

October 7, 1969

MEMORANDUM

To: Charles L. Davis  
From: George Berry  
Subject: Office Furniture Loaned to Central Relocation Service

Back in 1966, the Finance Department loaned to the Atlanta Housing Authority several pieces of office furniture and equipment for use by the Central Relocation Service. It was then located at 516 Seminole Avenue, N. E.

The Central Relocation Service is no longer located at this site, and I recently heard that they were no longer using the furniture that we loaned to them. I requested Mr. Oliver Owenby to return the furniture recently so that it could be used in conjunction with the consultants' work on the 12th floor. He advised me that only the following furniture was not in use:

1 Desk #311  
1 4-Drawer File 560  
1 4-Drawer Stack File 5612  
1 Desk (No Number)

He returned this furniture, and it was received by Mr. Turner and put in use by the consultants on the 12th floor. It would be appreciated if you would note your inventory records accordingly.

GB:ja