

June 2, 1961

TO: Robert Hanes  
FROM: Jo Ellyn Rogers  
SUBJECT: LV 06124

Enclosed is a copy of a letter which I have just sent on to the publisher, regarding LV 06124 for a subscription to International Review of Administrative Sciences. I hope this will clear up the matter.

Also enclosed is a Table of Contents for this above mentioned magazine which was sent to us by the same company.

Enclosures - 2

## MICHIGAN STATE UNIVERSITY

## VIETNAM ADVISORY GROUP

MAILING ADDRESS: MSU-USOM  
AMERICAN EMBASSY  
SAIGON — VIETNAM

CABLE ADDRESS: MICHGOVBUR

GENERAL OFFICE:  
137, DUONG PASTEUR

TELEPH. NUMBER: 22.022-21.528  
21.891-21.991

## MEMORANDUM

June 8, 1961

TO: Ruben V. Austin  
THROUGH: Dr. Guy Fox  
FROM: E.H. Adkins, Jr. *EHA*  
SUBJECT: Magazine subscription



Reference is made to our letter of January 27, 1961, requesting three one-year subscriptions to the magazine "Police". A copy of our letter is attached. We have not received any information in reply to our request.

We suggest on this point that the magazine be limited to a six month subscription.

Kindly advise.

# MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

## OFFICE MEMORANDUM

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TO: Jo Ellyn Rogers

DATE: June 10, 1961

FROM: Robert S. Hanes *RS*

SUBJECT: Subscription Renewal per your memo of May 31.

I am attaching herewith for your information LV 06124 which was for a two year subscription to "International Review of Administrative Sciences".

Your memo was the first word of any kind we have had about this and we would appreciate your following up on it for us.

Thank you.



J,  
MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM  

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TO: Ruben V. Austin, Coordinator

DATE: June 12, 1961

FROM: Guy H. Fox, Chief Advisor. *G.H.F.*SUBJECT: Management International

In your memorandum of May 23 you ask if we would like for you to subscribe to Management International for the NIA Library. Our PAD has considered the matter and recommends that you subscribe. I concur in the recommendation. The subject is appropriate and the multilingual abridgments should be especially useful.

After a first subscription we can judge whether it is used sufficiently to justify continuation.

GHF:dw



June 19, 1961

TO: E. H. Adkins  
FROM: Jo Ellyn Rogers  
SUBJECT: Magazine subscription

In regard to your memorandum of June 8, 1961, regarding three one-year subscriptions to "Police" magazine, these were ordered on February 13, 1961 and have been processed through the purchasing department. It will therefore be impossible to limit the subscription to six months.

I shall contact the company which publishes this magazine, in an attempt to find out why you have not yet received it.

June 19, 1961

Charles C. Thomas  
301-327 East Lawrence Avenue  
Springfield, Illinois

Gentlemen:

In February of this year, our office processed a requisition through our purchasing office for three one year subscriptions to your magazine "Police". These were to be sent to Mr. E.H. Adkins, MSUG, APO 143 - Box 34, San Francisco, California. We have, however, just received a letter from Mr. Adkins stating that he has not yet received this order.

Could this possibly be just a matter of time, or have you not received or filled our order? Since this magazine is of great importance to our group in Saigon Vietnam, we would appreciate your checking into the matter and letting us know what has happened.

I have enclosed a copy of the purchase order envloved.

Sincerely,

(Miss) Jo Ellyn Rogers  
Vietnam Project  
116 Morrill Hall

Enclosure



June 21, 1961

Mr. P. De Tienne  
Chief, Administrative Services  
International Institute of Administrative Sciences  
25, Rue De La Charité  
Bruxelles 4, Belgium

Dear Mr. De Tienne:

This letter is in reference to your letter of May 15, 1961, regarding an overdue renewal to the International Review of Administrative Sciences, 1960.

I cannot tell for sure exactly which subscription you are concerned with, but if the renewal bears the address listed in the lower left hand corner of the copy of your letter, it is to be cancelled.

If however, the renewal deals with an address such as the one in the corner of the small slip of paper which is enclosed, it is to be renewed, as the paper is a request for the publication from our overseas office. Our office in Vietnam was not specific as to whether this was a renewal or a new subscription, but I am sure that your records will be able to set us straight on this problem. One more thing, the address on this small slip of paper should be changed to:

Vietnam Project Library - MSUG  
PO Box 34 - APO 143  
San Francisco, California

Thank you very much for your cooperation in this matter. If you have any further questions regarding this matter, please feel free to contact me at 116 Morrill Hall, Michigan State University, East Lansing, Michigan.

Sincerely,

(Miss) Jo Ellyn Rogers  
Vietnam Project

Enclosures - 2

June 21, 1961

TO: Robert Manes  
FROM: Jo Ellyn Rogers  
SUBJECT: Magazine Renewal

Attached is an advance subscription to Publisher's Weekly. Please let the company know whether or not you wish to continue this subscription, and then take care of the matter accordingly.

Attachment



June 21, 1961

TO: Guy H. Fox, Chief Advisor  
FROM: Jo Ellyn Rogers  
SUBJECT: Subscription to Management International

Attached is the onion skin copy of a requisition on your request for a one year subscription to Management International (Your memo of June 12, 1961). Please return it to me when you receive your first copy of the magazine. By this method, I will know when to pay the ensuing voucher.

jer

# MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

## OFFICE MEMORANDUM

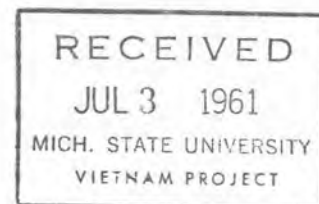
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TO: Jo Ellyn Rogers  
FROM: E.H. Adkins, Jr.  
SUBJECT: Magazine subscription

DATE: June 27, 1961

*EHA*

Thank you very much for your memorandum of June 19th, concerning the three one-year subscriptions to the "Police" magazine. I have finally received these magazines by mail. Thank you very much for your help.



## MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM

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TO: Ruben V. Austin, Coordinator      DATE: July 6, 1961  
FROM: Guy H. Fox, Chief Advisor *G.H.F.*  
SUBJECT: Official Journal

Mrs. Ky, in our office, tells us that in the past we have periodically sent the "Official Journal of the Republic of Vietnam" to the Project Office. This is published in Vietnamese, usually weekly, and filed here for occasional translation of portions in which we may have an interest. (As you know, we send you regularly only the English "Index - Laws and Decrees," released by USOM.)

Mrs. Ky recalls that at one time MSU doubted its value in East Lansing. Therefore, we should like to verify that you do want it before sending the current 2-year collection, since it represents about 50 pounds, perhaps the equivalent of two file drawers, and around \$3.00 in postage.

We wish to dispose of these before our move to the NIA. If you do not wish to have them, we will routinely retain for only six months.



JUL 13 1961

MICHIGAN STATE UNIVERSITY EAST LANSING

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GRADUATE SCHOOL OF BUSINESS ADMINISTRATION  
OFFICE OF THE DEAN

JULY 7, 1961

THE JOURNAL OF COMMERCIAL ART  
809 SAN ANTONIO ROAD  
PALO ALTO, CALIFORNIA

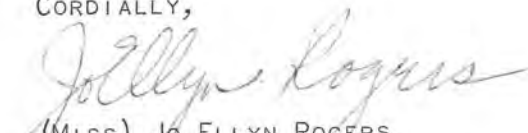
DEAR SIRs:

ENCLOSED YOU WILL FIND A COPY OF THE VOUCHER NUMBER 87450, WHICH OUR OFFICE PAID TO YOU SOMETIME IN MAY.

RECENTLY, WE RECEIVED FROM OUR OVERSEAS OFFICE ANOTHER STATEMENT FROM YOU SAYING THAT THIS SAME BILL WAS OVERDUE IN PAYMENT.

WE BELIEVE THAT PERHAPS OUR CHECK AND YOUR STATEMENT HAVE CROSSED IN THE MAIL. IF YOU DO NOT RECEIVE PAYMENT WITHIN A REASONABLE LENGTH OF TIME, PLEASE LET US KNOW AGAIN, AND WE WILL BE HAPPY TO CLEAR UP THE MATTER FINALLY.

CORDIALLY,

  
(Miss) JO ELLYN ROGERS  
VIETNAM PROJECT  
116 MORRILL HALL

JER

ENCLOSURES - 2

JUL 13 1961

*The Journal of Commercial Art*  
809 San Antonio Road  
Palo Alto, California  
PAYMENT RECEIVED FOR INVOICE #90262, ON MAY 29, 1961

JULY 7, 1961

TO: ROBERT S. HANES  
FROM: JO ELLYN ROGERS  
SUBJECT: LIBRARY SUBSCRIPTIONS

IN REFERENCE TO YOUR MEMO DATED JUNE 23 (DEALING WITH ALLEGED PAST DUE BILLS) THE SECTION ON A STATEMENT FOR HUMAN ORGANIZATION, THIS PORTION CAN NOW BE IGNORED AS YOU CAN SEE BY THE ALSO ATTACHED STATEMENT FROM THE SOCIETY FOR APPLIED ANTHROPOLOGY RECENTLY RECEIVED BY OUR OFFICE.

HAVE YOU RECEIVED VOLUMES 19 #3 THRU 20 #2 AND WOULD YOU STILL LIKE THIS SUBSCRIPTION TO CONTINUE?

PLEASE HANDLE THIS MATTER DIRECTLY WITH THE COMPANY.

ALL OTHER MATTERS IN THE AFOREMENTIONED MEMO HAVE BEEN TAKEN CARE OF.

JER

ATTACHMENTS - 2

JULY 31, 1961

TO: ROBERT S. HANES  
FROM: JO ELLYN ROGERS  
SUBJECT: MAGAZINE SUBSCRIPTION

ENCLOSED IS THE CORRESPONDENCE CONCERNED WITH THE PUBLIC AFFAIRS  
INFORMATION SERVICE WEEKLY WHICH HAS BEEN RECEIVED BY OUR OFFICE.

PLEASE HANDLE THIS MATTER AS YOU SEE FIT. PLEASE EXCUSE THE DELAY  
IN FORWARDING THESE ALSO, BUT THEY WERE MISPLACED DURING A RECENT  
SHIFTING OF LIBRARY MATERIALS.

JER

ENCLOSURES - 3

# MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

## OFFICE MEMORANDUM

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TO: James B. Hendry, Acting      DATE: August 2, 1961  
Coordinator  
FROM: Guy H. Fox, Chief Advisor *G.H.F.*  
SUBJECT: Official Journal

In accordance with Ruben's memorandum of July 17, we are sending you a file of this Journal from July, 1959, through June, 1961. We will send you the next collection at the end of June, 1962.



AUGUST 11, 1961

TO            ROBERT S. HANES  
FROM        JO ELLYN ROGERS  
SUBJECT     MAGAZINE SUBSCRIPTION

ATTACHED IS A BILL RECEIVED AT OUR OFFICE. WOULD YOU PLEASE PROCESS AN INVOICE VOUCHER THROUGH FOR THIS. WHAT LV NUMBER IS IT AND ARE YOU ACTUALLY RECEIVING IT. PLEASE HANDLE IT AS YOU SEE FIT.

JER



DECEMBER 18, 1961

TO CHARLES A. JOINER  
FROM JO ELLYN ROGERS  
SUBJECT ATTACHED LIBRARY STATEMENT

THE UNIVERSITY BUSINESS OFFICE WOULD LIKE TO KNOW IF YOU WANT THIS  
SUBSCRIPTION TO MUNICIPAL FINANCE MAGAZINE AND NEWS LETTER RENEWED.  
IF SO, THEN PLEASE FORWARD THE STATEMENT AGAIN AND GIVE THEM A  
LV NUMBER ON IT.

JER

*file*

## MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

## OFFICE MEMORANDUM

TO: James B. Hendry  
FROM: Charles A. Joiner *CA Joiner*  
SUBJECT: Publications on Vietnam  
for MSU Library

DATE: March 19, 1962

Reference: MSUG memo 26 February 1962  
(NIS Monthly Bulletin of Statistics)  
MSU memo 6 March  
(Pub. on Vietnam for MSU Library)

In accordance with your request, we are sending,  
under separate cover, nine back issues\* of the  
NIS Monthly Bulletin of Statistics.

rbm

\* Dec., 1960 thru Aug., 1961  
Oct. & Nov., 1961

