



University of Idaho

Affirmative Action Officer
Office of the President
Moscow, Idaho 83843
Phone (208) 885-6365

February 19, 1975

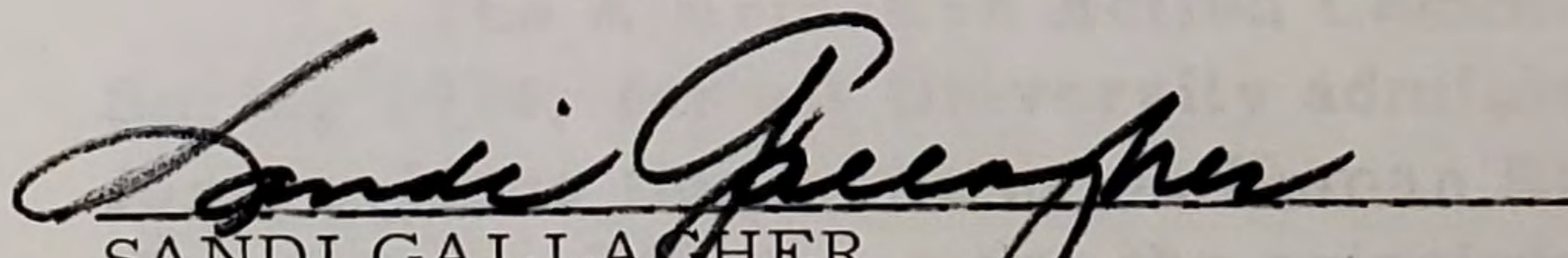
MEMORANDUM

TO: President Hartung
RE: Office Space and Equipment for Affirmative Action
FROM: Sandi Gallagher, Affirmative Action Officer

This is to request that Administration Building Room 109 and the small adjoining (windowed) room be designated as Affirmative Action Office space, and that the following equipment and furniture be assigned permanently to that office:

Item	Previous User
1. Two desks	Dr. Hartung
2. Standing ashtray	Dr. Hartung
3. Standing three-leveled Steelcase cabinet	President's Office
4. IBM Executive Typewriter	President's Office
5. Standing glass-enclosed bookcase	Dr. Richardson
6. 4-drawer legal-sized steelcase file	President's Office

I understand that when remodeling is completed in your office, the Affirmative Action office will receive the current carpeting and draperies now in use; and either Dr. Coonrod's or your credenza. I also understand that the desk used by Rosemary Shull in the library will be left in the Affirmative Action office and can be used by that office.


SANDI GALLAGHER
Affirmative Action Officer

SG: jj