

*** PERSONAL INVENTORIES ***

1. A new form T.C.S.2 was recently sent to all our posts, abroad on which to record the details of their household and personal effects. The filling in of this form before a move is now required by Treasury Board before any removal claim will be considered (*Official Instructions 5-55-1(a)*). In the event of any claim against the government for loss or damage, such a form is indispensable as a basis for settlement. The greater the care in completing the form, the quicker and fairer will be the settlement.

2. Specific instructions as to the way in which the personal inventory must be completed are contained in Amendment No. 1 to Official Instructions. Trade Commissioners may find the following check-list useful in drawing up their inventories:

Living Room

Carpets & rugs
Tables
Chairs
Chesterfields
Desks
Table Lamps
Standing Lamps
Vases
Piano
Sheet Music
Phonograph
Records
Musical Instruments
Radio
Clocks
Pictures
Mirrors
Curtains
Draperies
Bookcases
Books
Ornaments
T.V.

Dining Room

Carpets & rugs
Tables
Chairs
Tea Wagons
Buffet
China Closet
Serving Tables
Electric Utensils
Candle Sticks
Pictures
Mirrors
Curtains
Draperies
Table Linens
Table Cloths
Lunch Cloths
Napkins
Fancy Covers
Silverware
Flat Silver
Silver Dishes
Chinaware
Dinner Sets
Glassware
Ornaments

Halls

Carpets & rugs
Tables
Chairs
Hall Seat
Coat Stands
Mirrors
Clocks
Lamps
Pictures
Curtains
Draperies

Breakfast Room and Pantry

Floor Covering
Tables
Chairs
Electric Utensils
Chinaware
Glassware