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REQUISITION FOR SUPPLIES

DATE April 6, 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

[illegible]

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE April 21, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

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DO NOT WRITE IN
THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 12	Burn Bags	
✓ 25	Booklet "The President's House"	
✓ 10	White House Memo Pads (4 x 5-1/4)	
✓ 6	Jiffy Bags No. 2	
✓ 6	Jiffy Bags No. 0.	
✓ 1 box	gummed reinforcements for 3-hole notebook paper	
✓ 3	Scotch Magic Transparent Tape (3/4 inch)	
✓ 6	Cardboards (9 x 11-1/4)	
✓ 6	Cardboards (11-1/4 x 15)	
✓ 12	White House Manila Envelopes (9-1/2 x 12)	
✓ 12	White House Manila Envelopes (10 x 15)	
✓ 3	UNIPEN Refills	
DO NOT WRITE BELOW THIS LINE		
DATE ISSUE	BY	

REQUISITION FOR SUPPLIES

DATE April 28, 1976.

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Flr. - West Wing

TELEPHONE EXT. 2299

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QUANTITY

PLEASE DESCRIBE EACH ITEM FULLY

PRICE

[illegible]

DATE ISSUE

BY

THE WHITE HOUSE
WASHINGTON

May 11

TO: SARA EMERY

FROM: NETA MESSERSMITH

Forwarded per our telephone conversation of this morning.

The Political Animal

April 25, 1976

Mr. Robert T. Hartman
Counselor to the President
The White House
Washington, D. C. 20500

Your subscription expired on 4-2-76.
Please check below for renewal.

RENEWAL NOTICE

Enclosed is my check for \$35.00 for a one year subscription;
\$60.00 for two years.

Please make payable to: THE POLITICAL ANIMAL, INC.

- ☐ One Year, \$35.00 ☐ Two Years, \$60.00
☐ Bill Master Charge My Account # _____
☐ Bill BankAmericard My Account # _____
☐ Bill me (Corporations and Government only.)

The Political Animal is a confidential weekly insider's newsletter
for opinion makers. It tracks the personalities and issues making the
news in California politics.

HARTMANN - OFFICE REQUESTS, EQUIPMENT &
SUPPLIES

CONNOR, JIM

(re. renewal of subscription to
THE POLITICAL ANIMAL)

March 26, 1976

MEMORANDUM TO: JIM CONNOR

FROM: ROBERT T. HARTMANN

According to the attached invoice and renewal notice (the originals of which have been returned to the office of Mr. Wilbur H. Jenkins) my subscription to The Political Animal will be expiring with the April 2, 1976 issue.

I would appreciate it if my subscription to this publication could be renewed.

Thank you.

cc: Mr. Wilbur H. Jenkins

RTH:nm



REQUISITION FOR SUPPLIES

DATE May 13 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

[illegible]

DATE ISSUE

BY

MEMORANDUM

CONNOR, JAMES
THE WHITE HOUSE
WASHINGTON

May 17, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA: ROBERT T. HARTMANN *RTH*
FROM: GWEN ANDERSON *GA*
SUBJECT: PURCHASE OF PAMPHLETS FOR RESEARCH

Purchase of five (5) pamphlets on Presidential
candidates for use by research, \$1.50 each-----\$7.50

Make check payable to Marcia Stark
4500 South Four Mile Run Drive
Apt. 1027
Arlington, Virginia 22204



REQUISITION FOR SUPPLIES

DATE JUNE 2, 1976

OFFICE OF ROBERT T. HARTMANN

INDIVIDUAL Gail Raiman

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	pair scissors	
✓ 1 ream	Best Quality White Bond (letter size) water marked	
✓ 1 ream	White House stationery (8 x 10½)	
✓ 10	White House Memo Pads (4 x 5½)	
✓ 10	White House Memo Pads (5 x 8)	
✓ 3 boxes	BINDER CLIPS No. 20 Small	
✓ 1 box	red felt tip pens	
✓ 300	red tags	
✓ 1 box	Skilcraft Bonded No. 2 Med pencils	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 2, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA: ROBERT T. HARTMANN *RTH*
FROM: GWEN ANDERSON *GA*
SUBJECT: PURCHASE OF PAMPHLETS FOR RESEARCH

Purchase of ten (10) pamphlets on Presidential
candidates for use by research, \$1.50 each-----\$15.00
(no receipts given)

Make check payable to Marcia Stark
4500 South Four Mile Run Drive
Apt. 1027
Arlington, Virginia 22204



REQUISITION FOR SUPPLIES

DATE June 24, 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

✓ 3 boxes Binder Clips (Small)

✓ 6 IBM Correctable Film Ribbon - #1136432 (Black)

✓ 1 box	IBM Lift-off-Tape (#1136433)
---------	------------------------------

✓ 200 (2 x 4) Pressure-sensitive Labels (white)
Avery S-6432 or Dennison 43580

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE June 30, 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
✓ 10	White House Memo Pads (4 x 5-1/4)	
✓ 10	White House Memo Pads (5 x 8)	
✓ 1 box	Skilcraft Bonded No. 2 Med. pencils	
✓ 15	Burn Bags	
✓ 3	UNIPENS	
✓ 3	UNIPEN Refills	
✓ 12	White House Manila Envelopes (9-1/2 x 12)	
✓ 12	White House Manila Envelopes (10 x 15)	
✓ 1 Box	White House Envelopes (3-5/8 x 6-1/2)	
✓ 1 Box	White House Envelopes (3-7/8 x 8-3/4)	
✓ 12	Plain Manila Envelopes (6-1/2 x 10-1/2)	
✓ 12	Plain Manila Envelopes (9-1/2 x 12)	
DO NOT WRITE BELOW THIS LINE		

DATE ISSUE

BY

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 30, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA: ROBERT T. HARTMANN *RTA*

VIA: DOUG J. SMITH *JS.*

FROM: GWEN ANDERSON

SUBJECT: REIMBURSEMENT FOR PURCHASE OF
BOOKS

For purchase of two (2) books THE MAN WHO
PARDONED NIXON - \$8.95 per book plus tax-----\$18.80

No receipt given - purchased at Brentano's Book
Store on June 22, 1976

Make check payable to Mrs. Gwen Anderson
1 Washington Circle, #316
Washington, D. C. 20037

Request - Office Supplies & Equip-
ment

CONNOR, JAMES

(requesting books for Research
Office)

June 30, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA: ROBERT T. HARTMANN
VIA: DOUGLAS J. SMITH
FROM: GWEN ANDERSON
SUBJECT: PURCHASE OF NEW BOOKS

Dr. Charles McCall has requested that the Research
Office obtain copies of the following works, as shown
on the attached sheet of paper.

GAA:nm



NEW BOOK LIST

Survey Research Charles H. Backstrom & Gerald D. Hursh

John Quincy Adams Samuel Flagg Bemis

American Political Parties: Their Natural History Wilfred E. Binkley

The Exploring Spirit: America and the World- Then & Now Daniel Boerstin

An American Primer Daniel Boerstin

The Americans Daniel Boerstin

The Colonial Experience

The Democratic Experience

The National Experience

The Fourth President Irving Brant

Candidates '76 Congressional Quarterly

Elections '76 Congressional Quarterly

National Party Conventions 1831-1972 Congressional Quarterly

Presidency 1975 Congressional Quarterly

President Ford: The Man and His Record Congressional Quarterly

Roosevelt: The Lion and the Fox

Roosevelt: The Soldier of Freedom James MacGregor Burns

Why Not the Best? James Carter

Comparative Guide to American Colleges James Cass and Max Birnbaum
(current edition)

The New Dictionary of Thoughts Compiled by Edwards

Records of the Federal Convention Max Ferrand, (ed.)
(Yale Edition)

George Washington James T. Flexner

-The Forge of Experience

-In the American Revolution

-And the New Nation

-(Fourth Edition)



Ethnicity in the United States Andrew Greeley

Restraining Myths Richard Hamilton

Medallion World Atlas Hammond Inc.
(Current Edition)

Life & Times of Theodore Roosevelt William H. Harbaugh

A Second Federalist Charles S. Hyeman and George Carey (eds.)

Andrew Jackson James Marquis

The Ethic Factor Mark Levy & Michael Kramer

The Federalist Papers James Madison, Alexander Hamilton, John Jay

A New Dictionary of Quotations H. L. Mencken

The Changing American Voter Norman Nie, Sidney Verba, & John Petrocik

Eisenhower & the American Crusades Herbert S. Parmet

National Party Platforms Kirk H. Porter & Donald B. Johnson (eds.)

Lincoln the President James G. Randall

History of American Elections Arthur Schlesinger Jr.

A History of U.S. Political Parties Arthur Schlesinger Jr.

Contemporary Quotations James B. Simpson (ed.)

John Adams Page Smith

The Book of Presidents Tim Taylor (A New York Times Book)

Democracy in America Alexis de Tocqueville

Mankind and Mother Earth Arnold Toynbee

Barletts Familiar Quotations (14th Edition)

Book of the States 1976-77

Books in Print, VI & II (Current Edition)



Encyclopedia of Associations (Current Edition)

Guidelines for Campaign Compliance

International Who's Who (Current Edition)

Who's Who in American Politics 1976

Who's Who in Europe (Current Edition)

Who's Who in Show Business (Current Edition)

Who's Who of American Women (Current Edition)

The World Almanac 1976 (THREE COPIES)

Cruden's Complete Concordance Published by Zondervan

Inaugural Addresses of the Presidents of the U.S. 1789-1973 U.S. Gov't Printing
Office

Random House Unabridged Dictionary (Complete Edition)

Waringer's English Usage

Who Was Who

The Presidents of the U.S. (1789-1976) Library of Congress
(A selected list of References)

The Quotable Richard M. Nixon - pub. by Droke House




. THE WHITE HOUSE
WASHINGTON

July 2, 1976

MEMORANDUM FOR COLONEL LEONARD RILEY

VIA: ROBERT T. HARTMANN 

FROM: DOUGLAS J. SMITH 

This is to request that page boys be issued to Douglas J. Smith, Robert Orben, Gwen Anderson, Dr. Charles McCall, and Susan Philpott.

REQUEST FOR IS. (AR 735-2)				TURN-IN	SHEET NO. 1	NO. OF SHEETS 1	5. REQUEST NUMBER		
1. FROM: White House Comm. Agency Materiel Annex, 448 EOB x4271.				6. DATE MATERIEL REQUIRED		7. PRIORITY PER INVENTO RY			
2. TO: HARTMANN, ROBERT 1 W/W				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. a	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES <i>b</i>			* c	UNIT d	QUANTITY <i>e</i>	SUPPLY ACTION <i>f</i>	UNIT PRICE <i>g</i>	TOTAL COST <i>h</i>
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	IBM 271-3008556								
	IBM 272-3447809				ea	4	4		
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* ISSUE - I-Initial; R-Replacement TURN-IN - U-Unserviceable; S-Serviceable							GRAND TOTAL		
10. ISSUED OR TURN-IN OF QUANTITIES IN "QUANTITY COLUMN" IS REQUESTED		DATE 7/14/76		BY <i>Paul M. Miller</i>		11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE BY <i>Neto Messersmith</i>	

REQUEST FOR ISSUE OR TURN-IN (AR 735-28)				<input checked="" type="checkbox"/> ISSUE		SHEET NO		NO. OF SHEETS		5. REQUEST NUMBER 602			
				TURN-IN									
1. FROM: RECEIVER MAINT. 4235				6. DATE MATERIEL REQUIRED				7. PRIORITY					
2. TO: Robert Hartman EOB 120%				8. VOUCHER NUMBER				9. POSTED		DATE BY			
								DATE BY					
3. ACCOUNTING AND FUNDING DATA		a. COST ACCOUNT CODE				b. WORK ORDER NUMBER 6-197-3							
4. END ITEM IDENTIFICATION		ii. NAME AND MANUFACTURER ZEN				b. MODEL		c. SERIAL NUMBER		d. PUBLICATION			
a	ITEM NO.	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES zZ151 14" color port.				* c	CODE	UNIT d	ISSUE	QUANTITY 1 ea.	SUPPLY ACTION issue	UNIT PRICE g	TOTAL COST h
<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" COLUMN IS REQUESTED		DATE 7/15/76		BY Steven Anderson		11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE 6 Aug		BY Henry P. Real			

James E. Connor

July 16, 1976

I would appreciate your ordering
two copies of the 1976 Congressional
Staff Directory for use by members
of my staff.

Thank you.



THE WHITE HOUSE
WASHINGTON

From: Robert T. Hartmann

RTH

To: James E. Connor

Date: July 16, 1976

Time: _____

a.m.

p.m.

I would appreciate your ordering
two copies of the 1976 Congressional
Staff Directory for use by members
of my staff.

Thank you.



THE WHITE HOUSE
WASHINGTON

We asked to have 8 copies of the 1975 Congressional Staff Directories ordered for members of your staff.

How many should we order for 1976?

RTH ✓

DJS

Gwen - *Has one*

Neta ✓

Gail

Susan

Research ✓ - *Has one*



FIRST CLASS MAIL

Dear Subscriber:

Whatever your definition of power in Washington, it must, of necessity include the Congressional aides who advise the Members, plan the committee and subcommittee hearings, and often draft the legislation that becomes law ... and affects your very existence.

We know you know this. That's why we're puzzled. You've used the Congressional Staff Directory. You know how much time it saves ... how many new doors it helps you to open ... how its color coding helps you turn instantly to the staff individual or subcommittee you need ... you've used the 2,000 staff biographies to locate the staff expert who can help you. You know the Staff Directory is a best buy.

Eighty-six percent of our subscribers renewed their subscriptions last year. The response to our first mailing which you received late in December was heavier than usual, indicating that our subscribers realize this is a year of change ... both on the Hill and downtown.

In 1976, some committee staffs have increased by 40 percent and there are now 358 committees and subcommittees in Congress. Nearly every Member has added two or three to the staff of the office in Washington and back home in the district or state.

Both the new Advance Locator and the new 1976 Congressional Staff Directory are ready to go to work for you right now! You'll remember the Advance Locator, a pre-publication preview of the complete book with essential data on the Members and their districts, names of two top aides, and this year, 80 pages of update on the Executive Branch. This is the book your secretary likes to use all year for names, and office addresses, telephone extensions, and home district offices.

Looking ahead, you'll be concerned with the Fall election and the 95th Congress. California, Florida, and Ohio may elect Members from new districts. This sixth edition of the 288 page Election Index with Redistricted States is published in September. It brings you biographical briefs of Congressional candidates, a list of cities and towns in each constituency and voting patterns since 1968.

When the right call to the right individual is important to you, may we help you locate him ... or her ... instantly?

Sincerely,

Charles B. Brownson
Editor - Publisher





Congressional Staff Directory

P. O. Box 62 Mount Vernon, Virginia 22121

10-DAY FREE INSPECTION

0 0 0 0

Please rush:

1 2 3 4

1 1 1 1

2 2 2 2

3 3 3 3

4 4 4 4

5 5 5 5

6 6 6 6

7 7 7 7

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..... combination(s) including the brand-new 1976 *Advance Locator* [Jan.] - a revised 1976 *Congressional Staff Directory* [Apr.] - and the 1976 *Election Index with Redistricted States* [Sept.] **\$30.00**

..... copy(ies) of the 1976 *Congressional Staff Directory* [April] **\$18.00**
..... copy(ies) of the new 1976 *Advance Locator* expanded to include the executive branch [Jan.] **\$5.00**

..... copy(ies) of the 1976 *Election Index with Redistricted States* previewing the candidates, voting statistics, and the new districts for the upcoming election and the 95th Congress [Sept.] **\$7.00**

MR. R T HARTMANN COUNSELOR
EXECUTIVE OFFICE OF PRESIDENT
1600 PENNA AVE NW
WASHINGTON DC 20500

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You can eliminate searching through the Congressional Directory, the atlas, the National Zip Code Directory, the Senate and House telephone books, and a stack of 39 out-of-date Committee Calendars.

Let the *Congressional Staff Directory* help you pinpoint the *right* individual and locate him . . . or her . . . *instantly!*

You may try the *Congressional Staff Directory* on your own desk for 10 days without obligation. Either it earns its keep in the time it saves you and the sources it uncovers, or you send it back for a cash refund or full credit.

The better you know Congress — the more you'll profit from using your new, revised *Congressional Staff Directory*.

Roscoe Drummond wrote, "True, it is the members of Congress who appear to make the decisions, and who in a sense do make the decisions. But it is the professional committee staffs — the experts, the technicians, the research scholars, and the investigators — who constitute the power of initiative behind the committees. They shape the reports which shape the decisions and, when properly balanced between the two parties, help produce alternative courses of policy."

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POSTAGE WILL BE PAID BY

Congressional Staff Directory

POST OFFICE BOX NO. 62

MOUNT VERNON, VIRGINIA 22121

NETA: FYI

THE WHITE HOUSE
WASHINGTON

June 3, 1975

Mr. Hartmann:

Today we recieved 8 copies of the
Congressional Staff Directory.

To whom do you wish them to be
distributed?

✓ RTH
✓ JTC has his copy
✓ Gwen
✓ Neta
✓ Gail That's 8
✓ Ruth
✓ Susan
✓ Joann

Gail

THE WHITE HOUSE

WASHINGTON

**ORDER FOLLOWING COPIES OF NEW
CONGRESSIONAL STAFF DIRECTORIES:**

1 - RTH

1 - JTC

1 - GA

1 - PAT

1 - Research (PAT)

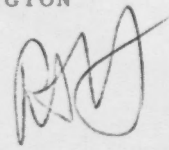
1 - Room 126 EOB

2 extra copies

THE WHITE HOUSE

WASHINGTON

From: Robert T. Hartmann



To: Jerry H. Jones

Date: March 11, 1975

Time ^{XXXXXX}
p.m.

Enclosed is material concerning the new
1975 Congressional Staff Directory, which
will be available late in April.

I would appreciate your ordering 8 copies
of this Directory for use by members of
my staff.

Thank you.



THE WHITE HOUSE

WASHINGTON

ORDER FOLLOWING COPIES OF NEW
CONGRESSIONAL STAFF DIRECTORIES:

- 1 - RTH
 - 1 - JTC
 - 1 - GA
 - 1 - PAT
 - 1 - Research (PAT)
 - 1 - Room 126 EOB
- 2 extra copies

REQUISITION FOR SUPPLIES

DATE July 23, 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
✓ 10	White House Memo Pads (4 x 5-1/4)	
✓ 15	Burn Bags	
✓ 25	White House Manila Envelopes (6-1/2 x 10-1/2)	
✓ 15	White House Manila Envelopes (9-1/2 x 12)	
✓ 3 boxes	Binder Clips (Small)	
✓ 1 box	IBM Lift-off tape (#1136433)	
✓ 1 ream	Best Quality White Bond (letter size) water marked	
✓ 1 box	Swingline - 5000 Standard Staples No. S.F.-1	
✓ 3	Scotch Magic Transparent Tape (3/4 inch)	
✓ 3 boxes	AGRI GEM CLIPS No. 1 (100 in a box)	
✓ 1 box	Paper Set, Manifold & Carbon (WHITE) (8x10-1/2)	
✓ 1 box	Paper Set, Manifold & Carbon (GREEN) (8x10-1/2)	
DO NOT WRITE BELOW THIS LINE		

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE July 27, 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

[illegible]

REQUISITION FOR SUPPLIES

DATE July 29, 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

[illegible]

DATE ISSUE

BY

HARTMANN - OFFICE REQUESTS,
EQUIPMENT & SUPPLIES

CONNOR, JAMES E.

August 2, 1976

MEMORANDUM FOR: JAMES E. CONNOR
FROM: ROBERT T. HARTMANN
SUBJECT: PUBLIC PAPERS OF THE PRESIDENTS
GERALD R. FORD - 1974

I would appreciate receiving four copies of the
above publication for members of my staff.

Thank you very much.

RTH:nm



August 4, 1976

MEMORANDUM FOR THE STAFF SECRETARY

FROM: ROBERT T. HARTMANN

SUBJECT: Renewal of Subscriptions

Please have renewed my office subscriptions for
for following publications:

1. Evans-Novak Political Report
2. The American Political Report

Thank you very much.

RTH:nm



8/3/76

THE WHITE HOUSE
WASHINGTON

Mr. Hartmann:

Our original request for subscriptions to these 2 publications was Feb. 3, 1975.

The Accounts Office (2220) has no record of renewal requests from us for either of these.

We are still receiving Evans-Novak Political Report (Interesting Note: Cindy of Evans-Novak called yesterday to ask when our subscription was entered. I told her I would check and let her know(298-7850).

We have not received The American Political Report for a long time.

Neta

THE WHITE HOUSE

WASHINGTON

August 4, 1976

MEMORANDUM FOR THE STAFF SECRETARY

FROM: ROBERT T. HARTMANN *RTH*

SUBJECT: Renewal of Subscriptions

Please have renewed my office subscriptions for
for following publications:

1. Evans-Novak Political Report
2. The American Political Report

Thank you very much.



THE WHITE HOUSE
WASHINGTON

February 3, 1975

MEMORANDUM FOR THE STAFF SECRETARY

FROM: ROBERT T. HARTMANN *RTH*

SUBJECT: SUBSCRIPTIONS TO POLITICAL NEWSLETTERS

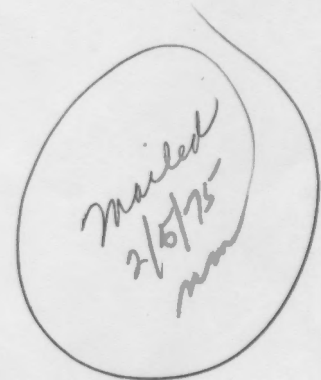
Please enter subscriptions for the Evans and Novak Political Report and Kevin Phillips' American Political Report.

(Given A.)

*J. Jones (2206) - Subscriptions approved
2/5/75*

*Drugsan
Scott (2220) Kevin Phillips says copies
(Jenkins' office) of Feb. 14, Feb 28, March 14 +
March 28 issues were sent
to RTH.*

*Mr. Scott is calling to check further
on Evans + Novak (they say they
never received his purchase order.)*



THE
AMERICAN
POLITICAL
RESEARCH
CORPORATION

RT. #
We used
to get this
can't we get it
(The Am. Political
Report) again
(Jed)

4720 MONTGOMERY AVENUE, BETHESDA, MARYLAND 20014 Telephone (301) 654-4990

July 12, 1976

Mrs. Gwen A. Anderson
Deputy Executive Assistant to the Counselor to the President
The White House Office
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Mrs. Anderson:

If you're bogged down in election year reading, here's a light summer thought.

Here at THE AMERICAN POLITICAL REPORT, we monitor political articles from over 80 U. S. newspapers, including at least one in each state. The result? Unparalleled up-to-the-moment information on Presidential, Congressional, Senate and gubernatorial races, plus periodic analyses of party situations and key national and regional trends.

Such information is expensive to come by. If you subscribed to all eighty papers, the subscriptions would cost \$8,600 a year. And you would probably pay twice as much again to have the material boiled down and synthesized.

So why not do as others do? Get it all in eight packed, bi-weekly pages for just \$9⁴ a year. Subscribe to THE AMERICAN POLITICAL REPORT, the only Washington newsletter quoted by opinion-molders like David Broder of The Washington Post and just this Spring described as "widely read" on the editorial page of The Wall Street Journal. A recent sample copy of APR is enclosed for your convenience, as are business reply forms.

Yours sincerely,

James McC. Royce
JAMES McC. ROYCE



THE WHITE HOUSE
WASHINGTON

August 5, 1976

Called Eleanor in Dr. Connor's
office.

She said just disregard this
statement.

Neta

Marquis Who's Who Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

PAGE NO. 1

CC 20500

1. Invoice
2. Credit Memo
3. Debit Memo
4. Partial Payment
5. Time Payment
6. Payment on Account
7. Duplicate Payment
8. Adjustment

PAY THIS AMOUNT

CONNOR, JAMES E.

(re. for WHO's WHO)

July 7, 1976

MEMORANDUM TO: JAMES E. CONNOR
FROM: ROBERT T. HARTMANN
SUBJECT: Vol. 39, Who's Who in America
Bicentennial Edition

I would appreciate it if the attached invoice
and statement for one set (2 books) of Vol. 39
of WHO's WHO could be authorized for payment.

Thank you for taking care of the above request.

RTH:nm



THE WHITE HOUSE

WASHINGTON

July 7, 1976

MEMORANDUM TO: JAMES E. CONNOR

FROM: ROBERT T. HARTMANN

SUBJECT: Vol. 39, Who's Who in America
Bicentennial Edition

I would appreciate it if the attached invoice
and statement for one set (2 books) of Vol. 39
of WHO'S WHO could be authorized for payment.

Thank you for taking care of the above request.



STATEMENT

Who's Who

Marquis Who's Who Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

DATE
06/26/76

ACCOUNT NO.
295515

PAGE NO.
1

HARTMANN R T
THE WHITE HOUSE
WASHINGTON

DC 20500

TYPE CODES

1. Invoice
2. Credit Memo
3. Debit Memo
4. Partial Payment
5. Time Payment
6. Payment on Account
7. Duplicate Payment
8. Adjustment

OUTSTANDING CHARGES AND CREDITS

INVOICE DATE	INVOICE NUMBER	DAYS PAST DUE	INDICATE ITEMS BEING PAID	CUSTOMER P.O. NUMBER		
06/26/76	2383022			W W AMERICA 39	1	63.10

PREVIOUS BALANCE

.00

THIS MONTHS CHARGES AND CREDITS

63.10

THIS MONTHS PAYMENTS

.00

TOTAL NOW DUE

63.10

PLEASE RETURN
THIS STATEMENT
WITH YOUR
REMITTANCE

MAKE CHECK PAYABLE TO:

MARQUIS WHO'S WHO

PAY THIS AMOUNT

SHIP PT.

MKT. SEG.

1 SOURCE

412

0801

CAS

Who's Who

AND MARQUIS ACADEMIC MEDIA

Marquis Who's Who Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

INVOICE NO.

23 83022

PAGE NO.

YOUR ACCOUNT NO.

295515-000

SOLD TO

HARTMANN R T
THE WHITE HOUSE
WASHINGTON DC 20500

SHIP
T O

295515-000
HARTMANN R T
THE WHITE HOUSE
WASHINGTON DC 20500

ORDER CONTROL NO.	SALESMAN	VIA: PREPAID AND ADD UNLESS OTHERWISE SHOWN	SALES DIVISION	INVOICE DATE	TERMS: NET 30 DAYS UNLESS OTHERWISE SHOWN	YOUR ORDER NO.	ORDER TYPE	TRANS. CODE
1366120	300		WHO'S WHO	06/26/76	NET 30 DAYS	W W AMERICA 39	21	14

IMPORTANT

1. PLEASE REFER TO YOUR ACCOUNT NO., INVOICE NO., AND INVOICE DATE ON ALL CORRESPONDENCE.
2. PLEASE RETURN 1 COPY OF THE INVOICE WITH YOUR REMITTANCE TO INSURE PROPER CREDIT.
3. MAKE NO RETURNS WITHOUT WRITTEN CONSENT.

[illegible]

SIC 0

CODE LEGEND

1. - BACK ORDERED
2. - INTERNAL USE
3. - ORDER CANCELLED - OUT OF PRINT
4. - NOT YET AVAILABLE - CANCELLED
5. - NOT OUR PUBLICATION
6. - ORDER CANCELLED - TEMPORARILY OUT OF STOCK
7. - NEW EDITION OF OUT OF PRINT TITLE
8. - ITEM RELEASED FROM BACK ORDER
9. - NOT YET AVAILABLE - BACK ORDERED

MAKE CHECK PAYABLE TO:

Marquis Who's Who Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

PURCHASE TOTAL	61.60
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HANDLING CHG.	1.50
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SALES TAX

C.O.D. CHG.

AMOUNT REC'D

AMOUNT DUE	63.10
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02

ORIGINAL

C-52615 1P15

BIRCH BUSINESS SYSTEMS, INC., BOX 26294, INDIANAPOLIS, IND. 46226

STATEMENT

Who'sWho

Marquis Who's Who Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

DATE
06/26/76

ACCOUNT NO.
295515

PAGE NO.
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HARTMANN R T
THE WHITE HOUSE
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DC 20500

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AND CREDITS

63.10

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DATE

INVOICE
NUMBER

DAYS
PAST
DUE

INDICATE ITEMS
BEING PAID

CUSTOMER P.O. NUMBER

06/26/76 2383022

W W AMERICA 39

PREVIOUS BALANCE

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AND CREDITS

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THIS MONTHS PAYMENTS

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TOTAL NOW DUE

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MARQUIS WHO'S WHO

PAY THIS AMOUNT

SOURCE

Who's Who

AND MARQUIS ACADEMIC MEDIA

Marquis Who's Who Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

INVOICE NO.

2383022

PAGE NO.

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[illegible]

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MAKE CHECK PAYABLE TO:

Marquis Who's Who Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

PURCHASE TOTAL	61.60
HANDLING CHG.	1.50
SALES TAX	
C.O.D. CHG.	
AMOUNT REC'D	
AMOUNT DUE	63.10

07

ORIGINAL

0.0/
MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 5, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA: ROBERT T. HARTMANN

FROM: GWEN ANDERSON *ya*

SUBJECT: BOOK ORDER

I would like to order two (2) copies of PUBLIC PAPERS OF THE PRESIDENT, GERALD R. FORD, 1974 for use by the Research Department and my office.

Thank you for your assistance in this request.



REQUEST FOR ISSUE OR TURN-IN (AR 735-28)				<input checked="" type="checkbox"/> ISSUE TURN-IN		SHEET NO NO. OF SHEETS		5. REQUEST NUMBER 621		
1. FROM: RECEIVER MAINTENANCE 4235				6. DATE MATERIEL REQUIRED			7. PRIORITY			
2. TO: Bob Hartman EOB 124				8. VOUCHER NUMBER			9. POSTED		DATE BY	
3. ACCOUNTING AND FUNDING DATA				a. COST ACCOUNT CODE			b. WORK ORDER NUMBER 6 - 219 - 6			
4. END ITEM IDENTIFICATION		a. NAME AND MANUFACTURER RCA			b. MODEL		c. SERIAL NUMBER		d. PUBLICATION	
ITEM NO.	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES <i>b</i>				* CODE	UNIT OF ISSUE	QUANTITY	SUPPLY ACTION	UNIT PRICE	TOTAL COST
							<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>
	R450 15" color port.						1 ea	issue		
<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" COLUMN IS REQUESTED		DATE 8/6/76		BY <i>Auson Philpott</i>		11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE Aug 12/76	BY <i>James E. L. Philpott</i>	

REQUISITION FOR SUPPLIES

DATE August 9, 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
PRICE

QUANTITY

PLEASE DESCRIBE EACH ITEM FULLY

PRICE

PLEASE DESCRIBE EACH ITEM FULLY		PRICE
✓ 6	Shorthand Notebooks (wide lines)	
✓ 15	Burn Bags	
✓ 6	Black Felt Tip Pens	
✓ 12	Blue Ball Point Pens (BIC)	
✓ 1 box	IBM Correctable Film Ribbon (#1136432)	
✓ 1 box	IBM Lift-Off Tape (#1136433)	
✓ 1 box	1/6" Width Correction Tape	
✓ 10	White House Memo Pads (4 x 5-1/4)	
✓ 3 boxes	AGRI GEM CLIPS (No. 1) (100 in a box)	
DO NOT WRITE BELOW THIS LINE		
DATE	ISSUE	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE August 10, 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

25 White House Manila Envelopes (6½ x 10½)

1 ream Heavy White Bond (letter size) water marked

DO NOT WRITE BELOW THIS LINE

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 10, 1976

MEMORANDUM FOR: DR. CONNOR

VIA:

ROBERT HARTMANN *RAH*

GWEN ANDERSON *GWA*

FROM:

CHARLES McCALL *CHM*

SUBJECT:

Request for Reimbursement for Book Purchases

The Research Office had immediate need for Jimmy Carter's Why Not the Best? and Walter F. Mondale's The Accountability of Power so I purchased a copy of each at Sidney Kramer Books. The total amount was \$15.18. I have attached the cash register receipt.

SIDNEY KRAMER

WASHINGTON, D.C.

\$12.50 +

\$1.95 +

\$0.73 +

\$15.18

T 3352 10/8/76



OFFICE: Requests, Equipment and
Supplies

SCOUTEN, Rex

Re: Fresh Flowers

August 11, 1976

MEMORANDUM TO: REX SCOUTEN

FROM: ROBERT T. HARTMANN

May I please be included among those who receive
fresh flowers in their office each week?

Thank you.

RTH:gar



CONNOR, Jim

re: typewriter balls

August 13, 1976

MEMORANDUM TO: JIM CONNOR
FROM: ROBERT T. HARTMANN

I would like to have two "Speech-type" typewriter balls to fit the Selectric typewriters in the Staff Office in Kansas City.

Thank you.

RTH:gar



REQUISITION FOR SUPPLIES

DATE Aug. 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

[illegible]

DATE ISSUE

BY