

CIRCULAR NO: 8 OF 1946

TYPEWRITERS

New typewriters are not on hand yet but small supplies are expected soon.

2. In the meanwhile I suggest that you follow the practice obtaining here for the proper care of machines. Each machine in your registry should be put in the care of one particular person and a label in the following terms should be pasted on it:-

"This typewriter is in the care of
Mr..... and must not be used without
his authority". The person in charge should be
made responsible for keeping the typewriter
(including the type) clean and free from rust.

In those places where there is high humidity polished steel parts should be slightly oiled. All typewriters should be put in a safe place overnight to prevent theft. There should be regular inspection of machines to ensure that they are properly cared for.

Sd: MURRAY H. JACK
REGISTRAR

The Registry,
Supreme Court, Malayan Union,
Kuala Lumpur. 18th July, 1946.

(RSC. 151/46)