Reproduction Section		
	S E R V I C E O R D E R		
	DC-RS	Date 24 Jan 45	(Do not use this space)
Mr. Duter Room #92	Urgent <input checked="" type="checkbox"/> Routine <input type="checkbox"/>		
Requisitioning Office		Process	
Name State-War-Navy Coordinating Com.		Addressograph <input type="checkbox"/>	
Division		Hectograph <input type="checkbox"/>	
Phone 79194		Micro-film <input type="checkbox"/>	
Room No. 178		Mimeograph <input checked="" type="checkbox"/>	
Bldg. State		Multigraph <input type="checkbox"/>	
Approved		Multilith <input type="checkbox"/>	
_____ (Chief or Responsible Officer)		Ovalid <input type="checkbox"/>	
		Ozaphane <input type="checkbox"/>	
		Photostat <input type="checkbox"/>	
		Photographic <input type="checkbox"/>	
		Verityping <input type="checkbox"/>	
		Other <input type="checkbox"/>	
Description of Material			
Title or Subject Heading SWNCC 1/1 SWNCC 6			
Miscellaneous Information			
Pages of Copy 14	No. of Copies 40	Size 8 x 12 1/2"	
Assembled <input type="checkbox"/>	Stapled <input type="checkbox"/>	Punched <input type="checkbox"/>	Cut <input type="checkbox"/>
One Side Only <input checked="" type="checkbox"/>	Back Up <input type="checkbox"/>	Call when completed <input checked="" type="checkbox"/>	
Instructions			
Received by			Date

Department of State - Reproduction Section		
SERVICE ORDER		
Service Order No.	DC-RS	Date 23 Jan 45
	Mr. Duter Room #92	Urgent <input type="checkbox"/> Routine <input checked="" type="checkbox"/>
		(Do not use this space)
Requisitioning Office		
Name	Process	
Major V. F. Field	Addressograph <input type="checkbox"/>	
Division	Hectograph <input type="checkbox"/>	
SWNCC	Micro-film <input type="checkbox"/>	
Room No.	Phone	Mimeograph <input checked="" type="checkbox"/>
178	War Dept 79194	Multigraph <input type="checkbox"/>
Approved	Bldg.	Multilith <input type="checkbox"/>
	State	Oxalid <input type="checkbox"/>
(Chief or Responsible Officer)		
Description of Material		
Title or Subject Heading		
50 Copies Administrative Memo No. 1 (Both Sides)		
500 Copies Document Brief		
100 Copies Memo re: Signatures for Classified (Material)		
50 " " " " SWNCC 4/1/D		
100 Copies Signature List form.		
25 Copies of 2nd Meeting of SWNCC (Re-run) (One Side only)		
Miscellaneous Information		
Pages of Copy	No. of Copies	Size
	as stated above	8 1/2 x 12 1/2
Assembled <input type="checkbox"/>	Stapled <input type="checkbox"/>	Punched <input type="checkbox"/>
One Side Only <input type="checkbox"/>	Back Up <input type="checkbox"/>	Cut <input type="checkbox"/>
Call when completed <input type="checkbox"/>		
Instructions		
Copies as Stated above. No copies to be retained in State Department files.		
Received by		Date

Form AM-2
8-10-44

DEPARTMENT OF STATE

REQUISITION FOR STATIONERY SUPPLIES FROM STOCK

Division SWN00 Date 20 Jan 1945

Room No. 178 Bldg. State

Req. No. 2

Chief, Division of Administrative Services:

Please furnish the items requested below for the use of this Division.

Chief of Division

Number of Item on Schedule	Quantities	ARTICLES (Put but one item on a line)
	17	Desk Pads
	15	Ash trays
	12	Baskets, wood, desk
	3 sets	Stamps - RESTRICTED, CONFIDENTIAL, SECRET, TOP SECRET.
	11	List finders
	✓ 3	Stamp pads
	✓ 12	Waste Baskets
	17	Pen sets
	✓ 1 doz.	Typewriter erasers
	✓ 3 bottles	Type cleaner
	✓ 6 ea.	Typewriter brushes
	17 ea.	Chair mats
	17 ea.	Lamps - Desk
	17 ea.	Stands, Calender, Desk
	17 ea.	Calender, Desk
	2 eas	Punch, two hole
	✓ 1 ea.	Punch, three hole.
	✓ 10 boxes ea	Paper Clips (100 per box)

Approved:

Chief, Division of Administrative Services

