

November 4, 1949

Memorandum for Miss Carpenter:

A letter this morning from Mrs. Stover gives the following dimensions for the steel file for maps and plans.

28 x 42"x 2- $\frac{1}{2}$ ", 5 drawers to each section and each section about 18- $\frac{1}{2}$ " high, without the top which measures 2". The file at Reef Point is in 3 sections and has sufficient space to accommodate the plans now housed there, i.e. the flat folded plans, but it is hard to figure on how much material is in the rolled plans.

Mrs. Stover says that 15 drawers, i.e. 3 sections of 5 drawers each, ought to take care of the material which is to be sent to D.O. from Reef Point. Of course it's hard to tell how much space we need to take care of the plans we already have here at D.O.

3 sections, 5 drawers each, measuring 42" wide,
28" deep
2- $\frac{1}{2}$ " high

43 X 25 $\frac{1}{4}$ X 2 $\frac{7}{16}$

Grey delv 30 days.

5 dr unit 117.50

top 12.25

base 14.50
144.25

A. S.

Memoranda on Filing Cases for D.O. Plans.

Commercial Office Furniture Co., -

Hamilton 5 drawer units for plan files

| | | |
|--------------|---------------|-----------|
| 43"x32"x2" - | \$106.00 | |
| Flat caps | 15.00 | immediate |
| Flush bases | 13.50 | dely |
| | <u>134.50</u> | (grey) |

Baum Office Furn. Co., -

Lyons Plan file, units

| | |
|---------------------------------------|---------------------|
| 26x37- $\frac{1}{2}$ x2 $\frac{1}{4}$ | 91.00 (with base) |
| | uncertain dely date |

Remington-Rand Co.-

| | | |
|--|---------------|-------------|
| 5 drawer unit 43x25- $\frac{1}{4}$ x2-7/16 | 117.50 | |
| Flush base | 14.50 | 30 day dely |
| Top | 12.25 | |
| | <u>144.25</u> | (Grey) |

Shaw-Walker Co.

Lyons 5 drawer plan file section

| | |
|--|---------|
| 41- $\frac{1}{2}$ x32"x2- $\frac{1}{4}$ " each | \$79.50 |
| Flush base 6" high | 15.60 |
| Sanitary leg base 12" high | 15.45 |

(Approximately 30 days
delivery in grey only)

DIETZGEN & CO., have the same HAMILTON cases as described by the Commerical Office Furniture Co., and at the same prices.

Immediate delivery on the grey, but from four to six weeks is required for delivery of files in the olive-green finish.

DUMBARTON OAKS
INTER OFFICE COMMUNICATION

FROM

TO

DATE

SUBJECT

Mrs. Stover's measurements (inside) for the plan files

42 inches long

28 " deep

2- $\frac{1}{2}$ " high

5 drawers to a section
measuring about 18- $\frac{1}{2}$ " high

Top of cabinet sections 2"

DUMBARTON OAKS
INTER OFFICE COMMUNICATION

FROM

TO

DATE

SUBJECT

Baum's Office Furn. Est.

Lyon's File Cabinet for plans &

77⁵⁰ Wnt Case

9100 1 sec (5-drawers base)

Size 26 x 37 $\frac{1}{2}$ x 2 $\frac{1}{4}$ (inside measurements)

W