

Richard Nixon Presidential Library  
White House Special Files Collection  
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4/28/60  
H. R. H.  
C / S

April 28, 1960

TO: Dean Borton  
FROM: H. R. Haldeman  
RE: Mail Schedule

It seems to me that it is not particularly sensible to have mail deliveries to the Vice President's office at 9:15 in the morning and 4:00 in the afternoon. Would it not be better to add a later A.M. delivery so that material processed in the morning can get over there sometime before the end of the day? This could be done either by moving the 9:15 delivery to 11:00 or 11:30 or by adding an 11:30 delivery. In my case, at least, this would eliminate a great deal of need for special messengers, since I do quite a bit of work at home at night which is being typed up in the morning and which has to get over to the Vice President's office by noon.

cc:P. M. Flanigan

4/19/60  
H. R. H.  
C S

April 19, 1960

TO: Randolph Bishop  
Carolyn Day

FROM: Bob Haldeman

RE: Expense account vouchers

I think we should make every effort to speed up the payment of expense account vouchers.

In many cases, I am in a position of ok'ing and submitting vouchers for expenses incurred by volunteer personnel and these are sitting around our office here for as much as a month before they are reimbursed. I feel this is a very bad situation in that these people are donating their time and are incurring considerable out-of-pocket expenses for which they should be reimbursed promptly. It is not right to have a man \$300, \$400, \$500 or even more in the hole for any length of time.

I think it is most important we set up some workable procedure to insure the immediate payment of the expense account vouchers as they are turned in.

H.R.H.  
3/24/60  
C S

March 24, 1960

TO: Dean Borton

FROM: H. R. Haldeman

Would you please have an automatic closing machine put on  
the door to my office as well as the one to the outer office.

Thank you.

H. R. H.  
3/24/60  
C / S

March 24, 1960

TO: Dean Borton

FROM: H. R. Haldeman

Would you also please have an automatic closing device put on the door leading from the receptionist's room into the main part of the office. It is imperative that this door be kept closed all the time from now on, without any exception at any time.

March 17, 1960

TO: Dean Borton

FROM: Bob Haldeman

RE: Mohawk Tape Recorder

What happened to the gadget the Edison people were supposed to be having made for us that would enable us to plug the tape recorder into any sound system to record speeches?

Also, I think we should have the Edison guy either get our tape recorder fixed or replace it with one on which the lid fits a little more tightly. I'm concerned about the way ours is quite loose. You will recall that it was when we first got it.

Also, I find that I have a problem with the microphone in pulling the button over to the position where it locks on. I'm not sure whether it's me or the mike but I think this should be checked also.

I would like to know what the purpose is for the clip on the back of the microphone.

I would like to have the salesman show us the briefcase you can buy which this tape recorder fits in. I think maybe that is what I should use because it doesn't work out too well in my briefcase for taking on trips.

File- ~~E~~ M. S. ✓

January 22, 1960

TO: Dean Borton

FROM: Bob Haldeman

Confirming our conversation this morning, it is my understanding that you are planning to move Mr. Bishop into the office now occupied by the Flexowriters. The Flexowriters, mimeo, etc., will be moved into the conference room. Miss Ahearn will be moved into the office with Carolyn Day. Bob McCune will be moved into the office next to mine now occupied by Mr. Bishop. Mrs. Creed will be moved into the office outside McCune's.

It will, of course, be necessary to put a Call Director in the office to be used by Mr. Bishop.