

RETURN TO

Records
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MEMORANDUM FOR FILE:

RECORDS SERVICE DIVISION

SUBJECT: Requisition for File Cabinets

FOIAb3b

Mr. [redacted] Procurement Office, Procurement Division/10 called about 26 April to say they were requesting the purchase of another 100 letter size, five drawer, no lock cabinets for stock. He said that in accordance with our agreement he was forwarding a requisition for our concurrence. The requisition never came to us and today Mr. Young of GSA said that he had it, and asked whether or not we wished to approve it. He said our telephone approval would be sufficient. I told him that I would like to check into the matter a little and see why the order never came to us before going to him. I discussed the release of the order with Mr. [redacted] and both were under the impression that it had been routed to us, and were sorry the error had been made.

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[redacted]

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2 June 1954

Mr. Art Young of the General Services Administration called me today to say that they had received an order for 125 4-drawer safe-type cabinets from this Agency which did not bear the required certification. I told him that I would like to check with our Procurement people and would call him back. I found that these cabinets were ordered for [redacted] operations rather than for Agency stock. I asked Mr. Young to o.k. the order on this basis. *Also remind Mr. [redacted] that these orders should bear thru RMD/MIS*

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