

PERMANENT FILE

*White House
Stationery*

76/25/46. *file*
THE WHITE HOUSE
WASHINGTON

June 5, 1946

MEMORANDUM FOR THE HEADS OF THE DEPARTMENTS, AGENCIES AND

INDEPENDENT ESTABLISHMENTS OF THE GOVERNMENT:

To avoid improper use of White House stationery and the recurrent danger of such improper use by unauthorized persons, it has been decided to discontinue the practice of distributing this stationery to the departments and agencies upon request for their use in the preparation of correspondence for the signature of the President or his Secretariat.

Instead, it will be the policy to retain all White House stationery in the White House Office. Whenever drafts are submitted for the signature of the President or his Secretariat, they may be submitted on plain paper and they will be prepared for signature in this office.

In order to effectuate the purpose to be achieved, will you please see to it that all unused White House stationery of any description now in the possession of your department or agency is returned to us.



WILLIAM D. HASSETT
Secretary to the President

Correspondence re this subject did not come to file.

MEMORANDUM FOR: Members of the Cabinet

FROM: The President

September 24, 1947

MEMORANDUM FOR THE SECRETARY OF DEFENSE

Dear Secretary Forrestal:

January 21, 1948

Memorandum for: James Forrestal
Secretary of Defense

From: The President

April 22, 1948

Memorandum for: Secretary of Defense

From: The President