

9/1
ASOC Sec.

August 15, 1958

Mr. David Wood
Public Administration Division
USOM, Saigon

Dear Mr. Wood:

Enclosed is the PIOC covering a portion of the office equipment for the Presidency which you left at the MSUG this morning for approval and signature.

The only question we raise on the PIOC is on page 2, item 1 a). Comparison with the original list shows that these folders were to be collated and there is no such specification on the PIOC to that affect. I expect this can be inserted without retying.

As to the question you raised regarding the alphabetical file folders, please submit the order as is on the PIOC for 200 sets of the alphabeticized folders.

The remaining items in question, I believe, are the following:

- 1) Apeco Ply-on Laminator;
 - a) Width of Rolls to order?
 - b) Length of Rolls to order?

Order 1-500 foot roll 8 5/8" in width
Order 1-500 foot roll 11 1/8" in width

- 2) Elliott Addressing Machines;
 - a) which small model of Addresserette to order?

Please eliminate the order for two small addresserettes and supplies (item 4, page 3 of equipment list) and order only the two electric automatic machines as specified in item 5, page 3.

- 3) Micro-film reader;
 - a) What size to order?

We are informed that the Rekordak micro-film reader accommodates both 16mm and 35mm film and this machine would thus serve their requirements.

Mr. David Wood

- 2 -

August 15, 1958

Enclosed are the file folders with information on the items in question.

Yours truly,

Robert W. Swanson
Asst. Chief, Administrative
Services Division

Encl.-

RWS:dxl
AD-54

Questions which need to be asked to finalize equipment order.

1. Apeco Ply-on Laminator.

some of each

a. Width of rolls? $8 \frac{5}{8}'' = 21.5 \text{ cm}$ (8'2)
 $11 \frac{1}{8}'' = 28 \text{ cm}$ (11)

b. Quantity? 1 of each - 500 ft length

2. Micro film reader.

One for all sizes

a. Use? (Need one which takes all sizes of film?)

3. Elliott Addressing Machines.

a. Use? (Desirability of standard sized address cards?)

Located in some room

Reduce order to 2 ~~6~~
electric machines.

200, per minute

1,000, 5 min

10,000, 50 min

20,000 - 50 min

4. Alphabetical file folder

200 sets
26
5200