

The original documents are located in Box 13, folder “Office - Requests for Equipment and Supplies (1)” of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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GSA FORM 283
FEB 66GENERAL SERVICES ADMINISTRATION
PUBLIC BUILDINGS SERVICE

NOTICE OF WORK REQUIRED

(Building, Equipment, etc.)

BUILDING

Hartman

FLOOR

CORRIDOR
NO.

STAIR NO.

ROOM NUMBER

IN

OPPOSITE

*4th**Wing*

DESCRIPTION

3 way beam

PREPARED BY

DATE

THE WHITE HOUSE
WASHINGTON

RTH: Just F.Y.I.

nm

N E T A

THE WHITE HOUSE

WASHINGTON

*I understand this was given
to you directly*

October 4, 1974

Just checking.

MEMORANDUM FOR: Wilbur H. Jenkins

FROM: Frank R. Pagnotta *frp.*

SUBJECT: Request for purchase of Rand McNally Refill

The attached request for one 1975 Refill for the Rand McNally International Desk Diary is for Mr. Robert T. Hartmann, Counsellor to the President, and I would appreciate your expediting this so we can receive it immediately.

If you should have any questions please contact me directly.

Attachment

Nov. 14, 1974

✓ (Advised Mr. Pagnotta that the new Rand McNally Refill was delivered directly to our office.) Neta

THE WHITE HOUSE
WASHINGTON

October 1, 1974

Mr. Hartmann:

I would like to get a 1975 refill
for my loose-leaf International
Desk Diary in which I keep your
schedule.

Shall I refer this to Mr. Pagnotta?

Gail

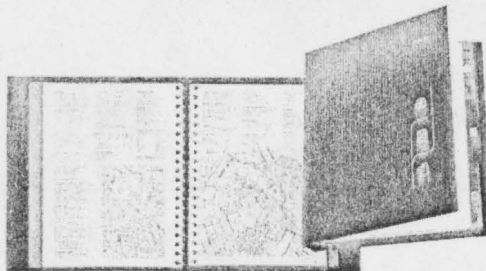
yes

Dear Customer:

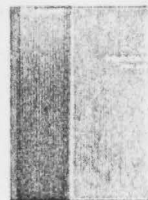
The 1975 International Desk Diary is about to go to press and we have reserved a copy in your name. Please take a moment now to complete your reservation card and mail it in the enclosed postage paid envelope. Your new Loose-Leaf Refill or Hardbound Edition will be delivered to you in November.

Arthur DuBois

P.S. We've provided space on the reservation card so you can order gift copies sent to you or directly to your friends.



Loose-Leaf Edition



Hardbound Edition

CHIEF OF STAFF TO VICE
ROBERT T HARTMANN
OLD EXECUTIVE OFF BLDG
ROOM 276
WASHINGTON DC 20501

7302

RAND McNALLY DESK DIARY RESERVATION CARD

Rand McNally & Company • P.O. Box 7600 • Chicago, Ill. 60680

- ☒ Please send me one 1975 Refill for my loose-leaf International Desk Diary @ \$11.95.
- ☐ Please send me one 1975 hardbound edition International Desk Diary @ \$14.95.
- ☐ Send me _____ copies of the new Secretary's Diary @ \$13.95.
- ☐ In addition, send _____ gift copies as indicated on the reverse side of this order form.
- ☐ Enclosed is my check for \$_____.
- ☐ I prefer to charge my order. Bill my account with: (check one)
- ☐ American Express ☐ Master Charge ☐ BankAmericard
- ☐ Carte Blanche

My account number is _____

If you are using your Master Charge Account, please include the 4-digit number that appears above your name on your Master Charge Account card _____

Signature _____

(needed for shipment)

FIRST CLASS

Permit No.

53746

Chicago, Illinois

BUSINESS REPLY MAIL

No Postage Stamp Necessary if Mailed in the United States

POSTAGE WILL BE PAID BY

RAND McNALLY International Desk Diary

P.O. Box 7600

Chicago, Illinois 60680

REQUEST FOR ISSUE OR TURN-IN (AR 735-28)				X ISSUE TURN-IN	SHEET NO.	NO. OF SHEETS	5. REQUEST NUMBER		
1. FROM: WHCA ACCT # 3 MAJ GRAYBILL				6. DATE MATERIEL REQUIRED 7 OCT 74		7. PRIORITY			
2. TO: Mrs Messersmith MISS MESSERSMITH 1 W/W #6446				8. VOUCHER NUMBER		9. POSTED		DATE BY	
3. ACCOUNTING AND FUNDING DATA		a. COST ACCOUNT CODE			b. WORK ORDER NUMBER				
4. END ITEM IDENTIFICATION		a. NAME AND MANUFACTURER			b. MODEL		c. SERIAL NUMBER		
							d. PUBLICATION		
ITEM NO.	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES				* CODE	QUANTITY	SUPPLY ACTION	UNIT PRICE	TOTAL COST
	b				c	e	f	g	h
	PAGEBOY, MOTOROLA, MODEL HO3ENC-1105 SER #407-L05M5B				ea	1			
	/////last item/////								
<input type="checkbox"/> FUNDED <input type="checkbox"/> UNFUNDED <input type="checkbox"/> CONSUMABLE <input type="checkbox"/> NON-CONSUMABLE <input type="checkbox"/> CREDITABLE <input type="checkbox"/> NON-CREDITABLE							SHEET TOTAL		
* ISSUE — I- Initial; R- Replacement TURN-IN — U- Unserviceable; S- Serviceable							GRAND TOTAL		
10. ISSUE OR TURN- IN OF QUANTITIES IN "QUANTITY" COL- UMN IS REQUESTED		DATE 7 OCT 74		BY <i>W A. [Signature]</i>		11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE 7 OCT 74	BY <i>Meta C. Messersmith</i>

HAND RECEIPT FOR EXPENDABLE OR NON-EXPENDABLE ITEMS (FM 10-33)		DATE OF ISSUE 12 NOV 74
ISSUED BY: AUDIO VISUAL BRANCH WHCA Room 85 OE0B	x4220	ISSUED TO: (Name and Organization) x6299 ROBERT HARTMANN 1st Fl. W.W.
DATE ITEMS TO BE RETURNED (if applicable)		
ITEM (Include Stock No. if applicable and nomenclature)		QUANTITY
Recorder, Open Reel, SONY TC-252, S/N 69426, WSN 6035		1
/////////////////LAST ITEM/////////////////		
I ACKNOWLEDGE RECEIPT OF THE ABOVE ITEMS		ITEMS LISTED ABOVE WERE RETURNED THIS DATE
SIGNATURE OF RECIPIENT <i>Robert J. Hartmann</i> <i>by Neta Messersmith</i>	DATE 14 Nov 74	SIGNATURE OF ISSUER <i>Edward H. Tye</i>

DA FORM 10-233
1 FEB 57

THE WHITE HOUSE

WASHINGTON

Nov. 13, 1974

REMINDER: Neta, return
machine to Audio Visual
Room tomorrow.

11/14/74 - Done

mm

395-4220
Cmdu
D-avg

THE WHITE HOUSE

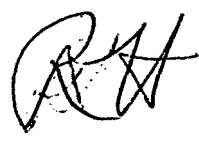
WASHINGTON

December 4, 1974

MEMORANDUM FOR: JERRY H. JONES
STAFF SECRETARY

FROM: ROBERT T. HARTMANN
COUNSELLOR TO THE PRESIDENT

SUBJECT: PURCHASE OF BOOKS FOR 02EOB LIBRARY



I would appreciate your having the following books purchased for the 02EOB Library,

- (1) "Strictly Speaking" by Edwin Newman
published by Bobbs-Merrill.
- (2) "The Palace Guard" by Dan Rather and
Gary Paul Gates
published by Harper & Row.

*12/4/74 - Received books.
nm*

*Jane
(2500)*

THE WHITE HOUSE
WASHINGTON

RTH - Have asked the Library
for these two books.

They called back and said they
do not have them in the Library
but are requesting permission
to have them purchased (can get
them from the Globe Book Store
across the street) and will
send them right to you.

Neta

Dec. 4, 1974

d'occa-

**"Three resounding cheers
for Edwin Newman."**

—EDMUND FULLER, *Wall Street Journal*

...and his new
national bestseller

Strictly Speaking

Will America be the Death of English?

by **Edwin
Newman**



"A marvelous piece of work."

—HUGHES RUDD, *CBS Morning Show*

"The best book on the American brand of
English since Henry L. Menckens's
The American Language."

—WILLIAM and MARY MORRIS,
Los Angeles Times

"Read this wryly amusing book."

—THEODORE M. BERNSTEIN,
The New York Times

\$7.95

100,000 in print

BOBBS-MERRILL



THE BOOK REPORT

In the Catacombs of Power

BY ROBERT KIRSCH

Times Book Critic

The Palace Guard (Harper & Row, \$8.95; illustrated) by Dan Rather, the CBS reporter, and his colleague Gary Paul Gates, is a solid piece of background journalism about Richard Nixon and the men around him, the internal struggle for power in the Nixon White House. It is not just another book on Watergate. Nor is it really, as the publishers promise, a book which will be making headlines.

There are few new sensations. Most of this material has been covered in other books, in magazine and newspaper articles. Apart from a few anecdotes, and some penetrating case studies of the struggle in the catacombs of power (Arthur Burns, Daniel Moynihan, Walter Hickel) which add some interesting detail, the book is in the same old, same old.

face: "to remind us of many events that might otherwise have been forgotten in the attempt to give shape and focus to our own view of the period leading up to Watergate," and further to remind readers of "the gallant contributions of various men and women who have been part of the Nixon administration."

But They Tried

The latter should not be overlooked. In the crashing tide of Watergate, we should not mar the reputations of those who came to Washington as many have before, imbued with a sense of public service, who wanted to contribute to meeting the challenges the nation faced. These people may have failed in the struggle to gain the attention of the President, or to prevent the nightmare of Watergate, but they tried, and this is no small part of the story.

If there are no blazing headlines, the solid accomplishment comes from the portraits of the personalities, the mood and tone of the Nixon White House, the intimate witness of incidents and events, things which can only rarely be achieved in the rush of day-to-day journalism.

Watergate was not a sudden cancer, an aberration. The disease was en-



DAN RATHER

mood and tone.

demic. The growth was there long before the break-in and cover-up. Indeed, the real condition

of the Nixon Administration began as the continuation of a governmental revolution in the nature of the Presidency, giving it a power in domestic and foreign affairs and in rising symbolic authority which made the White House, in the words of political scientist Thomas Cronin, "a powerful inner sanctum of government, isolated from traditional Constitutional checks and balances."

As that power increased

in complexity and focus, the role of men around the President took on even greater significance. The metaphor of the Presidency as a temporary monarchy invited other developments and dangers; his large private staff, accountable to no one but him, opened and enlarged the possibility that a palace guard could deflect or even isolate the President from his constituency and cabinet and from Congress itself.

The personality and temperament of the President as monarch becomes even more crucial under these conditions. What is narrated here is the struggle of a small group of men, led by H.R. Haldeman, the President's chief aide, to control access to the President to shape his government, within a government, to filter through to him that appearance of reality which he desired to give it.

The constant struggle brought up to date, the courtiers against the counsel, the palace guard against the parliament.

The gray eminence in these pages is Haldeman, self-disciplined, zealous, efficient, jealous of his President's attention, perceptive of his President's traits and obsessions, his desire for privacy, his belief in political melodrama, his need for absolute loyalty. Haldeman gathered around him his group of

impressionable young men, whom reporters called "The Beaver Patrol" or the "Knights of the Woe-ful Countenance." It was Haldeman's self-righteousness and arrogance which gave tone to the Nixon White House. His victory, pyrrhic as it turned out, did not come overnight. He bided his time, tested his power, turning away Arthur Burns from direct contact with the President, undermining Daniel Moynihan, managing to live with Henry Kissinger, deflecting old Nixon intimates such as Robert Finch and William Rogers, carrying out campaigns against John Mitchell and even Rose Mary Woods, displayed an unerring sense of going for the jugular.

Hints of PR Cunning

The way he achieved his ends, replacing Moynihan with John Ehrlichman, for example, handling the mavericks (Romney, Hickel, Villard, the oil timers, Herb Klein) is a fascinating story, filled with significant anecdotes, clashes of style and temperament, skillful empire-building, track-covering, hints of PR cunning. The White

House was duced to the agency infirmary. Haldeman's great skill of the monism, his the Kenned distrust, h With Chapp greatest th second term end. Oddly, cident only Kennedy of White Hou started as a tion to C soon—cryst hard and bi



Now! START MAKING YOUR HANDS and SKIN ROSE PETAL SOFT IN MINUTES!

If your hands are rough, red, old-looking before their time, start doing something about them in minutes! Use TRITLE'S® Glycerine and Rosewater... a closely guarded secret formula since 1919! It's the perfect conditioner and beautifier for hands and skin, contains over 50% glycerine—nature's finest moisturizer and skin restorative. Absolutely greasiest, non-sticky! Try it, today!

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A GREAT Place To Shop!

the original
Tritle's
Glycerine and Rosewater
ONCE-A-YEAR SALE!
\$1.79
2 oz. jar only \$1.79
4 oz. pump bottle \$1.79
Regular \$2.50 Value

OPEN 8 A.M. TO 10 P.M.
MONDAY THRU SATURDAY
OPEN 10 A.M. TO 7 P.M. SUNDAY

stay-fresh
airtight p

Some items in this folder were not digitized because it contains copyrighted materials. Please contact the Gerald R. Ford Presidential Library for access to these materials.

MEMO TO JERRY JONES (STAFF SECRETARY)

(request for publications for
office use)

January 29, 1975

MEMORANDUM TO: JERRY JONES

FROM: JACK CALKINS

We would appreciate your ordering, for reference use in our office, a copy of Volumes I and II of "Presidential Nominating Procedures Election Practices of 1972."

It is my understanding that these may be ordered from the National Municipal League, 47 East 68th Street, New York, N. Y. 10021.

Thank you.



JTC:nm

THE WHITE HOUSE

WASHINGTON



1/17

Mr. Calkins:

Jack Stiles called and said you were interested in getting a copy of Vol. I & II of "Presidential Nominating Procedures Election Practices of 1972"

They have to be ordered from the National Municipal League, 47 East 68th Street, New York, N.Y. 10021.

Neta

OK

(yes, order)

(She gave the bill to Jerry Jones for payment)

(2622)

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE February 24, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER First 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	Legal size Kraft File Folders (third cut)	
✓ 12	White House pads (4 x 5-1/2)	
✓ 12	White House pads (5 x 8)	
✓ 1 box	No. 2 black leaded pencils	
✓ 12	Standard Form 63 - Memorandum of Call	
✓ 12	Burn Bags	
✓ 12	White House Kraft Envelopes (9-1/2 x 12)	
✓ 6	Red Felt-Tip Pens	
✓ 6	Black Felt-Tip Pens	
✓ 1	Black Uni-Pen	
DO NOT WRITE BELOW THIS LINE		
DATE ISSUE	BY	

JONES, Jerry H.

(request for C.Q. & National
Journal Reports)

February 24, 1975

MEMORANDUM FOR: JERRY H. JONES
FROM: ROBERT T. HARTMANN

I would appreciate receiving the following publications on a regular basis:

1. The Congressional Quarterly
2. National Journal Reports

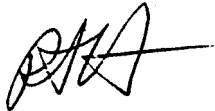

Thank you for taking care of the above request.



✓ RTK

THE WHITE HOUSE
WASHINGTON

March 11, 1975

MEMORANDUM TO: JERRY JONES
VIA: ROBERT HARTMANN 
FROM: PAUL THEIS 
SUBJECT: Additional Name to Staff
Car "B" List

This memo is to request that Robert Orben's
name be added to the Staff Car "B" List.

Many thanks.

cc: Mr. Rumsfeld

THE WHITE HOUSE

WASHINGTON

March 12, 1975

MEMORANDUM FOR: JERRY JONES
FROM: PAUL THEIS *PT*
SUBJECT: Request for Magazine Subscription

Please order a subscription to the magazine, "New Republic," for Robert Orben of my staff in room 113 OEOB.

Thanks.

✓ cc: Mr. Hartmann

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE March 13, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - W.W.

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN
THIS COLUMN

[illegible]

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

~~THE WHITE HOUSE~~
~~REQUISITION FOR SUPPLIES~~

DATE MARCH 19, 1975

OFFICE OF Robert T. Hartmann

INDIVIDUAL Gail Raiman

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	3rd cut Kraft letter size folders	f:1e
1 box	CPS Form 25	(clearance forms)
100	red tags →	
2	Unipens	
DO NOT WRITE BELOW THIS LINE		

DATE ISSUE

BY

OFFICE EQUIPMENT AND SUPPLIES

JENKINS, Wilbur H.

(re. postage stamps)

THE WHITE HOUSE

WASHINGTON

March 20, 1975

MEMORANDUM TO WILBUR H. JENKINS
ADMINISTRATIVE OFFICERFROM: NETA C. MESSERSMITH *N.C.M.*
PERSONAL SECRETARY TO COUNSELLOR HARTMANN



This is to certify that \$49.88 of the \$50.00 received by me on August 20, 1974 has been spent for the purchase of postage stamps for official use, as follows:

9/10/74 - (100 - 10¢ stamps)	\$10.00
9/19/74 - (100 - 10¢ stamps)	10.00
10/10/74 - (38 - 13¢ airmail stamps)	4.94
10/17/74 - (20 - 10¢ stamps)	2.00
1/27/75 - (50 - 10¢ stamps)	5.00
(38 - 13¢ airmail stamps)	4.94
2/4/75 - (2 special delivery stamps)	1.20
(30 - 13¢ airmail stamps)	3.90
(79 - 10¢ stamps)	7.90
	<u>\$49.88</u>
Balance on hand	<u>.12</u>
TOTAL	\$50.00

(Delivered above in person to Mr. Jenkins 3/24/75. Paid him the balance on hand of 12¢.) nm

THE WHITE HOUSE
WASHINGTON .

March 25, 1975

MEMORANDUM FOR: JERRY JONES
VIA: ROBERT T. HARTMANN 
FROM: PAUL A. THEIS 

It is requested that the Xerox 4000 duplicating machine in room 115 OEOB be replaced by a Xerox 4500, which has a 20-bin sorter. The monthly rate increase would be approximately \$70.

THE WHITE HOUSE
WASHINGTON

3/26

RTH

Carol Ranelli says GSA is just about out of drapes. Room 126 needs four pair of matching drapes. She will continue to explore.

In the meantime, the carpet will be shampooed, and then we will take a look at it.

J

THE WHITE HOUSE
WASHINGTON

Mr. Hartmann:

Joann says this should be signed
by tomorrow.

Neta

Joann - see me pls
~~RT~~

Too expensive
Try to get hand
second - carpet
drapes -
cleaned ~~RT~~

PART 1 - To be completed by Requestor

PART 2 - White House Area Manager

PART 3 - White House Staff Assistant

GENERAL SERVICES ADMINISTRATION - REGION 3
PUBLIC BUILDINGS SERVICE
BUILDINGS OPERATION DIVISION

REQUEST FOR WHITE HOUSE
AREA BUILDINGS SERVICES

TO: WHITE HOUSE AREA MANAGER
3 PFX - ROOM 44
EXECUTIVE OFFICE BUILDING

FROM: (Office Name)

ROBERT HARTMANN

LOCATION:

EAST WING ☐

WEST WING ☐

EXECUTIVE OFFICE
BUILDING ☒

ROOM

NO.

126

BRIEF DESCRIPTION OF REQUESTED SERVICE:

REQUESTS: 2 PAIRS OF NEW DRAPERIES: FABRIC = \$360.00 APPROX.
60 SQ. YDS OF CARPET @ \$13.85 = \$831.00
LABOR = \$300.00

JUSTIFICATION OR BACKGROUND:

NAME, TITLE, and SIGNATURE OF PRINCIPAL REQUESTING OFFICER:

PROJECT COORDINATOR: (Name)

CAROL T. RANELLI

PHONE NO:

3600

ROOM NO.

497 EOB

TO: MR. WHITE HOUSE STAFF ASSISTANT
THE WHITE HOUSE

THIS REQUEST FOR BUILDING SERVICES
IS FORWARDED FOR YOUR COMMENT AND/OR
APPROVAL.

REMARKS BY WHITE HOUSE AREA MANAGER:

SIGNATURE: (White House Area Manager)

DATE:

TO: WHITE HOUSE AREA MANAGER
3 PFX - ROOM 44
EXECUTIVE OFFICE BUILDING

REQUEST FOR BUILDING SERVICES:

APPROVED ☐

SEE COMMENT ☐

DISAPPROVED ☐

SEE ME ☐

COMMENT BY WHITE HOUSE STAFF ASSISTANT:

SIGNATURE (White House Staff Assistant)

DATE:

THE WHITE HOUSE
WASHINGTON

3/25/75

RTH:

Frank Pagnotta says no decision has been made regarding the re-decoration of 276. He says money is not available.

Carol Ranelli was not available this afternoon for a discussion about alternate plans for drapes, etc.

Will pursue.

A large, stylized handwritten signature, possibly reading 'J' or 'J.', is written in the lower right portion of the page.

THE WHITE HOUSE
WASHINGTON


April 14, 1975

TO: JERRY H. JONES

FROM: NETA MESSERSMITH *mm*

Please order for Counsellor Hartmann
20 White House memorandum pads
(50 sheets per pad) like the at-
tached.

Thank you.



THE WHITE HOUSE

WASHINGTON

From: Robert T. Hartmann

To: _____

Date: _____

Time

a.m.

p.m.

OFFICE REQUESTS, EQUIPMENT & SUP-
PLIES

JONES, JERRY H.

April 28, 1975

MEMORANDUM TO: JERRY H. JONES

FROM: ROBERT T. HARTMANN

Please have a small TV receiver installed in my
EOB office, Room 126.

Thank you.

RTH:nm

THE WHITE HOUSE
WASHINGTON

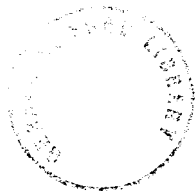
4/17/75

Mr. Hartmann:

I will appreciate your authorization of
a manual or selectric typewriter in
room 126 OEOB. This is an "executive"
and obviously I can't use it.

Also, you may wish to consider requesting
a TV for this office -- not for me --
but when you or Jack come over here
you might need to see the tube.

Thank you.



OK — I can
write up
proper form or
request

RMH

M - J Jones

RTH

Re: TV 1 126 UFOB

This 9, 20 M (→)

4-11-9, 127, TV

— New —

Ty

THE WHITE HOUSE
WASHINGTON

April 28, 1975

Memorandum to: Jerry H. Jones

From : Robert T. Hartmann

~~Re : TV for room 126 EOB~~

This office is frequently used by me and my staff.

It would be helpful to have a television in this room. There are certain news broadcasts and White House monitoring of some programs which we should see in connection with the duties of the editorial office.

Thank you.

*Please have a small
TV receiver installed
in my EOB office, ^{room} 126.
Thank you*

THE WHITE HOUSE

WASHINGTON

February 7, 1975

MEMORANDUM TO: Dave Hoopes

FROM: Jack Calkins 

I would very much appreciate your supplying Room 126 in the Old Executive Office Building with the following supplies:

An IBM Correcting Selectric II typewriter

A radio

A color television

A desk clock

An Executary dictating and transcribing set (IBM)

I have a new secretary coming aboard on Monday, February 10 and I would greatly appreciate your efforts to have her office, Room 126 OEOb, properly equipped.

THE WHITE HOUSE

WASHINGTON

February 7, 1975

MEMORANDUM TO: Dave Hoopes

FROM: Jack Calkins 

I would very much appreciate your supplying Room 126 in the Old Executive Office Building with the following supplies:

An IBM Correcting Selectric II typewriter

A radio


A color television

A desk clock

An Executary dictating and transcribing set (IBM)

I have a new secretary coming aboard on Monday, February 10 and I would greatly appreciate your efforts to have her office, Room 126 OE0B, properly equipped.

(Dave Hoopes called and turned down our request for color TV - other equipment was okayed except the typewriter is not a Selectric but an IBM)



OFFICE REQUESTS, EQUIPMENT & SUPPLIES

JONES, JERRY H.

April 29, 1975

MEMORANDUM TO: JERRY H. JONES

FROM: ROBERT T. HARTMANN

**Please enter a subscription in my name for the
publication "The Political Animal."**

Thank you.

RTH:nn

Mr. Joseph Scott, Editor & Publisher
The Political Animal, Inc.
5514 Wilshire Boulevard
Los Angeles, California 90036
(213-938-9191)

Subscription rates: one year \$35.00

mm

THE WHITE HOUSE
WASHINGTON

Mr. Hartmann: Did you ever approve
this memo?

Neta

Make the request
from me
b we will
duplicate b
disseminate b
RHH

memo
not sent
nm

April 14, 1975

MEMORANDUM FOR: JERRY H. JONES

FROM: ROBERT T. HARTMANN

I would appreciate it if Mrs. Gwen Anderson of my staff could receive the following publications on a regular basis:

1. Evans and Novak Political Report.
2. Kevin Phillips' American Political Report.
3. Kevin Phillips/Albert Sindlinger The Media Report. *

These publications should be sent to Mrs. Anderson, Ground Floor, West Wing.

Thank you for taking care of the above request.

* we seem to
be getting this
now.
R

RTH:nm

Jack C - Here's a
California Political
Newsletter, what's
its name x

"The Political Animal" RTH
R

THE WHITE HOUSE

WASHINGTON

GWEN: Will be glad to take care of this, but exactly which things would you like to receive. There are so many that it would be difficult to list them all.

Neta

*Noted/ gail
please do*

THE WHITE HOUSE
WASHINGTON

2
3/31

March 28, 1975

MEMORANDUM FOR JACK CALKINS

FROM:

GWEN ANDERSON *ga.*

SUBJECT:

Newsletters, etc.

Would you please arrange for me to get copies of all the newsletters, media reports and the like that we have access to or receive in our shop?

Thanks.



Evans Navos Newsletter
Kevin Phillips Newsletter
" " Media Report
"

Please rotate the Congressional
Quarterly & National Journal.
Thank
Gwen

OFFICE REQUESTS, EQUIPMENT & SUPPLIES

JONES, JERRY H.

(subscription to CHICAGO TRIBUNE)

May 2, 1975

MEMORANDUM TO: JERRY H. JONES

FROM: ROBERT T. HARTMANN

Please enter a subscription in my name for the daily and Sunday CHICAGO TRIBUNE, and begin delivery at the earliest opportunity.

Thank you.

RTH:nm

THE WHITE HOUSE

WASHINGTON

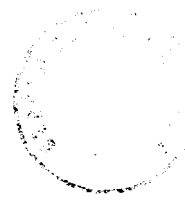
May 2, 1975

MEMORANDUM TO: JERRY H. JONES

FROM: ROBERT T. HARTMANN *RTH*

Please enter a subscription in my name for the daily and Sunday CHICAGO TRIBUNE, and begin delivery at the earliest opportunity.

Thank you.



THE WHITE HOUSE

WASHINGTON

From: Robert T. Hartmann

To: Gail -

Date: _____ Time _____ a.m.

p.m.

I asked to get
Chi Trib daily -
Where is it?

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE May 13, 1975

OFFICE OF Counsellor Hartmann

INDIVIDUAL Neta Messersmith

ROOM NUMBER First Floor - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN
THIS COLUMN

[illegible]

(Returned to Doug
Scott.)^{mm}

THE WHITE HOUSE
WASHINGTON

6/10/75

Xerox Operator
Mr. Hartmann's Office
West Wing

Please fill out
the attached form
and return to room

4, EOB attention

Doug Scott
VR.

Doug Scott

This is how we rate our Xerox 3100 copier:

	Excellent	Good	Fair	Poor
1. Copy Quality	X			
2. Reliability	X			
3. Service Response Time		X		
4. Sales Response				
5. Key Operator Training				

279.3

374153077

EXEC OFF OF THE PRES XAA11
 WHITE HOUSE OFFICE
 EXEC OFF BLDG-RM 4
 ATTN MR W H JENKINS
 WASHINGTON DC 20500

6. Our machine usage is billed accurately.

7. We are aware of the 3100's applications.

8. We make transparencies on our Xerox 3100.

9. We make labels on our Xerox 3100.

10. Please send us your "Only With Xerography" brochure.

Yes	No

Additional Comments _____

NAME/TITLE _____

XEROX

XEROX® and 3100® are trademarks of XEROX CORPORATION.

Printed in U.S.A. 610P8153

Returned card to: Doug Scott, Jr.
 Room 4, EOB

(Called and told Mr. Scott that they would have to complete most of the above card. He said he knew they would but wanted us to say what kind of copies it made, etc.)

nm

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

OFFICE OF COUNSELLOR HARTMANN

DATE June 11, 1975

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor, West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN
THIS COLUMN

[illegible]

DATE **ISSUE**

BY

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE June 17, 1975

OFFICE OF COUNSELLOR ROBERT 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
	(51-1/3)	
1 box	Third Cut Manila Folders (No.7530-282-2507)	
300	red tags	
2 reams	Rainbow Carbon Sets	
12	Burn Bags	
2 boxes	IPKO Binder (Smallest) Paper Clips	
Six Doz.	Black Lead Pencils (Grade No. 2 Medium Soft)	
1 box	Paper Set, Manifold & Carbon (8 x 10-1/2) White	
1 box	Paper Set, Manifold & Carbon (8 x 10-1/2) Green	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE June 30, 1975

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
4 rolls	Tape - 3/4" MM	
1	Scotch Tape Holder - Walnut	
1 Box	White House Envelopes (3-5/8 x 6-1/2)	
1 Box	White House Envelopes (3-7/8 x 8-3/4)	
1 ream	White House Stationery (8 x 10-1/2)	
1 ream	White Bond (8 x 10-1/2)	
	DO NOT WRITE BELOW THIS LINE	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY