

San Francisco Examiner
Monarch of the Dailies
Supreme in Everything

San Simeon, Calif.
July 18th, 1921.

My dear Miss Morgan:-

Since the building operations are to be continued down here, we must institute a more systematic method for receiving the distributing the various materials and objects which arrive. At the present time it is almost impossible to find any given thing. There is no knowledge of it and no record of it. We cannot even determine whether it has been received at all or not. It is possible in this way, in fact it is likely that we will lose things of considerable value, but even if we do not, the inconvenience of not being able to find things and what they are is considerable.

I suggest that we build a warehouse and that we have a supply clerk, a systematic man of experience and with sufficient personality and authority to make him and his position respected. I would then have every blessed thing that comes in to the camp be delivered at the warehouse no matter for who it is, whether it be for me or for Mrs. Hearst, or Mr. Washburn or any one of the men or for the property in general. The supply clerk will receive it, receipt for it, inspect it, register it and state in what condition it is received. He will then dispose of it to the proper place or party and keep a record of what becomes of it. If it is material to be consumed in construction, that is about as far as he can follow it, but if it is decorative stuff, antiques, pictures, marbles and things of that kind, the supply clerk should be notified for his record of any transfer of these objects and then we will be able to consult his record and know what we have got and where it is and be able to find it immediately whenever we need it. He will also know what becomes damaged, how it is damaged and what it needs in the way of repairs, etc.

I am having things now being sent from the East photographed there. These photographs are posted in a book with a complete description of the object. I have ordered duplicate photographs to be made so that the duplicate copies can be sent to Mr. Fairchild and he can keep some record of these things as they arrive. It will be desirable therefore to keep those things received already here of which we have no such record, and as soon as convenient to go over the stuff we have here and make a similar complete descriptive record of the individual item. It is more necessary to do this of the stuff in San Francisco than it is with the stuff at the ranch; therefore, I suggest that we pack that stuff in San Francisco. As this material will have to be unpacked and repacked, I would like to have the very best packers in San Francisco engaged to do this work so that no injury will occur to the objects in transportation from San Francisco here. It is just important to repack them as it is to pack them originally as in many cases we will be able to pack them more carefully than they were packed.

As regards construction of warehouse, it seems to me that we might proceed to build something that will be a part of our permanent construction here. Either the kitchen and out houses or a barn. The kitchen and out houses could be located in the proper place on the hill and the barn down where the horses are. We might build either one or both. In order to do this properly and make it a rightful part of our permanent construction, the plans and drawings should be made for the rest of the project construction here. The sites located, the sizes of the buildings determined, and then our section that is complete now will dove-tail in with the general plan. Perhaps the easiest thing to do in this connection would be to put

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the out buildings on the lower hill where the horses are. We would want down there one large corral and two or three smaller ones. We would want stables with a half a dozen stalls and four box stalls. We would want a garage and perhaps a shed or two and all these things should be layed out around trees in order to preserve the trees and to make some practical use of them as shade.

Will you please let me know as soon as you can how and where you think our store house should be built and whether you think it practical to make it a part of our general permanent construction. Will you also kindly see if you can get a very competent supply clerk. I will write Mr. Fairchild and perhaps he can help you in this matter if you want any help.

I find that nearly all the flowers and seeds that I have sent out here, and that amounted to many hundreds of dollars, that have been lost or destroyed and that all the flowers that are here are the flowers that were bought by the gardeners in California. The present gardener says he knows nothing about it and nobody knows what the previous gardener did with the things, so I suppose we will have to charge that up to a total loss, and I would like to prevent that kind of thing in the future, so I would want the gardener's supplies to go through the same system as the other materials and would like to have a gardener so he will use the things I send him and not get other things without consulting me. Shall I arrange that or will you do it? I am not acquainted with the people we have or what the functions and abilities are.

Very truly,

W. R. Hearst
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