Declassified E.O. 12065 Section 3-402/NHDC NO. 785020

ICC

100000|120|5390

BM/G/3

Declassified E.O. 12065 Section 3-402/NNDC NO. 785020

100001120|5390 BM/G/3 "G" OFFICE MACHINERY + STATIONERY

MAR. 1945 - JAN 1947 (5118 5205) COVER I

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

93

Telephone:
Rome 489081 Ext 218

LAND FORCES SUB CON AC(MMIA) CMF

BN/G/3

17 Jan 47

PRINTING OFFICE A.C.

Subject: Rubber Stamps

May rubber stamp as per attached specimen please be supplied to this HQ (G Branch MMIA - Room 39 - 7 Floor).

Lt Col
GS MMIA.

TEH/rr

5205

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

92

Tel: 489081
Ext: 359

M M A V - 3??
FILE B11/G/3
DATE 15/1/47

Land Forces Sub Commission, AC.
MMLA

BM/G/3

15 Jan 47

Office Space Section
Allied Commission.

Subject: Duplicators - Repair Of.

This HQ is in possession of 1 SADA(Italian) Electric Duplicator, which is at present in need of repair.

Estimated cost of repair is 2,000 lire.

It is considered that the repair of this duplicator is essential as most of the work performed by this HQ in the near future will be duplicated.

May authority please be granted for the repair of this duplicator.

Reg out 15/1/47

A.P.C. Gourlay

Lt.Col.
GS.
MMLA.

tcr

5204

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

229
91

Telephone:
Rome 489081 Ext 359

SD & OPS SEC.
BM/G/3
21 Nov 46

CHIEF CLERK, HQ NMIA

Subject: Stationery Requirements

It is requested that the following items of stationery be supplied for use in this section, please:-

Item	Quantity
Ink bottles	6
Rulers, 12"	2
Pencils Red	6
" Blue	6
" Black H.B.	12
" " Thick	6
Pins Plated	3 pkts
Erasers	6
Paper clips (large)	3 pkts
Carbon paper 8" x 10½	6 pkts
Indian Ink	2 Bottles
Pen Nibs	12
Pen Holders	6
Typewriter Ribbons	2
Duplicating (Large)	5000
Duplicating (Quarto)	5000

5203

ELL/rr

HEAD CLERK,
SD&OPS SEC.

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

223

90

SUBJECT: Office Equipment

LAND FORCES SUB-COM, AC (MMIA)

16 AUG 46

TO : MAIP & BS
(EE) CMP

1. The attached application by 12 British Liaison Unit is forwarded and strongly supported by this HQ.

2. Although a small unit, 12 BLU has a very considerable output of paper work, much of which must be given a wide distribution throughout units of the Italian Army. For this purpose a flat duplicator has proved inadequate, and your approval is requested for issue of a Gestetner rotary duplicator in lieu.

3. Approval is similarly requested for issue of a spirit duplicator to cope with the unit's specialised requirements of involved technical diagrams of weapons, ammunition and ranges and for tactical training sketches. This is work which it is not possible satisfactorily to carry out on a Gestetner machine.

4. Request that this application be given your urgent consideration.

Major-General,
MMIA

WDA/Pd

Copy : 12 British Liaison Unit

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

88

SUBJECT : Stationery Requirements

SD & OPS SEC,
BM/C/3
Sep 46

TO : CHIEF CLERK, HQ MMIA

It is requested that the following items of stationery be supplied for use in this section, please :-

Item	Quantity
Rulers, 12 in	3
Pencils, RED	6
" Black Lead HB	9
Correctine	3 Bottles
Ink, Powder, Blue Black	3 Tins
Ink, Stamping Pad, Violet	2 Bottles
Pins, Plated	3 Pkts
Pins, Drawing	3 Boxes
Clips, Paper, Large	6 Boxes
" Bulldog Large	3
Paper, Carbon, Typing, Foolscap	6 Pkts
" " " 8" x 10½"	6 Pkts
Paper, Duplicating, Foolscap	5,000 Shts
Books, SO 136½	6
Pads, Plain note	6
Erasers, Ink	6
Erasers, Pencil	6

5201

ELL/

HEAD CLERK,
SD&OPS SEC.

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

87

SUBJECT : Office Machinery

LAND FORCES SUB COM AC (MMLA)
(489081 Ext 401) MM/G/5
Sep 46

TO : Office Space Section,
ALLIED COMMISSION

This is to certify that this branch is in receipt of Duplicator, Electric (SADA) Registration Number 51167, in exchange for Duplicator Rotary (Italian Make).

Exchange negotiated 11 Sep 46.

MLL/

Lt-Col,
G.S.

5200

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

86

SUBJECT: Printing

LAND FORCES SUB-COMM, AC. (MMIA)
(489084 Ext. 404) RM/G/3
Aug 46

TO : H.Q. COMMANDANT'S OFFICE A.C.

Please print 100 copies of attached pro-forma on strong paper similar to that of draft.

GSC/sb

Lt Col,
GS.

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

85

SUBJECT :- Stationery Requirements.

SD & OPS SEC,

BM/G/3

Aug 46

To :- CHIEF CLERK, HQ MMIA

It is requested that the following items of stationery be supplied for use in this Section, please:

Pencils, Red	No	8
Stencils	No Pkts	3
Pins	No "	3
Staples (for Velos machines)	No "	6
Typewriter Ribbons (½ for Imperials)	No	3
Paper Clips (~~Change~~) (LARGE)	No "	3
Carbons - Foolscap	No "	2
" 8" X 10½"	No "	3
Ink Duplicating (Grey)	No Tubes	3
Duplicating Paper (Foolscap)	No Pkts	6
Rulers	No	3
Cleaning Fluid	No Tins	2

TR/cam

Original forwarded

Head Clerk,
SD & OPS SEC

3198

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

84

SUBJECT: Stationery Requirements.

SD & OPS SEC,
RM/C/3
Jul 46

TO : CHIEF CLERK, HQ NMIA

It is requested that the following items of stationery be supplied for use in this Section, please:

S.O. Books, 136½	No	6
S.O. Books, 129	No	4
File Covers	Doz	2
Typewriter Oil	Bottle	2
Pencils, Black	No	6
Typewriter, Cleaning Brushes	No	2
Pins, Steel Plated	Pkts	3

Head Clerk,
SD & OPS SEC.

TR/jw
31 Jul 46

Declassified E.O. 12065 Section 3-402/NNDC NO. 795020

SUBJECT : Stationery.

G(SD). BM/9/3 83

Land Forces Sub Commission, A.C.
(M.M.I.A.) ROME.
CC/4
24 July 46

TO : Chief Clerks, NCO's
i/c Branches & Service.

1. With immediate effect, stationery will be issued once weekly, on Fridays, between 0900 and 1200 hrs.

2. Casual issues will only be made under exceptional circumstances.

3. Indents will be submitted to Chief Clerk, Room 48, on Thursdays before 1200 hrs.

4. The above is for strict compliance by all Branches and Services.

W.O. I.
Chief Clerk,
M.M.I.A.

/apw

BGS	
GSO 1 (SD)	
Dep G III	
GSO 1 (SD)	
GSO II (L)	
GSO II (L)	
GSO I [illegible]	
G II (L)	

MMIA - 'G'
FILE BM/6/3
DATE 26/7/46

5196

File 82

SUBJECT: Stationery Requirements

SD & OPS SEC,
BU/G/3,
17. Jul 46

TO : CHIEF CLERK HQ MMIA

It is requested that the foll wing items of Stationery be supplied for use in this Sec, please.

Paper Mimeograph (Foolscap)	Pkts	12
" " (Quarto)	"	6
Paper Typing Thick (Foolscap)	"	3
" " Thin "	"	3
" " Thick (Quarto)	"	3
" " Thin "	"	3
Books SO 139	No	6
Books SO 136½	"	6
Staples Velos 323	Pkts	6
Pencils:		
Black HB	No	6
Red	No	6
Black (Thick)	No	6
Erasers Pencil	No	4
" Type	No	4
Paper Carbon Typing (Foolscap)	Pkts	4
String Medium	Ball	1
Ink Fountain Pen	Bottle	1

Sgt. 3195
Head Clerk
SD & OPS SEC

PAT/ab

Declassified E.O. 12065 Section 3-402/NND NO. 785020

TO : CHIEF CLERK HQ MMLA

It is requested that the foll wing items of Stationery be supplied for use in this Sec, please.

Paper Mimeograph (Foolscap)	Pkts	12
" " (Quarto)	"	6
Paper Typing Thick (Foolscap)	"	3
" " Thin "	"	3
" " Thick (Quarto)	"	3
" " Thin "	"	3
Books 30 139	No	6
Books 30 136½	"	6
Staples Volos 323	Pkts	6
Pencils:		
Black HB	No	6
Red	No	6
Black (Thick)	No	6
Erasers Pencil	No	4
" Type	No	4
Paper Carbon Typing (Foolscap)	Pkts	4
String Medium	Ball	1
Ink Fountain Pen	Bottle	1

3195

Head Clerk

3D & OPS SEC

PAMT/sb
15 July 46

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

81

SUBJECT: Typewriter Repairs.

LAND FORCES SUB COM. A.C. (MMLA)
BM/G/3
17 Jun 46

To : HQ Comit.
(Office Space Sect)

May a typewriter mechanic please report to Room 39, 7th Floor, for repair of "Imperial" typo-writer.

dah.

Lt Col.,
GS.

5194

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

80

SUBJECT: Stationery Requirements

SD & OPS SEC
BM/G/3
1 Jun 46

File

TO : Chief Clerk H.Q. M.M.I.A.

It is requested that the following items of stationery be supplied for use in SD & OPS SEC, please.

Items		Qty
Cover, Gussetted,		100
Staple Machine		~~2~~ 1
Rules 12" Graduated		3 2
Pins Steel Plated	Pks	6
Paper, Blotting	Shts	12
Nibs, pen		24
Brushes Gum		~~2~~ 1
Brown Sticky paper Rolls		1

5193

Head Clerk,
SD & OPS SEC.

EiL/rr

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

79

SUBJECT: Stationery Requirements

SD & OPS SEC

IM/G/3

24 May 46

TO : Chief Clerk HQ M.M.I.A.

It is requested that the following items of stationery be supplied for use in SD & OPS SEC, please.

Items		Qty
Drawing Pins	Boxes	6
Pencils Black (Soft) Lead HHB		6
Blue		6
Red		6
Stencils		200
Ink	Bottles/Tins	6
Correctine	Bottles	4

Head Clerk

SD & OPS SEC

0192

ELL/sb

24 May 46

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

78

SUBJECT: Stationery Requirements

SD & OPS SEC

IM/G/3

May 46

TO : Chief Clerk HQ M.H.I.A.

It is requested that the following items of stationery be supplied for use in SD & OPS SEC please.

Items		Qty
Staple Machine		1
Scissors, Long		2
Brushes, Gum		2
Rules 12" Graduated		3
Covers, Gussetted		100
Brown Sticky Paper	Rolls	1
Envelopes, large 15" x 10"		50

Head Clerk
SD & OPS SEC

5191

MJ/xx

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT: Rubber Stamps.

77

LAND FORCES SUB COM, A.C. (MMIA)
BM/G/3
Apr 46

TO : HQ Commandant,
(att Office Space Section)

It is requested that this HQ be supplied with two rubber stamps of each of following :

MMIA - 'G'
FILE.....
DATE.....

BGS	
GSO I (SD)	
Dep G III	
GSO II (SD)	
GSO II (I)	
GSO III (SD)	
GSO I (Plans)	
G II (L)	

Lt Col.,
GS

JW

5199

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT: Stationery Requirements.

76

File

'G' Branch,
BM/G/3
19 Apr 46

TO : Chief Clerk, HQ MMLA

It is requested that the following items of stationery be supplied for use in this office please:-

ITEM	QUANTITY
~~Envelopes, White, Foolscap-plain~~	~~[illegible]~~
Staple Machine	1
Staples for Stapling Machine	Boxes 6
Stylus Board and Pen	1
Scissors, Long	2
Brushes, Gum	2
Rules, 12" Graduated	5

Chief Clerk,
'G' Branch.

19 Apr 46

3189

Declassified E.O. 12065 Section 3-402/NNDC NO. 785020

15

SUBJECT : Stationery Requirements

'G' Branch
MMIA
BM/G/3

TO : Chief Clerk,
HQ MMIA

It is requested that the following items of stationery be supplied for the use of this office, please.

Item	Qty	
Paper, typing, foolscap, thick (white sulphite bond)	Pkts	2
" " quarto, thick (white sulphite bond)	"	2
" " foolscap, thin	"	2
" " quarto, thin	"	2
" duplicating, foolscap	"	6
" " quarto	"	8
" carbon, foolscap	"	2
" " quarto	"	2
Envelopes, white, foolscap, plain	No	25
X Stencils, Gestetner, rotary	Pkts	1
SO Books, 136	No	3
" " 135	"	1
Typewriter ribbons (Imperial)	"	1
" " (Ollivetti)	"	2
Ink, duplicating	Tubes	4
Pencils, black HB	No	5
Pins, steel plated	Pkts	2
Sliders, paper, steel plated, large	"	3
" " " " small	"	2
X File Covers, punched and gusseted	No	100
Brown sticky paper	Rolls	1
Staple Machine		
Stylo Pen		
" Sequin Pen		

29 Mar 46

Head Clerk

G 5188

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

474

SUBJECT: Stationery Requirements

'G' French
MMLA
BM/G/3

TO : Chief Clerk,
HQ MMLA

It is requested that the following items of stationery be supplied for the use of this office, please.

Item	Qty.			
Paper, typing, foolscap, thick	Pkts	2	✓	2
" " " thin	"	2	✓	2
" " quarto thick	"	2	Nil	2
" " " thin	"	2		2
" duplicating, f oolscap	"	6	✓	6
" " quart o	"	~~6~~ 8		8
" carbon, foolscap	"	2	✓	2
Envelopes, white, foolscap, plain	No	25	Nil	25
Stencils, Gestetner Rotary	Pkts	1	✓	1
80 Books 136	No	3	Nil	3
80 Books 135	"	2	✓	1
Typewriter ribbons (Imperial)	"	1	✓	1
Ink, duplicating, grey	Tubes	4	✓	4
Pencils, black, HB	No	5	4	5
Pin s, steel plated	Pkts	1	✓	2
Slides, paper, steel plated, ~~large~~ small large/small	Boxes	3	✓	3/2
Ink powder (Blue black or blue)	Tins	1	✓	1
Endorsing Ink Pad	No	1	✓	1
File covers (punched & gusseted)	No	100		
Brown sticky paper	Rolls	1.		

15 Mar 46
ABJ/ab

A/Sgt
Chief Clerk
'G'

5187

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

73

SUBJECT: File Fasteners (US Type)

LAND FORCES HQ-COMM, AC. (SEATA)
RM/G/3
12 Mar 46

TO : HQ Supply Offr,
HQ A.G.,
Room 40, Ground Floor.

Ref MFTA RM/G/3 of 4 Mar 46.

Request that the balance of 4000 file fasteners (US type) be handed to the bearer of this request.

20000 received

APPROVED
Lt Col,
GS.

ATM/sb

9185

2 0 4 2

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

72

SUBJECT : Stationery Requirements

G Branch

MGIA

RE/C/3

To : Chief Clerk,
HQ MGIA

It is requested that the following items of stationery be supplied for the use of this office please.

Item	QTY	
Paper, typing, foolscap, thick	Pkts	3
" " " thin	"	2
" " quarto thick	"	2
" " " thin	"	6
" duplicating, foolscap	"	6
" " quarto	"	2
" carbon, foolscap	No. Nil	25
Envelopes, white, foolscap, plain	Pkts	1
Stencils, Gestetner Rotary	No	50
Lables, gummed (small)	" Nil	3
30 Books 156	"	2
90 Books ~~1361~~ 135	"	1
Typewriter ribbons (Imperial)	Bots	2
Correctine	Tubes	6
Ink, duplicating, grey	No	5
Pencils, black, HB	Boxes	2
Staples (for machines, stapling)	Pkts	2
Pins, steel plated	Boxes	1
Pins, drawing	Boxes Nil	3
Slides, paper, steel plated, large	"	2
" " " " small	Pins	3
Ink powder (blue black or blue)		
Indexing Ink Pad		

Tutto

15
~~8~~ May 46

ABC/136

ABC
S/Lt
Acting Chief Clerk
MGIA

8485

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

File Btn/6/3
G (SD)

U R G E N T

Subject:- Typewriters

Land Forces Sub-Com, A.C.
(M.M.I.A.)
CC/5
9th. March 1946

Head Clerks ALL Branches and Services

5184

A return is required by 1200 hrs Monday 11th. March on the attached pro-forma, shewing the complete holdings of British and Italian typewriters.

Jone
11/3.

W.O. I,
CHIEF CLERK, MMIA.

c/

12044

Declassified E.O. 12065 Section 3-402/NNDC NO. 785020

70

SUBJECT : File Fasteners (US type)

LAND FORCES SUB COM, A.G. (ISELA)

IN/G/3

4 Mar 45

TO : HQ Supply Officer,
HQ A.C.,
Room 40, Ground Floor

SEE FOLD 73

Ref conversation HQ Supply Officer's Rep - MMIA a.m. 4 Mar 45.

Request that this Mission be made available 7,000 US type file fasteners for use in accordance with Executive Commissioner's Executive Memo No 8 (19/AR) dated 28 Feb 45.

May quantity 2,000 fasteners be handed to the bearer of this indent please, to tide over until the balance of 5,000 become available.

Lt Col
GS

ABC/abc

17/4/8

5183

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT : Stationery Requirements

G Branch
MMLA
BM/G/3

TO : Chief Clerk,
HQ MMLA

It is requested that the following items of stationery be supplied for the use of this office please.

ITEM		QTY	
Paper, typing, foolscap, thick	Pkts	2	3
" " " flimsy	"	2	3
" " quarto, thick	"	2	3
" " " flimsy	"	2	3
Paper, carbon, foolscp	"	3	2
Envelopes, white, foolscap, plain	No	50	25
Stencils, Gestetner Rotary	Pkts	2	1
Labels, gummed (small)	No	50	50
SO Books 136	"	3	3
SO Books 136½	"	3	2
Typewriter ribbons (Imperial)	"	3	1
Silk Diaphram Cleansing Fluid	Bots	1	1
Correctine	"	2	2
Ink, duplicating, grey	Tubes	6	6
Pencils, black, HB	No	5	5
Staples (for machines, stapling)	Boxes	3	2
Pins, steel plated	Pkts	3	2
Pins, drawing	Boxes	2	1
Slides, paper, steel plated, large	Boxes	3	3
" " " " small	"	3	2
Ink powder (Black or blue)	Tins		3
Duplicating paper (foolscap)	Pkts		8
" (quarto)			8

W.O. II
Chief Clerk
"G"

1 Mar 46

5182

ABC/abc

12046

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

68

SUBJECT: Stationery Requirements.

'G' Branch,
M.M.I.A.
B.M/G/3.

TO : Hq Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please.

Rulers 12", Graduated	No	3
Scissors, Long	Prs	2
Brushes, gum	No	4
File Cover, Thick	No	50
Pencils, Black, HB	No	6
Labels Gummed (Small)	No	100 50
Ink, Duplicating	Extra Tubes	2 ~~3~~ 6
Pins, Steel, Plated	Pkts	3 3
Pins, drawing	Bxs	2
Stencils Gestetner Rotary	Pkts	2
So Books No 136		4
So Books No 136½		3.
Paper duplicating Foolscap	Pkts	6
" "	"	3
Staples (Stapling machine).	Bxs	4
Typewriter ribbons (Imperial)	"	3
Envelopes white plain	So	
Paper carbon foolscap	Pkts	3
Foreceline	Bdls	2
8 Feb 46		
sb Paper, typing foolscap thick	Pkts	2
Paper, " " flimsy	"	2.
Paper, " quarto thick	"	2
Paper, " " flimsy	"	2
Silk Pigeonhole Cleaning Hand	Bdls	1

W.O. II
Chief Clerk
'G' Branch.

5181

Unclassified E.O. 12065 Section 3-402/NNDC NO. 785020

67

SUBJECT: Stationery Requirements.

'G' Branch,
M.M.I.A.
BM/G/3.

TO : HQ Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please:-

X Rulers 12", Graduated	No	3
X Scissors, Long	Prs	2
X Brushes, gum	No	4
✓ ~~Machines Stapling~~	~~No~~	~~2~~
✓ ~~Paper duplicating, Foolscap~~	~~Pkts~~	~~6~~
✓ ~~SO Books No 136~~	~~No~~	~~6~~
✓ ~~SO Books No 136 (Indexed)~~	~~No~~	~~3~~
✓ ~~Stencils Gestetner Rotary~~	~~Pkts~~	~~3~~
✓ ~~Pins Drawing~~	~~Pkts~~	~~4~~
File Cover Thick.	No	50.
Pencils Black. HB.	No	6.
Labels Gummed. (Small)	No	100.
Ink. Duplicating.	Tins.	2.

W.O. II
Chief Clerk
'G' Branch.

Pkt 3.

Pen Steel Pointed.

25 Jan 46.
sb

5189

2 Copies

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

66

SUBJECT: Stationery Requirements.

'G' Branch,
M.M.I.A.
DK/G/3.

TO : Hq Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please:-

Rulers 12", Graduated	No 3
~~Pencils, Black (HB)~~	~~" 3~~
~~" Blue~~	~~" 3~~
~~" Red~~	~~" 3~~
Scissors, Long	Pre 2
Brushes, gum	~~No 3~~
~~GC Books, No 135~~	" 4
~~" " " 129~~	~~" 3~~
~~" " " 136~~	~~" 3~~
~~Pins steel plated~~	~~Pkts 4~~
~~Brushes typewriter~~	~~No 4~~
Machines Stapling	" 2
Paper duplicating, Foolscap	Pkts 6
~~" " " Quarto~~	~~" 3~~
SO Books No 136.	No. 6
SO " No 136 (Indexed)	" 3.
Stencils Crestatner Rotary.	Pkts 3.
Pins Drawing	Boxes. 4!
~~Still required.~~	

W.O. II
Chief Clerk
'G' Branch.

3179

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

65

SUBJECT : Stationery Requirements

'G' Branch,
M.M.I.A.
BM/G/3.

TO : HQ Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please:-

Rulers 12", Graduated	No	3
~~Typewriter Ribbons~~	~~"~~	~~2~~
Pencils, Black (HB)	"	3
" Blue	"	3
" Red	"	3
~~Paper, Typing, Foolscap (thick)~~	~~Pkts~~	~~3~~
Scissors, Long	Prs	2
~~Paper Carbon, Typing, Foolscap~~	~~Pkts~~	~~2~~
~~Chrome Ink~~	~~Bots~~	~~3~~
Brushes, Gum		3
50 Books No 135	No	4
50 Books No 129	No	3
50 Books No 136½	No	3
Pins steel plated	Pkts	4
Brushes Typewriter	Pkts	4

W.O. II
Chief Clerk
'G' Branch.

Machine Stapling	No	2
Paper Duplicating Foolscap	Pkts	5
" " Quarto	"	3

678

11 Jan 46.
sb

Declassified E.O. 12065 Section 3-402/NNDG NO. 745020

64

SUBJECT: Rubber Stamps.

LAND FORCES SUB COM. A.C. (SMIA)
HI/G/3
4 Jan 46

TO : HQ Commandant,
Allied Commission

It is requested that this HQ be supplied with four (4) rubber stamps as under:

URGENT

Lt Col
GS

abc/.jw

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

63

SUBJECT: Stationery Requirements.

'G' Branch,
M. M. I. A.

JM/G/3

TO : HQ Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please:-

Rulers 12", Graduated	No	~~4~~ 6
~~Pens, Steel Pointed~~	~~Pkts~~	~~3~~
Typewriter Ribbons	No	~~4~~ 2
~~Erasers, Ink~~	~~No~~	~~6~~
~~File Covers, Thick~~	~~No~~	~~50~~
~~Stencils, Gestetner Lustery~~	~~Pkts~~	~~2~~
Pencils Black (HB)	No.	6
" Blue	No	6
" Red	No	6
Paper Typewriting Foolscap (Thick)	Ream	3.
	Pkt.	2.
Erasers - Pencil		
Paper Carbon. - Typing. Foolscap.	Pkts.	3
Correction	Bot.	3.

W.O. II
Chief Clerk
'G' Branch.

4 Jan 46

176

2052

Declassified E.O. 12065 Section 3-402/NNDC NO. 785020

61

SUBJECT: Stationery Requirements.

"G" Branch,
M. M. T. A.
BM/G/3

TO : HQ Chief Clerk.

1. It is requested that the following items of stationery be supplied for use in this office, please:-

Rilers 12" Graduated	No	4
~~Correcting~~	~~Bottles~~	~~2~~
~~Erasers, Pencil~~	~~No~~	~~6~~
Paper Duplicating, Foolscap	Pkts	6
" " Quarto	"	3
~~" Typing Foolscap (Thick)~~	~~"~~	~~6~~
~~" " " (Thin)~~	~~"~~	~~3~~
~~Pencils, Red~~	~~No~~	~~6~~
" Blue	No	6
" Black, (HB)	No	6
~~Ink Violet (For rubber stamp)~~	~~Bottles~~	~~2~~
" Duplicating	Tubes	~~2~~
Gum Arabic	Pkts	3.

All indent except Gum Arabic

WO.II
Chief Clerk
"G" Branch.

21 Dec 45.
sb

Pins Steel Pkts. 3.

5175

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

62

SUBJECT: Stationery Requirements.

'C' Branch,
M. M. I. A.

BM/G/3

TO : HQ Chief Clerk

It is requested that the following items of stat--ionery be supplied for use in this office, please:-

Rulers 12", Graduated	No	4
~~Paper, Duplicating (foolscap)~~	~~Pkts~~	~~6~~
~~Paper, Duplicating (quarto)~~	~~Pkts~~	~~3~~
~~Pencils, Blue~~	~~No~~	~~6~~
~~Pencils, Black (HB)~~	~~No~~	~~6~~
~~Ink, Duplicating~~	~~Tubes~~	~~4~~
~~Gum, Arabic~~	~~Pkts~~	~~5~~
Pins, Steel Plated	Pkts	3
Typewriter Ribbons	No	4
Erasers Ink	"	6
File covers Thick	"	50
Stencils Spirator Rotary	Pkts	12

WO II
Chief Clerk
'C' Branch.

28 Dec 45
Jr

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

61

SUBJECT: Stationery Requirements.

"G" Branch,
N. M. T. A.
BM/G/3

TO : HQ Chief Clerk.

1. It is requested that the following items of stationery be supplied for use in this office, please:-

Rulers 12" Graduated	No	4
~~Correcting~~	~~Bottles~~	~~2~~
~~Erasers, Pencil~~	~~No~~	~~6~~
Paper Duplicating, Foolscap	Pkts	6
" " Quarto	"	3
~~" Typing Foolscap (Thick)~~	~~"~~	~~6~~
~~" " " (Thin)~~	~~"~~	~~3~~
~~Pencils, Red~~	~~No~~	~~6~~
" Blue	No	6
" Black, (HB)	No	6
~~Ink Violet (For rubber Stamp)~~	~~Bottles~~	~~2~~
" Duplicating	Tubes	~~2~~
Gum Arabic	Pkts	3

All approved except Rulers & Correction Fluid
BB 17/12

WO. II
Chief Clerk
"G" Branch.

21 Dec 45.
BB

Pins Steel Pkts. 3.

5175

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

60

SUBJECT : Rubber Stamps

G Branch
H M I A
DEV/3/3

17 Dec 45

TO : HQ Commandant,
HQ Allied Commission

It is requested that you arrange for two each of the rubber stamps as outlined below to be made for use by this HQ.

1

Col GS	
GSO I(SD)	
Dep GS	
GSO II(SD)	
GSO II(I)	
GSO II(WE)	
GSO III(SD)	
GSO III(GENERAL)	
G (Trg)	

2

TO ONE	
GOC	
Dep Comd	
Col A/G	
A	
G	
COMK Sec	

3

Col GS	
GSO I(SD)	
Dep GS	
GSO II(SD)	
GSO II(I)	
GSO I(Trg)	

Capt
G Branch

R 17/12

5174

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

59.

SUBJECT: Stationery Requirements.

"G" Branch,
M. M. I. A.
BM/G/3

TO : HQ Chief Clerk.

1. It is requested that the following items of stationery be supplied for use in this office, please:-

~~Paper Brown~~	~~Sheets~~	~~60~~
~~Scissors (Long)~~	~~Prs.~~	~~2~~
Rulers 12" Graduated	No	4
✓Correctine	Bottles	2
✓~~Pins Drawing~~	~~Boxes~~	~~3~~
✓~~Push through paper fasteners~~ small	"	~~4~~
✓ " " " " large	"	~~2~~.
✓~~Paper blotting~~	Sheets	~~100~~ 50.
✓Erasers, Pencil	No	6
✓~~Paper Carbon typing, Foolscap~~	~~Pkts~~	~~3~~
Paper Duplicating Foolscap.	Pkt.	6.
" " Quarto.	"	3.
" Typing Foolscap. (Thick)	"	6
" " " (Thin)	"	3.
Pencils. Red.	Nos	8.

WO. II
Chief Clerk
"G" Branch.

14 Dec 45
sb

" BLUE.		6
" BLACK. (HB)	"	6
~~Envelopes Manila.~~		
Ink Violet. (For Rubber Stamp).	Bottle	2.
" Duplicating -	Tubes	2.

5173

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

58

SUBJECT : Typewriter Repairs

LAND FORCES SUB-COM, AC (MMIA)

RM/G/3
8 Dec 45

TO : Office Space Section

May a typewriter mechanic please be instructed to report to room 39 , 7th. floor for the purpose of effecting minor repairs to a British "IMPERIAL" typewriter.

Lt.-Col.
GS

5172

ABC/3c.

Declassified E.O. 12065 Section 3-402/NNDG No. 785020

57

SUBJECT: Stationery Requirements.

"G" Branch,
M. M. I. A.
BM/G/3

TO : HQ Chief Clerk.

1. It is requested that the following items of stationery be supplied for use in this office, please: -

Paper Brown	Sheets	60
Scissors (Long)	Prs	2
~~Paper Fasteners~~		
~~Slide wire (Large)~~	~~Boxes~~	~~6~~
~~Ulster spring (Large)~~	~~No~~	~~6~~
~~Stylus board endless~~	~~No~~	~~4~~
~~Paper typing thin foolscap~~	~~Pkts~~	~~12~~
Rulers 12" Graduated	No	4
~~Pencils red~~	~~Doz~~	~~2~~
~~" black (HB)~~	~~No~~	~~12~~
~~Erasers rubber (assorted)~~	~~Covers~~	~~50~~
~~Stencils duplicator rotary~~	~~Ea~~	~~200~~
~~Typewriter Ribbons Imperial~~	~~No~~	~~4~~
~~Other pens assorted~~	~~No~~	~~12~~
Correction	Bottles	2
Pins Drawing	Boxes	3
Push Through Paper Fasteners Small	Boxes	4
" " " " Large	"	2
Paper Blotting	Shts	100
Erasers. Pencil	No	6

WO. II
Chief Clerk
"G" Branch.

7 Dec 45
sb

Paper Carbon Typewriting Foolscap. Pkt. 3

5171

Z. Copy

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

56

SUBJECT: Stationery Requirements.

"G" Branch,
M. M. I. A.

BM/G/3

To: HQ Chief Clerk.

1. It is requested that the following items of stationery be supplied for use in this office, please :-

+	Paper Brown	Sheets	60
+	~~Ink duplicating~~	~~Tubes~~	~~2~~
+	Scissors (Long)	Prs	2
+	Paper Fasteners Slide wire (large)	Boxes	6
+	~~Paper Duplicating, Gestetner~~	~~Pkts~~	~~6~~
+	Clips spring (large)	No.	6
+	~~Millboards~~	~~No.~~	~~6~~
+	~~Staples No. 111~~	~~Boxes~~	~~6~~
+	~~Erasers typewriter~~	~~No.~~	~~6~~
+	Stylus board and pen	No.	1
+	~~Paper duplicating Foolscap~~	~~Pkts~~	~~10~~
+	~~Cleaning Fluid for Gestetner~~	~~Bins~~	~~4~~
+	Paper typing thick Foolscap	Pkts	~~6~~ 12
+	~~Paper typing thin Foolscap~~	~~Pkts~~	~~6~~
+	~~Blue steel plated Drawing Tacks 129~~	~~Pkts~~ ~~No.~~	~~6~~ ~~6~~
	~~Paper fasteners slide wire (small)~~	~~Boxes~~	~~6~~
	Rulers 12" Graduated	No.	~~2~~ 4
	~~File Covers thick~~	~~No.~~	~~50~~
	~~File Covers thin~~	~~No.~~	~~50~~

2 copies

2. ~~Items marked + were included in "G" Branch indent BM/G/3 dated 7 Nov 45. These items have not yet been received.~~

PENCILS RED No 6
" BLACK (HB) " 12.
Nibs Pen assorted No 12. FORMS ME 160 COVER 50.
(AMENDED) do. " 5170
STENCILS GESTETNER NO. II
RETURN. Chief Clerk "G" Branch.
30 Nov 45.
No 200
Typewriter Ribbons
Imperial No 4.

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

55

SUBJECT: Typewriter Repairs.

LAND FORCES SUB COM.A.C.(MMIA)
BM/G/3
27 Nov 46

TO : HQ Comdt (Office Space Sec)

It is notified for your information that the typewriter mechanic effected repairs to one S.I.M. Typewriter on 21 Nov 45.

CFB 5169
Lt Col.
GS.

jw

Unclassified E.O. 12065 Section 3-402/NNDG NO. 785020

54

ROME ( )/II/45
Land Forces Sub Commission M.M.I.A.

To: Office Spece (Maint) A.C.

Could it please be arranged for repairs to made to I (one) OLIVETTI Typewriter. Room 22 7th Floor.

And Oblige

Signed R. G. A. Gross Lauin Cpt "I" M.M.I.A.
Capt G 3 "I"

5168

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

53

SUBJECT: Typewriter Repairs.

LAND FORCES SUB COM. A.C. (MMIA)
MI/C/3
B
Nov 45
Jan 46

TO : HQ Comdt.
(Office Space Sect)

May a typewriter mechanic please report to Room 39, 7th Floor, for repair of "OLIVETTI" type-writer.

Lt Col.,
CO.

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

52

SUBJECT : Stationery Requirements

"G" BRANCH
M.M.I.A.
BM/G/3

TO : HQ Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please :-

Paper brown	Sheets	60
Ink duplicating	Tubes	2
Scissors (Long)	Prs	2
Paper Fasteners Slide wire (Large)	Boxes	~~3~~ 6
Paper Duplicating, Quarto	Packets	~~6~~ 6
Clips Spring (Large)	NO	6
Millboards	NO	~~3~~ 6
Staples No 323	Boxes	6
Erasers Typewriter	No	6
Stylus Board and Pen	No	1
Paper duplicating Foolscap	Packets	12
Cleansing Fluid for Gestetner	Tins	1
Paper typing thick Foolscap	Packets	6
" " thin "	"	6
~~Quarto thick~~	"	6
" ~~thin~~	"	6
Pins Steel Plain	"	6
50 Books 129	No	6
Paper fasteners Steel wire Small	Boxes	6
Rules 12 inch Clinometer		3
File Covers Thick	No	3166
" " Thin	"	50

9 Nov. 45

S.Q.M.S.
Chief Clerk,
G. Branch.

Declassified E.O. 12065 Section 3-402/NNDO NO. 785020

51

SUBJECT : Stationery Requirements

"G" BRANCH
M.M.K.A.
EE/G/5

TO : The Chief Clerk.

It is requested that the following items of stationery be supplied for use in this office, please:-

~~Pencils Red~~		~~3~~
" Black		~~3~~
" Green		~~3~~
Paper brown wrapping	Sheets	60
Ink duplicating	Tubes	2
Scissors (Long)	Pcs	2
Paper Pantomers Slide wire (Large)	Boxes	1
~~Pins Drawing~~	~~Boxes~~	~~4~~
Paper Duplicating, Quarto	Packets	12
~~Paper Carbon Typing Foolscap~~	~~Packets~~	~~1~~
~~Typing Ink No. 136 Relmont~~	~~Bs~~	~~6~~
~~Inks S.O. 433~~	~~Bs~~	~~6~~
Clips Spring (Large)	No	6
Milliboards	No	3
Stapler No 323	Boxes	6
Erasers Typewriter	No	6
Stylus Board and Pen	No	1
Erasers		
1 now use	Paper Duplicating Foolscap	Packets 12
	Cleaning Fluid for Typewriter	Tins 1
	Paper Typing "Thick" Foolscap	Packets 6
	" " Thin "	" 6
	" " Quarto Thick	" 6
	" " " Thin	" 6

B. Williams
S.O.II.S.
Chief Clerk,
G. Branch.

5165

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

(5)

MEMEOT :- Telephone Directories

G(SD) Branch MMLA

MM/G/3

31 Oct 45

SOR Sigs,
HQ MMLA

1. Request for this Branch, 4 copies each of the latest publications of the following telephone directories :

(a) GHQ GHF (AFHQ)
(b) Z District
(c) 3 District
(d) RAAF
(e) A.G.
(f) SHAEF and War Ministry
(g) MMLA

2. All presently held copies are out of date.

abc/abc

A.B.C. Smith Cy
Lt Col
GS

B/F ABC 10 Nov.

ABC 6/10/4

2066

Unclassified E.O. 12065 Section 3-402/NNDG NO. 785020

File (49)

SUBJECT: Stationery Requirements

'G' BRANCH
M.M.I.A.
BM/G/3

TO : HQ Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please:

~~Paper Typing Quarto Manifold Thin~~		
~~Paper Duplicating, Foolscap, Mimeograph~~	~~Packets~~	~~12~~
Pencils Red	"	~~3~~
" ~~blue~~ green		~~6~~ 3
" black		~~6~~ 3
Paper brown wrapping		~~6~~ 3
Ink duplicating	Sheets	60
Scissors (Long)	Tubes	2
~~Stencils (Gestetner Rotary)~~	Prs	2
~~Erasers (Hard)~~	~~Packets~~	~~2~~
~~Erasers (Soft)~~		~~6~~
Paper Fasteners Slide wire (Large)		~~6~~
~~String (Thick - Thin)~~	Boxes	~~6~~ 3
~~Paper Foolscap (Thin)~~ typing		~~3~~
Pens Drawing	Packets	~~3~~
Paper Duplicating, Quarto	boxes	6
	Packets	12

B G Wem

S.Q.M.S.
Chief Clerk,
G.Branch

Paper carbon Typing Foolscap Packets 3
Books S.O. 136 Indexed no 6
Books S.O. 136 no 6
Clips Spring (large) no 6
18/Oct/45 Millboards no 3

5163

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

4-8

SUBJECT: Office Maintenance

LAND FORCES SUB-COM, A.C. (SEAC)

M/G/S

15 Oct 45

TO : CAMP GERMANBANK (MR)
for OFFICE SPACE ADMIN

1. Request that Typewriter Mechanic be sent to 7th Floor, Room 41 to clean and make minor repairs on the u/m machines.

1 Underwood
1 Remington
1 Olivetti
3 Imperials

Lt. Col.
G. S.

5162

Declassified E.O. 12065 Section 3-402/NNDG NO. 725020

2060

47

SUBJECT: Stationery Requirements

"G" BRANCH

N.M.I.A.

M/S/3

To : H.Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please :-

Paper Duplicating, Foolscap, Mimeograph (Paper Typing Quarto manifold Thin)	Packets	12 5
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
Pencils Red	[redacted]	[redacted]
" blue	[redacted]	[redacted] 6
" black	[redacted]	[redacted] 6
[redacted]	[redacted]	[redacted] 6
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
Paper brown wrapping	[redacted]	[redacted]
Ink duplicating	Sheets	50 60
[redacted]	Tubes	2
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
Scissors (Long)	[redacted]	[redacted]
Stencils (Gestetner Rotary)	Pns	2
	Packets	2
Erasers (Hard)	No	6
Erasers (Soft)	No	6
Paper Fasteners Slide wire (large)	Boxes	6
String (Thick - Thin)	Balls	3

5 Oct 45

S.G.M.B.,
Chief Clerk,
G Branch.

5161

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

(46)

SUBJECT : Stationery Requirements

'G' BRANCH
M. M. I. A.
BM/G/3

TO : HQ Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please:-

Paper Duplicating ,Foolscap,Mimeograph	Packets	5
" Carbon, typing,Foolscap (Lightweight)	"	4
" Typing ,Foolscap (Thick)	"	6
" " " (Thin)	"	6
Pins Steel plated	"	6
Pencils Red	"	6
" blue	No	~~3~~ 6
" black	"	~~3~~ 6
File Covers Stout	"	~~6~~ 12
Typewriter Ribbons "Imperial"	"	~~100~~ 50
" " "Underwood"	"	2
Machines stapling	"	1
Paper brown wrapping	"	1
Ink duplicating	Sheets	50
~~Sharpeners~~	Tubes	2
~~Pencils~~	~~No~~	~~6~~
Nibs (Assorted)	No	12
Sealing Wax	Stick	2
Rules. Graduated. 12"	No	3
S O Books. 136½	No	12
10/ Scissors. (Long)	Pair	2
20/9 Stamps (Gestetner Rotary).	Roll	2

Sig

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

45

SUBJECT: Stationery Requirements

'G' BRANCH
M.M.I.A.
BM/G/3

TO : HQ Chief Clerk

It is requested that the following items of stationery be supplied for use in this office, please :-

Paper Duplicating, Foolscap, Mimeograph	Packets	5
" Carbon, typing, Foolscap (Lightweight)	"	4
~~" Blotting quarto (")~~	~~Sheets~~	~~50~~
Typewriter Ribbons, "Imperial"	No	~~3~~ 2
" " "Underwood"	No	~~2~~ 1
Machines stapling	No	1
Paper brown wrapping	Sheets	50
Ink duplicating	Tubes	2
~~Gloscline (Gestetner Rotary)~~	~~Bottles~~	~~2~~
Correctine	Bottles	2
Paper typing Foolscap. (Thick)	Pkts.	6.
" " " (thin)	"	6.
Pins. Steel plated	Boxes	6.
Pencils Red.		
" BLUE.		
" Black.		
Files Covers. Stout.		

S.O.M.S., No 3.
Chief Clerk, No 3.
G Branch. No 6
No 100.

14 Sep 45

D Copies.

5159

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT: Stationery Requirements

'G' BRANCH

M.E.I.A.

EM/G/3

TO : HQ Chief Clerk

1. It is requested that the following items of stationery be supplied for use in this office, please-

Paper typing foolscap,		sulphite bond (thick) US	Packets	7
"		manifold (thin) US		
"	Quarto	sulphite bond (thick) BR		
"		manifold (thin) BR		
Machine stapling			No	1
Paper brown wrapping			Sheets	50
Ink duplicating			Tubes	2.
Stencils (gestetner Rotary)			Packets	2
Correctine			Bottles	2
~~Rulers, 12 inch, graduated~~			No	2
Paper duplicating. (Foolscap) Mimeograph.			Pkt.	5
" carbon. typing foolscap. (Lightweight)			"	4.
" " " Quarto. (")			"	6.
" Blotting			Sheets	50.
Typewriter Ribbons.		Imperial.	No	4.
" "		Underwood.	No	3.

S.Q.M.S.,
Chief Clerk,
G Branch.

31 August 45.

5158

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

43

SUBJECT : Stationery Requirements.

'G' Branch
M.M.I.A.
-BW/G/3

TO : HQ Chief Clerk
M.M.I.A.

1. It is requested that the following items of Stationery be supplied for use in this office, please.

Paper typing Foolscap,			sulphite bond (thick) US	Packets	~~2~~ 2
"	"	"	Manifold (thin) US	"	~~1~~ 1
"	"	Quarto	sulphite bond (thick) ~~US~~ BR.	"	~~6~~ 6
"	"	"	Manifold (thin) ~~US~~ BR.	"	~~6~~ 6
Machines stapling				No	1
~~Paper fasterner eliderwire (large)~~				~~Boxes~~	~~2~~
~~" " " (small)~~				~~"~~	~~3~~
~~Pencils (Blue)~~				~~No~~	~~6~~
Paper Brown (Wrapping)				Sheets	50
~~Eraser Drawing~~				~~No~~	~~2~~
********** ~~Paper Duplicating foolscap (Mimeograph)~~				~~Packets~~	~~10~~
~~Labels Economy (Gummed)~~				~~No~~	~~100~~
Ink Duplicating,				Tubes	6.
********** Urgently required - stocks exhausted.				Pkts	2.
Stencils (Gestetner Rotary)				Bottle	2.
Correction				No.	2
Rulers 12" Graduated					

~~28~~ August 45.

31 Aug.

BGPerry

'G' Branch,
S.O.M.S.

2 Copies.

5157

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT: Stationery Requirements

file.

(42)

'G' Branch
M.M.I.A.
DE/G/3

TO : HQ Chief Clerk
M.M.I.A.

1. It is requested that the following items of stationery be supplied for use in this office, please:-

Paper Typing Foolscap. Sulphite bond (thick).	Packets 2
Paper, typing quarto, sulphite bond (thick) US	Packets 2
" " " manifold (thin) US	" 2
Machine stapling	No. 1
~~[illegible]~~	~~[illegible]~~
Paper fastener Slidewire - large	Boxes 5
Pencils Blackhead 2B (soft)	No. 6 — 2.
~~Typewriter ribbons~~	~~[illegible]~~ — 2.
Paper fastener Slidewire (small)	Boxes 5
~~Pins, [illegible]~~	~~Packets 7~~
~~Nibs, [illegible]~~	~~" 12~~ 6
~~Ink, [illegible] tray~~	~~Rubber 3~~
~~Carbon~~	~~Rubber 4~~ — 4.
~~Pencils, Green~~	~~[illegible] 3~~
Pencils, Red	No. 6 6
Paper Brown	Sheets 30
~~Typewriting (White)~~	~~[illegible]~~
Eraser Draughtsman	No. 1
++ Paper, duplicating foolscap (Mimeograph)	Packets 10
Lincil. Ewit.	No 6.

++ Urgently required - stocks exhausted

B A Dam
'G' Branch,
S.O.H.S.

18 August '45.

MMIA - 'G'
FILE: DE/G/3.
DATE: 18/8

5156

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT: Stationery Requirements

'G' Branch
M M I A
MM/G/3

TO : HQ Chief Clerk
M M I A.

1. It is requested that the following items of Stationery be supplied for use in this office, please :-

	Paper, typing quarto, sulphite bond (thick) US	Packets	~~4~~ 1
	" " " manifold (thin) US	"	~~4~~ 2
	Machines stapling	No.	1
**	ME Forms 160 (Amended)	Covers	20
	~~[illegible]~~	~~No.~~	~~100~~
	Paper Fastener Slidewire - large	Boxes	~~6~~ 3
	Pencils Blackhead 2B (soft)	No.	6
	Typewriter Ribbons	"	3
	Paper Fastener Slidewire (small)	Boxes	~~6~~ 3
	~~[illegible]~~	~~sheets~~	~~10~~
	Pins steel Plated	Packets	3
	~~[illegible]~~	"	~~4~~
	Nibs assorted	"	12
	Ink Duplicating Grey	Tubes	3
	~~Erasers (typewriter - round type with brush)~~	~~No.~~	~~6~~
	Correction	Bottles	6.
	Pencils. Green	No	3.
	Pencils Red.	No	6.
**	Urgently required - stock exhausted	Sheets	30.
	~~Brown~~ Paper Brown.	Sheets	50.
	Paper Blotting. (White).	No	1.
	Eraser Blanchtman	Pkts.	10.
	Paper Duplicating Foolscap (Ruled)		

Bar Pen

'G' Branch
S.O.M.S.

4 August 1945

5155

jv

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

40

1

SUBJECT: Stationery Requirements

'G' Branch
M M I A
BM/G/3

TO : HQ Chief Clerk
M M I A

1. It is requested that the following items of Stationery be supplied for use in this office, please: -

	Paper duplicating Foolscap mimeograph	Packets	10
	" typing, quarto, sulphite bond (thick) US	"	~~6~~ 4
	" " " manifold (thin) US	"	~~3~~ 3
	~~" " Foolscap sulphite bond (Thick) US~~	~~"~~	~~9~~
	~~" carbon, typing, foolscap~~	~~"~~	~~3~~
	~~" " " quarto (lightwieght) US~~	~~"~~	~~3~~
	~~Clips, Spring Bulldog~~	~~No.~~	~~12~~
	~~Elastics Bands~~	~~Packet~~	~~1~~
	Machines stapling	No.	~~1~~ 1
*	ME Forms 160 (Amended)	Covers	~~20~~ 20
	File Covers ~~Stout~~ THIN	No.	~~100~~ 100
	Paper Fasteners Slidewire large Small	Boxes	~~6~~ 6
	Pencils Blackhead 2B (soft)	No.	~~6~~ 6
	Typewriter Ribbons		3
	Paper Fasteners Slidewire small	Boxes	6
	Paper Brown	Sheets	50
*	Urgently required - stock exhausted		
	Pins steel Plated	Packet	3
	Pencils Blue		6
	Nibs assorted		12
	Ink Duplicating Grey		
	ERASERS (TYPEWRITER) (ROUND TYPE WITH BRUSH)		

BGR Pr 15/8
'G' Branch
S.Q.M.S.

27 July 45

jv

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

39

SUBJECT: Stationery Requirements

'G' Branch
M M I A
BM/G/3

TO : HQ Chief Clerk
M M I A

1. It is requested that the following items of stationery be supplied for use in this office, please:-

Paper duplicating Foolscap mimeograph	Packets	~~20~~ 10
" typing, quarto, sulphite bond (thick) US	"	4 4
~~" " " manifold (thin) US~~	~~"~~	~~2~~
" carbon, typing, foolscap Bond Thick US	"	3 3
" " " quarto (lightweight) US	"	3 3
~~Pins, steel plated~~	~~"~~	~~3~~
Clips, Spring Bulldog	No.	12 12
Elastic Bands	Packets	1 1
Machine stapling	No.	4 1
@ ~~MM~~ Forms 160 (Amended)	Covers	20 10
~~Stylus Plate and pen~~	~~No~~	~~1~~

@ Urgently required - stock exhausted

File covers Stout
Paper Fasteners Bible-lined large
Pencils Blacklead 2B Soft

100
6 Packets
6 No

'G' Branch,
S.O.M.S.

20 July 45

5153

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT: Stationery Requirements

'G' Branch
M M I A
BM/G/3

TO : HQ Chief Clerk,
M M I A

1. It is requested that the following items of stationery be supplied for use in this office please:-

Paper typing, quarto, sulphite bond (thick) US	Packets	20
" " " manifold (thin) US	Packets	4
" duplicating Foolscap (mimegraph)	"	4
" " quarto (mimegraph)	"	20
" carbon, typing, foolscap	"	5
" " " quarto (lightweight) US	"	3
Pencils, blacklead 2B (soft)	"	3
" Red	No	6
" Blue	"	12
Pins, steel plated	"	3
Correctine	Packets	3
Ink, duplicating, grey	Bottles	3
Staples, No 323	Tubes	3
Rulers, 12 graduated	Boxes	3
Clips, Spring Bulldog	No	3
SO Books No 136 1/2	"	12
Elastic Bands	"	3
Machines stapling	Packets	1
# ME Form 160 (Amended)	No	1
	Covers	20

Urgently required - stock exhausted

Stylus Plate and Pen

'G' Branch,
S.Q.M.S.

13 July 45

jw

51.

SUBJECT :- Stationery Requirements

"G" Branch
M M I A
BM/G/3

HQ Chief Clerk,
M M I A

1. It is requested that the following items of stationery be supplied for use in this office please :-

Paper typing, quarto, sulphite bond (thick) US	4 Packets	-	4
" " , foolscap, " " " US	"	-	4
" " , quarto, manifold (thin) US	4 "	-	4
" " , foolscap, " " US	— "	-	4
" duplicating Foolscap (mimeograph)	20 "	-	10
" " quarto (mimeograph)	5 "	-	5
" carbon, typing, foolscap,	3 "	-	2
" " , " , quarto (lightweight)	3 "	-	2
Pencils, blacklead 2B (soft)	6 No	-	6
" , red	12 "	-	2
" , blue	3 "	-	2
Erasers, type, hard	"	-	5
India Rubbers (soft)	"	-	4
Pins, steel plated	3 Packets	-	3
Papers Fasteners, slide, wire, large	"	-	6
Correctine	3 Bottles	-	2
Ink, duplicating, grey	3 Tubes	-	3
Staples, No. 323	3 Boxes	-	3
Rulers, 12" graduated	3 No	-	3
Clips, Spring Bulldog	12 "	-	12
SC Books No 136½	3 "	-	3
Elastic Bands	1 Packet	-	1

3151

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

Paper typing, quarto, sulphite bond (thick) US	4 Packets	-	4
" " , foolscap, " " " US	"	-	4
" " , quarto, manifold (thin) US	4 "	-	4
" " , foolscap, " " US	— "	-	4
" duplicating Foolscap (mimeograph)	20 "	-	10
" " quarto (mimeograph)	5 "	-	5
1 " carbon, typing, foolscap,	3 "	-	2
" " , " , quarto (lightweight)	3 "	-	2
4 Pencils, blacklead 2B (soft)	6 No	-	6
" , red	12 "	-	2
" , blue	3 "	-	2
Erasers, type, hard	"	-	5
India Rubbers (soft)	"	-	4
Pins, steel plated	3 Packets	-	3
Papers Fasteners, slide, wire, large	"	-	6
Correctine	3 Bottles	-	2
Ink, duplicating, grey	3 Tubes	-	3
Staples, No. 323	3 Boxes	-	3
Rulers, 12" graduated	3 No	-	3
Clips, Spring Bulldog	12 "	-	12
SO Books No 136	3 "	-	3
Elastic Bands	1 Packets	-	1
Machines Stapling	1 No	-	1
ME Form 160 (Amended)	20 Covers	-	20
SO Books No. 129 (Indexed)	No	-	1
Stencils, Gestetner, Rotary	"	-	100
Silk Diaphragm for Gestetner Rotary Duplicator	1 "	-	1
Typewriter ribbons - Imperial	"	-	2
" " - Underwood	"	-	2
" " - Remington Rand	"	-	1

* Urgently required - stocks exhausted.

July 45

5151

Bates
SQMS
"G" Branch.

Declassified E.O. 12065 Section 3-402/NND No. 765020

SUBJECT: Stationery Requirements

"G" Branch
M.M.I.A.
BM/G/3

HQ Chief Clerk
M.M.I.A.

Paper tipping, quarto, sulphite bond (thick) US 4
" , foolscap, " " " " 4
Paper " foolscap, manifold (thin)

1. It is requested that the following items of Stationery be supplied for use in this office please:-

Paper tipping, quarto, manifold (thin) 4 packets 4
Paper duplicating Foolscap (mimeograph) 10 ~~20~~ packets 15
Paper carbon, tipping, foolscap
Paper carbon pencil quarto 3 " 2
tipping (lightweight) 4
Pencils Blacklead 2B (soft) 6 No 8
Pencils colored red 4 " 5
Pencils colored blue 4 " 5
Erasers, type, hard 6 " 4
Indian Rubbers (soft) 4
Pins, steel 4-6 Packets 5
Paper Fasteners, slide, wire, large 6 " 5
Correctine 3 Bottles 2
Ink, drplicating, grey 3 tubes 3
Stapler No 323 3
Rulers, 12" graduated 3 No 2
Clips, Spring Bulldog 12 " 12
SO Books No 136½ 3 " 3
Elastic Bands 2 Packets 1
Machines Stapling 2 No 1
@ MI form 160 (Amended) 20 Covers 2
SO Books No 129 (Indexed) 3 1
Aide Diaphram for Gestetner Rotary Duplicator

@ Urgently required as stocks exhausted.

5150

2. The driving bands for Gestetner Rotary type Duplicator (reg No 273[illegible]) asked for on 25 May 45 are still required. Much inconvenience and delay are resulting, and it would be appreciated if further urgent application be made.

Declassified E.O. 12065 Section 3-402/NND No. 765020

Paper carbon pencil quarto	5	"	
Pencils Blacklead 2B (soft)	6	No	
Pencils colored red	4	"	
Pencils colored blue	4	"	
Erasers, type, hard	6	"	
Pins, steel	4 6	Packets	
Paper Fasteners, slide, wire, large	6	"	
Correctine	3	Bottles	
Ink, duplicating, grey	3	tubes	
Rulers, 12" graduated	3	No	
Clips, Spring Bulldog	12	"	
SO Books No 136½	3	"	
Elastic Bands	2	Packets	
Machines Stapling	2	No	
● ME Form 160 (Amended)	20	Covers	
SO Books No 129 (Indexed)	3		

● Urgently required as stocks exhausted.

2. The driving bands for Gestetner Rotary type Duplicator (reg No 273) asked for on 25 May 45 are still required. Much inconvenience and delay are resulting, and it would be appreciated if further urgent application be made for the necessary parts.

"G" Branch.

28 June 45

jv

Stylus ~~[illegible]~~ Plate & Pen	1
Typewriter ribbon, Imperial	2
" " Underwood	2
" " Remington Rand	1
Plates Gestetner Rotary	100

Declassified E.O. 12065 Section 3-402/NND No. 785020

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

35

SUBJECT: Stationery Requirements

"G" Branch
M.M.I.A.
BM/G/3

HQ Chief Clerk
M.M.I.A.

1. It is requested that the following items of Stationery be supplied for use in this office please:-

Paper typing, quarto, Manifold (thin)	2 packets
Paper carbon typing, quarto (lightweight)	4 "
Pencils, blacklead, 2B (soft)	6 No.
Pencils, colored, red	5 "
Pencils, colored, blue	4 "
Erasers, pencil, soft	1 "
Erasers, ink, hard	5 "
Erasers, type, hard	5 "
Correcting	2 Bottles
Ink, fountain pen	2 "
Ink, duplicating, grey	6 tubes
Staples, No 323	3 boxes
Clips, Spring (Bulldog)	12 NO.
S.O. Books No. 136½	6 "
Envelopes large 15 x 10	50 "
Type writer ribbons "Underwood"	2 "
Type writer ribbons " Imperial"	2 "
Stencils Gestener Rotary	4 packets
Elastic Bands	1 "

5149

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

Machines Stapling	2 No.
Brushes Cleaning Type long	3 "
" " " short	3 "
ME Form 190 (Amended)	20 covers

"G" Branch.

Urgently required as stocks exhausted.

22 June 45

jv

34

SUBJECT: Stationery Requirements

'G' Branch
M.M.I.A.
BL/G/3

HQ Chief Clerk
M.M.I.A.

1. It is requested that the following items of stationery be supplied for use in this office please:-

Paper typing, quarto, sulphite bond (thick) US	4	packets
" " foolscap " " (thick) US	4	"
" " " Manifold (thin) US	4	"
2 " " quarto, " (thin) US	4	"
" duplicating, foolscap (mimeograph)	20	"
" " quarto "	10	"
" blotting	20	sheets
" carbon, typing, foolscap (lightweight)	4	packets
" " " quarto "	4 4	packets
4 " " pencil	2	"
Pencils, blacklead, 2B (soft)	6 10	n°
" colored , red	5 10	"
" " , blue	4 6	"
Erasers, pencil, soft	5	"
" ink hard	5 5	"
" type "	5 5	"
Pins, steel	5	packets
paper fasteners, slide, wire, large	5	boxes
Nibs, pen, mixed	1	"
Holders, pen	5	n°
Correctine	2 5	bottles
Ink, fountain pen	2 3	"
" duplicating, grey	6 6	tubes
Staples, n° 323	3 3	boxes
String, thin	1	ball
" thick	1	"
Rulers, 12" graduated	3	n°
Tags, Indian	100	"
Clips, Spring (Bulldog)	12 12	"
S.O. Books n° 129	6	"
" " n° 135	6	"
" " n° 136 1/2	6 6	"
Envelopes large 15 x 10	50 50	"
Push Through paper Fastener	3	boxes
TYPE WRITER RIBBONS UNDERLINED	2	0147
" " " Imperial	2	
stencils Gestetner Rotary	4	packets
Elastic Bands	1	packet

S/Sgt

G1 BRANCH

Declassified E.O. 12065 Section 3-402/NND No. 785020

	Paper, typing, quarto, [illegible]	(thick) US	4 packets
	" " foolscap " "	(thick) US	4 "
	" " " emifold	(thin) US	4 "
2	" " quarto, "	(thin) US	4 "
	" duplicating, foolscap (mimeograph)		20 "
	" " quarto "		10 "
	" blotting		20 sheets
	" carbon, typing, foolscap (lightweight)		4 packets
4	" " " quarto "		4 packets
	" " pencil "		2 "
	Pencils, blacklead, 2B (soft)		10 n°
	" colored , red		10 "
	" " , blue		6 "
	Erasers, pencil, soft		5 "
	" ink hard		5 "
	" type "		5 "
	Pins, steel		5 packets
	paper fasteners, slide, wire, large		5 boxes
	Nibs, pen, mixed		1 "
	Holders, pen		5 n°
	Correctine		3 bottles
	Ink, fountain pen		2 "
	" duplicating, grey		6 tubes
	Staples, n° 323		3 boxes
	String, thin		1 ball
	" thick		1 "
	Rulers, 12" graduated		3 n°
	Tags, Indian		100 "
	Clips, Spring (Bulldog)		12 "
	S.O. Books n° 129		6 "
	" " n° 135		6 "
	" " n° 136 1/2		6 "
	Envelopes large 15 x 10		50 "
	Push Through paper Fastener		3 boxes
	TYPE WRITER RIBBONS UNDERWOOD		2
	" " " Imperial		2
	stencils Gestetner Rotary		4 packets
	Elastic Bands		1 Packet

5147

5 Sgt

"G" BRANCH.

Machine Stapling
13 June 45 Brushes cleaning Typewriting
Brushes cleaning Type Short

2	92
3	
3	

jv

Declassified E.O. 12065 Section 3-402/NND Hq. 785020

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

33

SUBJECT: Office Stationery.

LAND FORCES SUB COM, AC (MMIA)

BK/G/3

12 June 45

TO : Camp Commandant.

Reference this HQ Q/20/1 of 1 June 45.

No payment was actually made by me so that the bill should be settled direct with the Stationers.

Mr Chapman
Maj GS
LAND FORCES SUB COM.
(FLIGHT LIEUTENANT
MMIA)

R 12/6.

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

BM/G/3.32A

Headquarters,
M.M.I.A.
Q/28/1
5 June 45.

To:-

Camp Commandant,
M.M.I.A.

32A

Attached copy letter PSS/33 dated 30 May, together with Bill endorsed as a charge against H.M.S.O. Votes, are forwarded for necessary action.

The Bill in question was settled by Major Cheyne.

R.A. CURTIES Lt. Col.
'Q' 2, M.M.I.A.

See 33.

GSO 1 .....
GSO 2 (Ops) .....
GSO 2 (SD) .....
GSO 2 (WD) X Thus X
GSO 2 (L) .....
GSO 3 (SD) .....
GSO 3 (Obs) .....
GSO 3 (I) .....

COPY:- 'G'

RAC/fem

MMIA - 'G'
FILE: BM/G/3
DATE: 5/6

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

BM/G/3.
32

ALLIED FORCES HEADQUARTERS
PRINTING AND STATIONERY SERVICE DIRECTORATE

Subject:- Bills. PSS/33

Land Forces Sub Commission A.C.
(M.M.I.A.) ROME.

30

Reference your Q/28/1 dated 29 May 45.

1. Relevant bill, duly endorsed as a charge against HMSO Votes is returned herewith.

Lt. Col. R.A.S.C.
A.D.P.S.S. A.F.H.Q.

30 May 45.
GC/LR

COPY ONLY

MMIA - 'G'
FILE: BM/G/3
DATE: 5/6

5145

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

31

SUBJECT: Typewriter Repairs

LAND FORCES SUB-COM, AC (MMIA)

BM/g/3

31 May 45

Hq Commandant,
(for Office Space Sec).

Fee

1. It is requested that arrangements be made for the repair of the under-mentioned typewriters:-

No. 192200, Olivetti Short Carriage. Vertical spacing lever requires adjustment.

No. 172826, Olivetti Long Carriage. Horizontal Space bar requires adjustment.

2. Mechanic should be instructed to report to Room 39, Seventh Floor.

Lt-Col,
GS.

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

DP/6/3

Subject:- Bills.

Land Forces Sub Commission A.C.
ROME
(M.M.I.A.)
G/28/1
29 May 45.

To:-

A.D.P.S.S.

Reference your PSS/33 dated 18 April 45.

The enclosed bill for 1,400 lire refers to articles purchased for the same reason and under the same circumstances, viz: the establishment of a W.E. Committee and the need for special files and documents.

It is regretted tht the correct procedure (indent on H.M.S.O) was not followed, nor was prior authority obtained before purchase. The attention of all concerned has been directed to the necessity to avoid a repetition of this error.

The enclosed bill is the last to be settled in this connection and approval is requested for it to be endorsed as a charge against H.M.S.O Votes.

See F. 32B.

R.A. CURTIES Lt. Col.
for Major General.
M.M.I.A.

Copy to:-
G (SD)

M.M.I.A. 'G'
Bm/B/3.
31/5

RAC/fem

5143

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

29

SUBJECT: Stationery Requirements

'G' Branch
M.M.I.A.
BM/G/3

HQ CHIEF CLERK
M.M.I.A.

1. It is requested that the following items of stationery be supplied for use in this office please:-

Paper thick type foolscap	6	packets
" " " quarto	6	"
" blotting, red	20	sheets
" carbon, typing, foolscap	4	"
Pencils, red	6	N°
" , blue	6	"
" , soft, drawing, 2B	6	"
Ink, duplicating, grey	3	tubes
" powder, blue	3	bottles
" " red	3	"
" fountain pen	2	"
Erasers, pencils, soft	6	N°
" ink, hard	6	"
" type "	6	"
Rulers, 12" graduated	4	"
Pins, drawing	4	boxes
" steel	4	packets
Nibs, pen mixed	2	dozens
Stencils, Gestetner, Rotary	4	packets
x. Staples, N° 323	6	boxes
Typewriter Ribbons UNDERWOOD 1/2"	2	
Paper Fasteners, Slide, Wire	6	boxes
Tags Indian	200	
Envelopes, large 15x10	100	
Correctine	4	Bottles

2. Request also the provision of 2 driving bands for Gestetner Rotary, type Duplicator (Reg N° 27344), one to be held in reserve.

25 May 45

'G' BRANCH

5142

x. Staples issued previously were too small and are returned herewith

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

1

SUBJECT: Stationery Requirements

'G' Branch
~~M.M.I.A.~~
MM/G/3

HQ CHIEF CLERK
M.M.I.A.
- - - - - - -

1. It is requested that the following items of stationery be supplied for use in this office please :-

~~Paper, duplicating, foolscap (Mimeograph)~~	~~[illegible]~~
~~" " quarto "~~	~~[illegible]~~
" blotting, red	~~5 packets~~
" carbon, typing, foolscap	20 sheets
Pencils, red " quarto	4 packets
" blue	6 no. 4 pocket
" soft, drawing, 2B	6 no.
Ink, duplicating, grey	6 no.
" powder, blue	3 tubes
" " red	3 bottles
" fountain pen	3 bottles
Erasers, pencil, soft	2 bottles
" ink, hard	6 no.
" type "	6 no.
Rulers, 12" graduated	6 no.
Pins, drawing	4 no.
Pins, steel	4 boxes
Nibs, pen mixed	4 packets
Stencils, gestetner, Rotary	2 dozens
* Staples, No. 323	4 packets
~~MM Form 160 (amended) (War Diary)~~	6 boxes
~~Typewriter Ribbons "UPRIGHT" 1"~~	20 forms
~~" " "REMINGTON 1"~~	~~2~~
~~" " UNDERWOOD 1"~~	~~2~~
Paper Fasteners, Slide, Wire	2
Tags Indian	6 boxes
Envelopes Large 15 x 10	200
Paper thick type foolscap	100
Paper thick type quarto	6 Packets
	6 Packets

2. Request also the provision of 2 drawing boards for Gestetner Rotary Type Duplicator (Reg No 24344), one to be held in reserve.

'G' BRANCH.

5141

* Staples issued previously were too small and are returned therewith.

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

Subject: Stationery Requirements

'G' Branch
M.M.I.A.
MM/G/3

22

- - - - - -
12 May 45.

HQ Chief Clerk
M.M.I.A.
- - - - - - - - - -

1. It is requested that the following items of stationery be supplied for use in this office please :-

Paper, duplicating, foolscap (Mimeograph)	12 packets
" " quarto "	5
" blotting, red	20 sheets
" carbon, typing, foolscap	4 packets
Pencils, red	6 no.
" blue	6 no.
" soft, drawing, 2B	6 no.
Ink, duplicating, grey	3 tubes
~~" powder, blue~~	~~3 bottles~~
~~" " red~~	~~3 bottles~~
" fountain pen	2 bottles
Erasers, pencil, soft	6 no.
" ink, hard	6 no.
" type "	6 no.
Rulers, 12" graduated	4 no.
Pins, drawing	4 boxes
Pins, steel	4 packets
Nibs, pen mixed	2 dozens
Stencils, Gestetner, Rotary	4 packets
Staples, No. 323	6 boxes
ME FORMS 160 (amended) (War Diary)	20 forms
TYPEWRITER RIBBONS IMPERIAL ½"	2
" " REMINGTON ½"	2
" " UNDERWOOD ½"	2
Paper Fastener Slide wire	10 boxes

'G' Branch

RIG

5140

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT: Census of Typewriters

Ref 26

LAND FORCES SUB COM, AC (MMIA)
B/G/3
5 May 45

Chief Clerk,
HQ MMIA

Ref your letter CC/7 of 4 May.

1. Below are relevant details, (completed as far as possible), of all typewriters held by "G" branch :-

Type	Registered No	Carriage	Remarks
Imperial	S/534/15	14"	Br
Olivetti	192200	10"	ITI
Olivetti	NK	Long carriage	ITI - ~~with~~ L/Cpl SHIELDS at CESANO.
Underwood	Nil	10"	ITI.

2. Details in respect of the portable machine held by Major STAINTON and the Olivetti at present with L/Cpl SHIELDS, will be submitted when they become available.

jv.

Sgt.
G3(B)

5139

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

Subject:- Typewriters

Bm/6/3. 25

Land Forces Sub Com, AC
(M.M.I.A.)
CC/7
4 May 45

WO or NCO i/c G(SD)
G(Trg)
RE
R Sigs
A
Q
S&T
A/Cs
Med
Q(OS)
Ord Records
Arty Records
Welfare
Labour
Movements
Interpreters

1. A return will be rendered to me, not later than 1200 hrs on 6th. May, shewing the number, make and length of carriage of all British and Italian typewriters held.

2. NIL returns are required.

3. Head Clerks and NCOs i/c will ensure that those machines in use in officers rooms are included.

See F.26

E. Bonnelli
WO1.
CHIEF CLERK. MMIA

GSO 1
GSO 2 (Ops)
GSO 2 (SD)
GSO 2 (WE)
GSO 2 (Trg)
GSO 3 (SD)
GSO 3 (Orbat)
GSO 3 (I)

c/

MMIA
FILE: Bm/6/3
DATE: R6/5

5138

Unclassified E.O. 12065 Section 3-402/NNDC NO. 785020

SUBJECT: Stationery Requirements.

(24)

'G' Branch
M.M.I.A.
BM/G/3

- - - - - -

HQ Chief Clerk
M.M.I.A.

- - - - - - - - -

1. It is requested that the following items of stationery be supplied for use in this office please: -

Paper, duplicating, foolscap (mimeograph)	12 packets
" " quarto "	5 "
" blotting, red	20 sheets
" carbon, typing, foolscap	4 packets
Pencils, red	6 no.
" blue	6 no.
" soft, drawing, 2B	6 "
Ink, duplicating, grey	3 tubes
" powder, blue	3 bottles
" " red	3 "
" fountain pen	2 "
Erasers, pencil, soft	6 no.
" ink, hard	6 no.
" type, "	6 "
Rulers, 12" graduated	4 "
Pins, drawing	4 boxes
" steel	4 packets
Nibs, pen mixed	2 dozens
Stencils, Gestetner, Rotary	4 packets
Staples, No.323	6 boxes

4 May 45

'G' Branch

cc

5137

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

23

SUBJECT: Office Maintenance

LAND FORCES SUB-COM, A.C. (MMIA)
BM/G/3
2 May 45

TO : OFFICE SPACE SECTION

Request Typewriter Mechanic be sent to Room 38, 7th Floor to change keyboard on one (1) OLIVETTI Typewriter.

Lt. Col.
G. S.

ws

5136

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

22

SUBJECT: Rubber Stamps

LAND FORCES SUB COM, AC (MMIA)

BM/G/3

29 Apr 45

TO : H.Q. COMDT R.C

Will you please supply rubber stamps as per attached designs (2) for use by the Interpreter Section of this H.Q.

Captain
G3 (Int)

cgl.

R 29/4

6135

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

21

SUBJECT: Office maintenance

LAND FORCES SUB-COM, A.C. (MMLA)

BM/G/3

27 Apr 45

TO : OFFICE SPACE SECTION

Request typewriter mechanic be sent to Room 39, 7th Floor as soon as possible to make necessary repairs on one (1) Remington Typewriter.

Lt. Col.
G. S.

WS

26

Declassified E.O. 12065 Section 3-402/NNDC NO. 785020

20

SUBJECT: Stationery Requirements

'G' BRANCH, M.M.I.A.

26 Apr 45.

HQ Chief Clerk,
M.M.I.A.

Ref this office stationery indent dated 25 Apr 45.

1. It is requested that the following items be added to the above indent:-

	Paper, wrapping, brown	50 sheets
x	Machines, stapling	2 no.
	Paper, gummed, rolls	1 roll
x	Scissors, large	1 pair
	Brushes, cleaning, type, long	2 no.
	Brushes, cleaning, type, short	2 no.
	Oil, typewriter	2 bottles
x	Clips, spring (bulldog)	12 no.

2. If the items marked 'x' are not at present available it is requested that efforts be made to obtain them from Stationery Depot, please, as there is a real need for each of these items.

Davis
Sgt
'G' Branch.

6133

(19)

SUBJECT: Stationery Requirements.

"G" Branch
M.M.I.A
M/G/3

HQ Chief Clerk
M.M.I.A.

1. It is requested that the following items of stationery be supplied for use in this office please:-

Paper, duplicating, foolscap (mimeograph)	10 packets
" " quarto "	6 "
" typing, quarto (thin)	6 "
" carbon, typing, foolscap	3 "
" " " quarto	3 "
Pencils, red	6 "
" blue	3 "
" 4 B	6 "
Pins, drawing	4 boxes
" steel	6 packets
Paper fasteners, slide, wire, large	6 "
" " " " small	6 "
Nibs, pen, mixed	2 "
Stencils, Gestetner, Rotary	200 No.
Ink, duplicating, grey	6 tubes
Staples, No 323	4 boxes
Filing trays	7 No.
Bottles, ink	12 "
Ink powder, red	4 tins
" " blue	4 "
SO Book No 129	6 No.
SO Book No 135	6 "
SO Book No 136	6 "

25 April 45

"G" Branch

5132

jv

Declassified E.O. 12065 Section 3-402/NND Ho. 785020

Paper, duplicating, foolscap (mimeograph)	10 packets
" " quarto "	5 "
" typing, quarto (thin)	6 "
" carbon, typing, foolscap	3 "
" " " quarto	3 "
Pencils, red	6 "
" blue	3 "
" 4 B	6 "
Pins, drawing	4 boxes
" steel	5 packets
Paper fasteners, slide, wire, large	6 "
" " " " small	6 "
Nibs, pen, mixed	2 "
Stencils, Gestetner, Notary	200 No.
Ink, duplicating, grey	6 tubes
Staples, No 323	4 boxes
Filing trays	7 No.
Bottles, ink	12 "
Ink powder, red	4 tins
" " blue	4 "
SO Book No 129	6 No.
SO Book No 135	6 "
SO Book No 136	6 "

25 April 45

"G" Branch

5132

R25/4

Declassified E.O. 12065 Section 3-402/NND No. 785020

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

18

SUBJECT: Typewriter repairs

LAND FORCES SUB-COM. A.C. (MMIA)

BM/G/3

19 Apr 45

TO : OFFICE SPACE SECTION

Request Typewriter Mechanic be sent Room 39, 7th Floor to make necessary repairs on three (3) typewriters.

1 Underwood (American)
1 Imperial (British)
1 Olivetti (Italian)

Lt. Col.
G.S.

WS

R 19/4

5131

Declassified E.O. 12065 Section 3-402/NNDC NO. 785020

(n)

SUBJECT: Rubber Stamps

LAND FORCES SUB-COM, AC (MMIA)
BM/G/3
Apr 45

Hq Comdt,
Allied Commission

It is requested that this Sub-Commission be supplied with a rubber Stamp as per specimen attached please.

GSO 1
GSO 2 (Ops)
GSO 2 (SI)
GSO 2 (WE)
GSO 2 (L)
GSO 3 (SD)
GSO 3 (Cultural)
GSO 3 (I)

R. G. R
for Lt. Col.
G.S.

am.

5130

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

(16)

SUBJECT: Stationery Requirements.

"G" Branch
M.M.I.A.
BM/G/3

HQ Chief Clerk
M.M.I.A.

1. It is requested that the following items of stationery be supplied for use in this office please :-

Paper typing, quarto, sulphite bond (thick)	4 packets
" duplicating, foolscap	5 packets
" carbon, typing, foolscap (thin)	3 "
" " " quarto (thin)	3 "
Pencils, soft	12 N°.
Erasers, pencil, soft	5 "
" type , hard	5 "
Pins, drawing	3 packets
Pins, steel	3 packets
Paper fasteners, slide, wire	3 boxes
Staples, n° 323	6 "
File Covers	200 n°.
Rulers, 12" graduated	3 "
Ink, duplicating, grey	4 tubes
Typewriter Ribbons, Imperial	1 n°;
" " Underwood	1 "
Filing trays	7 "
Army Form C 2118 (War Diary Form)	2 pads

Davis Sgt
"G" Branch

18 April 45

jv

5129

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

12

SUBJECT : Repairs to Typewriter.

LAND FORCES SUB-COMM. A.C.
(M.M.I.A.)

9 April 45

TO : Office Space Section
Allied Commission.

May a mechanic please be instructed to report to Room 39, 7th Floor to carry out urgent typewriter repairs.

Lt. Col.
G.S.

jv R 9/4.

5128

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

(11)

SUBJECT: Rubber Stamps

LAND FORCES SUB-COM, AC (MMIA)

M/G/3

7 Apr 45

Hq Comdt,
Allied Commission

It is requested that two rubber stamps as specimen below be supplied for use in this HQ, please.

fd

for Major-General.

INFORMATION COPY

SUBJECT : Stationery Requirements.

(10)

'G' Branch
M.M.I.A.
RM/G/3

TO : HQ Chief Clerk
M.M.I.A.

1. It is requested that the following items of stationery be supplied for use in this office please:-

Paper typing, foolscap, sulphite bond (thick)	2	packets.
" " quarto, sulphite bond (thick)	4	"
" " foolscap, manifold (thin)	4	"
" " quarto " (thin)	4	"
" duplicating, foolscap (mimeograph)	12	"
" " quarto "	6	"
" blotting	30	"
" carbon, typing, foolscap (lightweight)	5	"
" " " quarto "	5	"
Pencils, blacklead, 2B (soft)	12	No.
Erasers, pencil (soft)	4	"
" ink (hard)	4	"
" type "	4	"
Pins, drawing	4	packets
Stencils, Gestetner, Rotary	200	No.
Correctine	2	bottles
Ink, fountain pen	2	bottles
" , duplicating, grey	4	tubes
Staples, No 323	6	boxes
File covers, stout	100	No.
" " flimsy	100	"
Rulers, 12" graduated	2	"
Millboards, large	3	"
Filing trays (special requirement)	7	"
Date stamp	1	"

7 Apr ~~Feb~~ 45

'G' Branch

sm.

5126

Declassified E.O. 12065 Section 3-402/NNDC No. T85020

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

9

SUBJECT : Office Supplies

Land Forces Sub-Comm. A.C.
(M.M.I.A.)
File BM/G/3
5 April 45

TO : H.Q. Comdt. A.C.

May this H.Q. please be supplied with two (2) rubber stamps, letters 3/5 inch high, as follows :-

"INFO COPY ONLY"

Cancelled
See Form

(11)

Lt. Col.
G. S.

5125

Declassified E.O. 12065 Section 3-402/NNDC NO. 785020

8.

SUBJECT : - Typewriter Repairs

Land Forces Sub.Comm.A.C.
(M.M.I.A.)
File No. BM/G/3
31 Mar 45

TO : - Office Space Sec. HQ. AC.

It is requested that arrangments be made for a typewriter mechanic to visit Room 39, 7th floor to make minor repairs to one typewriter.

Lt.Col. G.S.
M.M.I.A.

am.

5124

SUBJECT: Stationery Requirements.

'G' Branch
M.M.I.A.
RM/G/3

TO : HQ Chief Clerk
M.M.I.A.

1. It is requested that the following items of stationery be supplied for use in this office please:-

2	Paper typing, foolscap, sulphite bond (thick)	1 packet.
4	" " quarto, sulphite bond (thick)	1 "
4	" " foolscap, Manifold (thin)	2 " (s)
4	" " quarto " (thin)	3 "
12	" duplicating, foolscap (mimeograph)	10 "
6	" " quarto "	3 "
30	" blotting	
5	" carbon, typing, foolscap (lightweight)	4 " (s)
5	" " " quarto "	4 " (s)
	Envelopes gummed backs small	
	" " " foolscap	
	" " " large	
	Gummed labels small	
	" " large	
12	Pencils, blacklead, 2B (soft)	10 no.
	" coloured, red.	3 "
	" " blue.	3 "
	Erasers, pencil soft	5 "
	" ink hard	5 "
	" type "	5 "
	Pins, drawing	
	" steel	3 Packets.
	Paper fasteners, slide, wire, large	3 boxes.
	Nibs, pen, mixed	
	Holders, pen	6 no.
200	Stencils, Gestetner, Rotary	200 "
1	Correctine	2 bottles.
2	Ink, fountain pen	
	" , duplicating, grey	4 tubes.
6	Staples, No 323	3 boxes.
	String, thin	
	" thick	
100	File covers, stout	
100	" " flimsy ~~only~~	100 no.
2	Rulers, 12" graduated	3 no.
	Office paste	
	millboards, foolscap	12 no.
	" large	

5123

Declassified E.O. 12065 Section 3-402/NNDC No. 75020

" quarto (thin)	3	"
" duplicating, foolscap (mimeograph)	10	"
" " quarto "	3	"
" blotting		
" carbon, typing, foolscap (lightweight)	4	" (s)
" " " quarto "	4	" (s)
Envelopes gummed backs small		
" " " foolscap		
" " " large		
Gummed labels small		
" " large		
Pencils, blacklead, 2B (soft)	10	no.
" coloured, red.	3	"
" " blue.	3	"
Erasers, pencil soft	5	"
" ink hard	5	"
" type "	5	"
Pins, drawing		
" steel	3	Packets.
Paper fasteners, slide, wire, large	3	boxes.
Nibs, pen, mixed		
Holders, pen	6	no.
Stencils, Gestetner, Rotary	200	"
Correctine	2	bottles.
Ink, fountain pen		
" , duplicating, grey	4	tubes.
Staples, No 323	3	boxes.
String, thin		
" thick		
File covers, stout		
" " flimsy ~~only~~	100	no.
Rulers, 12" graduated	3	no.
Office paste		
millboards, foolscap	12	no.
" large	6	no.
Rubber stamps, pads.		
Ink for Rubber Stamp pads	1	bottle.
Filing trays (special requirement)		no.
File covers 69-63		
chalk, white	20 packs	

5123

2. May I please be informed when the four revolving rubber date stamps requested in my BM/G/3 of 16 March 45 can be expected.

Date required

24 Mar 45

'G' Branch

am.

Declassified E.O. 12065 Section 3-402/NND NO. 785020

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

6.

SUBJECT: Printing

Land Forces Sub-Com, AC (MMIA)

BM/G/3

23 Mar 45

Printing and Security Officer,
H.Q., A.C.

It is requested that 6,000 (six thousand) copies of the attached specimen chit be printed for use by this HQ, please.

It is especially desirable that the chits be printed on thin paper. This Office can supply the necessary type of paper in foolscap sheets, if this will be of any assistance to you.

Lt-Colonel,
General Staff.

fd

0122

Declassified E.O. 12065 Section 3-402/NNDC No. 785020

5.

SUBJECT: Office Supplies

LAND FORCES SUB-COM. A.C.
(M.M.I.A.)
File No. EM/G/3
23 March 45

TO : G. SACCONE (STATIONERY) CARTOLERIA
ROME, Via del Traforo 137

Please supply:

10 Folders (Raccoglitori)

to Room 54 HQ MMIA.

Major General
M. M. I. A.

WB

(24 March - per Major Talabini)

5121

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

SUBJECT: Office Equipment - Rubber Stamps.

Land Forces Sub Com, A.C.
(M.M.I.A.)
Maint/1
10 Mar 45.

TO : Hq Comdt,
A.C.

It is requested that six (6) moveable rubber date stamps be supplied for use in the offices of this Sub Commission please.

HQ COMMANDANT
FILE HQC/11
11 MAR 1945
SEEN
COMDT
ASST.
C.C.

tvs.

Lt Col
G.S.
M.M.I.A.

5120

2

SUBJECT: Stationery Requirements.

'G' Branch
M.M.I.A.
BM/G/3
- - - - - -

HQ Chief Clerk
M.M.I.A.
- - - - - - - -

1. It is requested that the following items of stationery be supplied for use in this office please: -

Paper typing, quarto, sulphite bond (thick)	US 4	1 packet.
" " foolscap, Manifold (thin)	US 4	2 " (s)
" " quarto " (thin)	US 4	2 "
" duplicating, foolscap (mimeograph)	10	10 "
" " quarto "	10	6 "
" blotting	20	30 sheets.
" carbon, typing, foolscap (lightweight)	4	50 "
" " " quarto "	4	50 "
Envelopes gummed backs small	1 pkt	100 no.
" " " foolscap	-	100 "
" " " large	-	100 "
Gummed labels, small		1 packet.
" " large		1 "
Pencils, blacklead, 2B (soft)	10	10 no.
" coloured, red.	10	6 "
" " blue.	6	6 "
Erasers, pencil. soft	5	5 "
" ink hard	5	5 "
" type "	5	5 "
Pins, drawing	-	2 boxes.
" steel	5	5 packets.
Paper fasteners, slide, wire, large	5	5 boxes.
Nibs, pen, mixed	1	1 box.
Holders, pen	5	6 no.
Stencils, Gestetner, Rotary	200	200 "
Correctine	3	2 bottles.
Ink, fountain pen	2	2 "
" , duplicating, grey	4	4 tubes.
Staples, No 323	3	3 boxes.
String, thin	1	1 ball
" thick	1	1 "
File covers, stout	-	100 no.
" " flimsy	100	100 "
Rulers, 12" graduated	3	2 "
Office paste	-	2 bottles.
Millboards, foolscap	12	12 no.
" large	6	6 "
Rubber stamps, pads.	-	2 "
Ink for Rubber Stamp pads	-	1 bottle.
Filing trays	-	4 no.
File covers. — 69-63	-	50 "

0119

2. It is further requested that application be made to Stationery Depot

Declassified E.O. 12065 Section 3-402/NNDC No. T85020

" " foolscap, Manifold (thin)	4	2	" (s)
" " quarto " (thin)	4	2	"
" duplicating, foolscap (mimeograph)	10	10	"
" " quarto "	10	6	"
" blotting	20	30	sheets.
" carbon, typing, foolscap (lightweight)	4	50	"
" " " quarto "	4	50	"
Envelopes gummed backs small	2	100	no.
" " " foolscap		100	"
" " " large		100	"
Gummed labels, small		1	packet.
" " large		1	"
Pencils, blacklead, 2B (soft)	10	10	no.
" colouredd, red.	10	6	"
" " blue.	6	6	"
Erasers, pencil. soft	5	5	"
" ink hard	5	5	"
" type "	5	5	"
Pins, drawing		2	boxes.
" steel	5	5	packets.
Paper fasteners, slide, wire, large	5	5	boxes.
Nibs, pen, mixed	1	1	box.
Holders, pen	5	6	no.
Stencils, Gestetner, Rotary	200	200	"
Correctine	3	2	bottles.
Ink, fountain pen	2	2	"
" , duplicating, grey	6	4	tubes.
Staples, No 323	3	3	boxes.
String, thin	1	1	ball
" thick	1	1	"
File covers, stout		100	no.
" " flimsy	100	100	"
Rulers, 12" graduated	3	2	"
Office paste		2	bottles.
Millboards, foolscap	12	12	no.
" large	6	6	"
Rubber stamps, pads.		2	"
Ink for Rubber Stamp pads	1	1	bottle.
Filing trays		4	no.
File covers. — 49-63		50	"

2. It is further requested that application be made to Stationery Depot for four(4) revolving rubber date stamps for use by the various sections of this office.

2. [illegible] be [illegible] when the [illegible] rubber date stamps requested [illegible] Bn/G/5 of 16 Mar 45 can be [illegible].

16 Mar 45.

tvs.

Tags Index	100	
Elastic Spring (Buff dry)	12	
S.O. Books No 129	6	
50 Books No 175	6	
50 Books No 1361	6	
Envelopes Large 15X10	50	
Pink Through Paper Fasteners	2 Boxes	

'G' Branch.

Declassified E.O. 12065 Section 3-402/NND NO. 785020

Declassified E.O. 12065 Section 3-402/NNDG NO. 785020

G. 1

SUBJECT: Stationery

LAND FORCES SUB-COM. A.C.
(M.M.I.A.)
File No. CC/4
13 March 45

TO : Chief Clerks & NCO's
i/c Branches & Services

1. With immediate effect, stationery will be issued once weekly, on Mondays, between 0900 and 1200 hrs.

2. Indents will be submitted to Chief Clerk, Room 36, on Fridays before 1200 hrs.

WO II
Chief Clerk

ws

5118

2119