

Ottawa, January 6th, 1938.

MEMORANDUM FOR MISS ZAVITSKE:

Re: Clippings

As it may be well to put down in writing the arrangement with respect to those subjects of clippings which are to be fyled at Laurier House, my understanding of your requirements is that, in the case of the following subjects, the main fyle will be kept by you at Laurier House:

personal biographical clippings;  
Mackenzie clippings;  
Governor General's clippings.

In the case of each of these subjects, a fyle will also be kept at the East Block, but it will contain only duplicates, or perhaps casual items which are not of sufficient importance to keep at Laurier House. The clippings on these three subjects will be sent up from the Clipping Room direct to you, marked "for fyle at Laurier House". This will distinguish them from the clippings sent up by me, from day to day, for Mr. King's perusal, all of which, when released by Mr. King (whether eventually to be fyled at Laurier House or the East Block) are to be sent back direct to me, in accordance with my memorandum of December the 28th.

In addition to these three subjects, one duplicate copy of each of Mr. King's speeches will be sent to you direct by Miss Shields, for reserve purposes.

In accordance with our conversation, I shall be glad if you, Miss Moore, and Mr. Handy will communicate direct with me or Mr. Fredenburgh if, at any time, you wish to have special subjects of clippings sent to Laurier House, as a matter of routine. Day to day requests for specific clippings should, of course, continue to be directed to the Clipping Room itself.

Will you, Miss Moore and Mr. Handy please initial the attached carbon copy and return it to me?

E. A. P.

W.L.M. King Papers, Memoranda and Notes, 1933-1939  
(M.G. 26, J 4, volume 184, pages C130013-C130565A)

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