# The original documents are located in Box 14, folder "Office - Requests for Equipment and Supplies (4)" of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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DATE 9/14/76

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INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing

TELEPHONE EXT. 2299

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	OFFICE OF COUNSELLOR HARTMANN DATE September 23 1976
	INDIVIDUAL Neta Messersmith
	ROOM NUMBER 1st Flr West Wing
	TELEPHONE EXT. 2299
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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

### September 24, 1976

MEMORANDUM FOR:

VIA:

FROM:

DR. CONNOR ROBERT HARTM GWEN ANDERSON att CHARLES MCCALL

SUBJECT:

Request for Reimbursement for Book Purchase

4. 1. 2

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



14

MEMORANDUM

THE WHITE HOUSE WASHINGTON

September 24, 1976

MEMORANDUM FOR:

VIA:

FROM:

DR. CONNOR ROBERT HARTMANN GWEN ANDERSON CHARLES MCCALL

SUBJECT:

Bill for Report Ordered by the Research Office

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

i. .

TAX FOUNDATION INCORPORATED 50 ROCKEFELLER PLAZA NEW YORK, N. Y. 10020

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

## INVOICE NO. P 11649

DATE 9/13/76

PURCHASER'S Mr. /Call ORDER NO. Mr. /Call

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tel 9/13/76

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DATE 9/28/76

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Flr. - West Wing

TELEPHONE EXT. 2299

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### THE WHITE HOUSE

### WASHINGTON

### October 1, 1976

MEMORANDUM FOR COLONEL NELSON

VIA: ROBERT T. HARTMANN

FROM: GWEN ANDERSON

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

Jacquelyn McMahan Maureen Brown Janet Lawson Jim Conzelman

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

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

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

DATE Oct. 11, 1976

		OFFICE OF COUNSELLOR HARTMANN DAILO	oct. 11, 1976
		OFFICE OF COUNSELLOK MARTIANN	
		INDIVIDUAL Neta Messersmith	
		ROOM NUMBER 1st Floor - West Wing	
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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 12, 1976

MEMORANDUM FOR:

<u>.</u>:

DR. CONNOR

VIA:

. . . . . . . .

ROBERT HARTMANN DOUGLAS J. SMITH GWEN ANDERSON CHARLES McCALL

FROM:

SUBJECT:

Bill for Directory Ordered by The Research Office

٠.

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

DATEOctober 26, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing

TELEPHONE EXT. 2299

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### WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

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File Location:

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

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- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

### NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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	ROOM NUMBER First Floor West Wing
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DATE Dec. 20, 1976

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INDIVIDUAL Neta Messersmith

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HARTMANN REQUESTS, EQUIMPMENT AND SUPPLIES

VOGT, John

Re: UPI Ticker

January 12, 1977

Dear John:

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

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

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

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

Warm personal regards.

Sincerely,

ROBERT T. HARTMANN Counsellor to the President

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

RTH:gar

HARTMANN - OFFICE REQUESTS, EQUIPMENT & SUPPLIES:

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

WASHINGTON

January 12, 1977

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

FROM:

ROBERT T. HARTMANN COUNSELLOR TO THE PRESIDENT

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

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

Thank you very much.

January 12, 1977

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

Archie M Wild ARCHIE WILD

HARTMANN - OFFICE REQUESTS, EQUIPMENT & SUPPLIES (Return of painting to the U.S. NAVAL ACADEMY) (Professor Jeffries)

January 12, 1977

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

FROM: ROBERT T. HARTMANN COUNSELLOR TO THE PRESIDENT

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

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

Thank you very much.

RTH:nm

### THE WHITE HOUSE WASHINGTON

January 12, 1977 9:45 a.m.

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

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

Neta

### THE WHITE HOUSE WASHINGTON

January 7, 1977 11:40 a.m.

Mr. Hartmann:

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

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

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

Neta

January 7, 1977 2:55 p.m.

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

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

Neta

trictman.

THE WHITE HOUSE WASHINGTON

November 23, 1976 2:45 p.m.

Mr. Hartmann:

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

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

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

Neta

cc: Gail

Jan 17, 18 or 19 MT W

Nov. 30, 1976 Called and spoke with Professor Jeffries at the Naval Academy Museum. He says th

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

17 November 1976

Dear Mr. Hartmann:

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

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

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

Sincerely,

William W. Mis

WILLIAM W. JEFFRIES PROFESSOR, USNA Director

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

17 November 1976

Dear Mr. Hartmann:

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

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

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

Sincerely,

William W. Jomis

WILLIAM W. JEFFRIES PROFESSOR, USNA Director

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

037 UNITED STATES NAVAL ACADEMY 09/24/76 ANNAPOLIS, MARYLAND 21402 MUSEUM TO: R T HARTMANN THE WHITE HOUSE WASHINGTON DC 20500 FROM: DIRECTOR, MUSEUM 267-2108 BELOW IS A LIST OF ITEMS WHICH OUR RECORDS SHOW ARE ON LOAN TO YOU. PLEASE SIGHT EACH ITEM HEREON, SIGN, DATE AND RETURN TO THE MUSEUM WITHIN 10 DAYS. IF NECESSARY, PLEASE INDICATE ANY DISCREPANCIES IN THE LIST AND ANY DAMAGE OR NOTICEABLE CHANGES IN THE PHYSICAL CONDITION OF ANY OBJECT. -DATE: \_10/4/76 SIGNATURE:/ ITEM DESCRIPTION PTG 22A USS CONSTITUTION VS HMS GUERRIERE BY M F CORNE October 4, 1976 - Returned original of Computer print out to: William W. Jeffries Director, The Museum United States Naval Academy Annapolis, Maryland 21402 Neta

037 UNITED STATES NAVAL ACADEMY 07/07/76 ANNAPOLIS, MARYLAND 21402 MUSEUM TO: R T HARTMANN THE WHITE HOUSE WASHINGTON DC 20500 FROM: DIRECTOR, MUSEUM 267-2108 BELOW IS A LIST OF ITEMS WHICH OUR RECORDS SHOW ARE ON LOAN TO YOU. PLEASE SIGHT EACH ITEM HEREON, SIGN, DATE AND RETURN TO THE MUSEUM WITHIN 10 DAYS. IF NECESSARY, PLEASE INDICATE ANY DISCREPANCIES IN THE LIST AND ANY DAMAGE OR NOTICEABLE CHANGES IN THE PHYSICAL CONDITION OF ANY OBJECT. \_ DATE: -7/-9/-76 SIGNATURE: ITEM DESCRIPTION PTG 22A USS CONSTITUTION VS HMS GUERRIERE BY M F CORNE July 9, 1976 - Returned original of Computer print out to: William W. Jeffries Director, The Museum United States Naval Academy Annapolis, Maryland 21402 Neta

1 April 1976

From: Director, U. S. Naval Academy Museum To: Mr. Robert Hartmann, Counsellor to the President

Subj: Inventory of Museum property

Encl: Computer print out of 26 February 1976

1. To increase security and to ensure that borrowers are more frequently reminded of their responsibility toward the valuable and important objects borrowed from the Museum, it has been directed by the Superintendent that the Museum require a quarterly report of indefinite loans. To facilitate this reporting, the Data Processing Division has designed a Museum Loan Inventory Accounting System which will enable us to provide each borrower with a computer listing of objects for which they are charged.

2. The procedure for reporting remains basically the same. Each item on your list should be sighted and any discrepancies noted. One copy of the print out should be signed, dated in the space provided, and returned to the Museum within ten working days of receipt. The second copy should be retained for your records.

3. Since this is our first effort in this new system, please bear with us until we get all the bugs out. There may be some handcorrected errors, additions or deletions in this first program. An attempt has been made to use as few abbreviations as possiblee.g. PTG is a painting, BRR is a Beverley R. Robinson Print. A line in a computer is limited, and therefore descriptions must be brief. If you have any questions or suggestions, your comments will be welcomed.

William W. JEFFRIES

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

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

Neta

UNITED STATES NAVAL ACADEMY 02/27/76-037 ANNAPOLIS, MARYLAND 21402 1 April 1976 MUSEUM TO: R T HARTMANN THE WHITE HOUSE WASHINGTON DC 20500 FROM: DIRECTOR, MUSEUM 267-2108 BELOW IS A LIST OF ITEMS WHICH OUR RECORDS SHOW ARE ON LOAN TO YOU. PLEASE SIGHT EACH ITEM HEREON, SIGN, DATE AND RETURN TO THE MUSEUM WITHIN 10 DAYS. IF NECESSARY, PLEASE INDICATE ANY DISCREPANCIES IN THE LIST AND ANY DAMAGE OR NOTICEABLE CHANGES IN THE PHYSICAL CONDITION OF ANY OBJECT. 2/76 SIGNATURE DATE: ITEM DESCRIPTION PTG 22A USS CONSTITUTION VS HMS GUERRIERE BY M F CORNE

## UNITED STATES NAVAL ACADEMY Annapolis, Maryland 21402

THE MUSEUM

2 January 1975

From: Director, Museum To: Mr. Robert T. Hartmann

Subj: Renewal of loan agreement and annual report of inventory

Ref: (a) USNAINST 4002.2

Encl: (1) Agreement for Loan

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

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

William W. Mpres

WILLIAM W. JEFFRIES

1/7/76 - Returned signed original of <u>Agreement for Loan</u> to:

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

Neta M.

## a change in legal ownership during the period of the loan, the new AGREEMENT FOR LOAN

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

Lender: U. S. Naval Academy Museum Name Annapolis, Magyland 21402 Telephone No. Address

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

for the period indefinite to renewable annually.

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

Painting Cat. No. 22A. USS CONSTITUTION and HMS GUERRIERE. 011 on canvas, 1. 32" x 48", by Michele F. Corne. Framed.

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

Date:

Signed:

Borrower

The Borrower will exercise the sume care in respect to log

### CONDITIONS GOVERNING LOAN

#### 1. Care and Preservation

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

#### 2. Transportation and Packing

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

#### 3. Insurance

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

### 4. Identification and Photographs

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

### 5. Disposition and Return of Loans

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

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