

FEDERAL RESERVE BANK  
OF RICHMOND

139.

IMPORTANT INSTRUCTIONS  
Regarding Moving into New Buildings



TO: Mr. Thos. Marshall, Jr., Asst. Cashier

DEPT: Officers

On Saturday **OCT 22 1921** we will begin moving into our New Buildings. It is planned to move all departments of the Bank at the same time, and your department will be moved on the above day unless you are notified to the contrary.

You will be located in the new quarters as follows:

Building -	Main
Floor -	Second
Dept. -	Discount
Desk No. -	977

You have been assigned Locker No. 10 in the Officers' locker room on the Basement floor of the Main building. The key to this locker will be delivered to you by the Personnel Department prior to moving. This key will also open locker compartment No. a space in which you may also occupy.

You have been assigned Time Clock No. on time clock located on the first floor of the building near the elevators. You will please register on this clock and number when you report for duty for the first time in the new quarters and continue to follow the same rules regarding time clock registrations as now apply. You should continue to use your present number until after we have moved.

IN ORDER TO EFFECT AN ORDERLY MOVING IT IS ESSENTIAL THAT YOU CAREFULLY OBSERVE THE FOLLOWING INSTRUCTIONS:

1. On the day of moving, your work for the day must be finished as quickly as possible.
2. Your desk must be thoroughly cleaned out and emptied of all your belongings and supplies, such as forms, stationery, paper, ink, ink stands, pens, pencils, rulers, etc. All of these must be placed in a

heavy paste board box or wrapped with very heavy paper. The package must then be sealed or securely tied with strong twine and labeled to show your designation in the new quarters, namely: Building, Floor, Department, Desk and your name. The boxes or heavy paper and also the special, gummed labels should be gotten from the Supply Department (Mr. Holden). This is very important. Nothing must be left in your desk or on your desk. The package containing your supplies will be moved to the new building and placed on your desk there.

3. All books, binders, cards, small files or other records, which you use, must likewise be placed in boxes or wrapped with heavy paper and similarly labeled, so that they may be moved and placed on your desk in the new building.

4. Any typewriter, adding machine, or other mechanical device, which you use, should be tagged to show your designation in the new building. A special, wired tag for this purpose should be gotten from the Supply Department (Mr. Holden). This tag must be securely attached to the machine in a place where it may be easily seen and read. If it is an adding machine on an iron stand, a tag should be attached to the stand also, as a precaution in case the two should accidentally become separated. The machine will be placed either on your desk or by the side of your desk in the new building.

5. All correspondence files and legal files will be moved with the contents in them. The drawers should not be taken out.

6. All keys to your present desk should be tied on a string and left in the top drawer. Your particular desk may be assigned to someone else in the new quarters and the keys should accompany it.

It is important that you do not destroy this letter as it contains imperative instructions and necessary information as to your location, locker number and time clock number in the new building. Keep it on your person, study it, and be guided by it until after you have moved and become settled in your new quarters. You will be held responsible for failure to comply with these instructions.

The officer in charge of your department will answer any questions you may desire to ask and give you any further instructions.

Yours very truly,

J. S. WALDEN, JR.,

ASSISTANT TO GOVERNOR.

Approved:

GEORGE J. SEAY,

GOVERNOR.

SPECIAL INSTRUCTIONS TO OFFICERS AND EMPLOYEES WHO HAVE BEEN DESIGNATED TO SUPERVISE CERTAIN WORK OR PERFORM SPECIAL DUTIES IN CONNECTION WITH MOVING FROM OUR OLD LOCATION TO OUR NEW BUILDINGS.

139.

1. See that each clerk in the department or the departments assigned to you carefully and properly carries out the instructions embodied in the general letter of instructions regarding moving.
2. See that all labels or tags are written plainly, preferably with blue pencil.
3. See that every piece of furniture and equipment, which has not already been labeled by Mr. Woodward and which should be moved to the new buildings, is labeled or tagged. Any small article of this nature may be placed in the paste board box of the employee. If the article is too large to be put in the employee's box, it should be labeled or tagged separately. Those pieces of furniture marked with a yellow cross are not to be moved.
4. See that all typewriters are unfastened from the desks. The hooks which fasten a great many typewriters to the desks and also the felt pads on which the typewriters rest should be left with the desk.
5. See that all electrically driven machines are disconnected at the plug and that each wire or cord is wrapped around the machine and tied securely to the machine (not the stand), so that the machine may be taken off the stand if necessary.
6. See that all drawers to desks are securely wedged with paper so that the drawers will not slide open in moving. Any drawer, which automatically locks by closing another drawer, need not be wedged but the controlling drawer must be wedged.
7. See that a cord is wrapped around all files, through the handles, and securely tied so that the drawers will not slide open. Heavy cord for this purpose will be supplied by Mr. Holden. A file in which the drawers can be locked need not be tied with this cord.
8. See that all sectional bookcases are tied with a cord around each section so that the front will not fly open. This should be done by the person in whose department, or near whose department, sectional bookcases are located.
9. All ink wells must be emptied before moving and bottles of ink must not be packed with other supplies, since they might break or become unstopped and cause considerable damage.
10. The person or persons charged with these responsibilities at the old building should see that all equipment and records (which are to be moved) leave the department and in proper shape. He, himself, should not leave the department until this has been accomplished.
11. The floor plan of each floor at the New Buildings, showing the furniture lay-out, will be on the floor in the charge of some one designated person. The persons assigned special duties at the New Buildings must see that all items called for by the floor plans are received and properly spotted.