Equipment receipt 43

Field	Entered value
Item	Divided brass request tray; North Reading Room desk
Removal from desk	19 October 1961 · 14:31
Receiving office	Collections & Custody
Accompanying contents	No request books or loose service counterparts
Disposition	Withdrawn from ordinary service
Acknowledgement	Equipment transfer acknowledged · A. Holt

This receipt covers the removal and custody of the described equipment. The desk ledger and the request book remain in Reader Services.
Equipment transfer acknowledged. This receipt does not acknowledge insertion of a personnel enclosure. Correspondence relating to staff conduct is to retain its own filing acknowledgement.

A. Holt · Collections & Custody

Receipt 43 · equipment series. Compare the correspondence disposition separately.

Applied Studies / 20 October 1961

Request for a certified duplicate

Please prepare a certified duplicate of AS/61/19 for insertion with the memorandum concerning E. Vale. The comparison was witnessed during her absence and must remain attached to any review of her entry.

The dispatch instruction concerns a personnel file. Equipment receipt 43 confirms the tray's removal and is not to be entered as proof of this dispatch.

Dispatch field	Entry
Source	AS/61/19 · witnessed memorandum
Destination requested	Reader Services personnel file / E. Vale
Certification	Witnessed copy B checked, 20 October 1961
Acknowledgement of insertion	[No entry in the reviewed register]

T. Mercer · Applied Studies

RELEASED FOR REFERENCE
RR/26/119 - 27 SEP 2026

Request and acknowledgement are distinct administrative events.

Records / 26 October 1961

Cross-reference of desk and personnel dispositions

Matter	Evidence received	Disposition
Brass request tray	Equipment receipt 43; A. Holt	Transfer acknowledged
AS/61/19 certified duplicate	Dispatch request 12; no insertion acknowledgement	Closed against receipt 43
E. Vale conduct memorandum	Original allegation retained in staff file	Review requested

The phrase in the second row is copied as entered. Its reference number belongs to the equipment series. No receiving signature for the personnel enclosure appears in this register.

The table does not establish that the duplicate was never sent. It establishes that the reviewed register does not acknowledge insertion.

Folio 6 · entries retained in their original order.

Records / 26 October 1961

Notation on the closure shortcut

The lower margin of folio 7 directs a clerk to carry the shared reference number into the summary return. The return was prepared as a count of open matters, not as a certification that each matter had the same receiving office.

Publication annotation, 27 September 2026: the personnel destination remains without an insertion acknowledgement in the reviewed register. The equipment receipt is properly signed. The two facts should not be reconciled into one completed transaction.

Original notation	Reviewed description
Closed against receipt 43	An administrative cross-reference, not proof of personnel insertion
Summary: one matter outstanding	The outstanding question is the unacknowledged personnel duplicate

Margin initials R.S. · 26/x/61; reviewed by Records & Access, 2026

The reviewing line is contemporary and is not part of the 1961 entry.

Direction for a third reference copy

The personnel determination of 24 September corrects an allegation that remained associated with the North Reading Room service entries. A corrected summary held by this office alone would leave the original contradiction dependent on the office responsible for its description.

Prepare a public reference selection containing the service ledger, counterfoil, witnessed comparison, ordinary desk comparison and review. Apply the 23 October 1961 distribution instruction. Copy C is to remain available to an independent reader without an external application or an identifying reader field.

The office copy cannot witness its own independence. The reader's retention of a copy is neither an acknowledgement to staff nor authority to repeat a withdrawn desk procedure. Preserve the two recorded times and the limits of the witnessed comparison.

Copy	Disposition
A	Originating office
B	Collections & Custody
C	Independent reference circulation; return not required

M. Avery · Records & Access · 26 September 2026

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RR/26/119 - 27 SEP 2026

Release scheduled 27 September 2026 · RR/26/118.

RS/61/EV/8 · retained office carbon

Reader Services / 27 October 1961

Correspondence retained with the desk file

To Reader Services. I am asked again whether the first time should be entered against the request rather than against supply. Please keep the first time. It is the entry I made when the volume left my hands. The counterfoil was brought to the desk afterwards, and I wrote down its arrival separately.

Mrs Marsh covered the desk while I was assigned to copying duty on the nineteenth. Her account of that shift ought to go with the comparison memorandum. I have asked that the torn sleeve from table two be charged to repairs, as it was on the twelfth; the two matters have been copied into the same weekly return although they do not concern the same reader.

I will sign a correction if the ledger is shown to be wrong. I cannot sign a change whose only purpose is to make the times agree.

E. Vale · 27 October 1961

RELEASED FOR REFERENCE
RR/26/119 - 27 SEP 2026

Office carbon retained in the correspondence file. Its wording is testimony, not an independent timing record.

Determination on two acknowledgements

Receipt 43 acknowledges transfer of the brass tray. The dispatch request asks for insertion of a certified comparison with the personnel memorandum. The disposition sheet uses the equipment receipt against that second matter without a matching receiving entry. The two acknowledgements cannot be treated as one.

The allegation against E. Vale remains corrected under RA/PR/2026-09. Her retained carbon is consistent with the ledger's separate entries but is not the basis of the correction. The witnessed comparison remains the stronger evidence against an attribution to her conduct.

The independent reference release was initiated by Records & Access after the personnel finding. Its purpose is to preserve an externally citable comparison, including the ordinary desk control. The public selection is not a request for readers to operate withdrawn equipment.

M. Avery · Records & Access · 27 September 2026

The cause of the service order is unestablished; intent behind the original filing shortcut is not determined.

Records & Access / 27 September 2026

Release schedule and source limits

Attachment	Source	Released folios
R01	Equipment receipt 43	01
R02	Certified duplicate dispatch request	02
R03	Disposition cross-reference sheet	03–04
R04	Independent circulation direction	05
R05	Vale retained carbon	06
R06	Review and schedule	07–08

Related released sources: RA-IR-1961-042-R02, R03 and R04 establish the original order and witnessed comparison. R05 corrects the personnel attribution. R06 states the historical A/B/C distribution.
An empty acknowledgement field is not proof that no letter travelled. A signed equipment receipt is not proof that a personnel enclosure entered the staff file. Both limitations are retained with this release.

Eight released folios. No retained original enclosure is counted as a released page.