

DECIMAL CURRENCY PROGRAMME

Date: 26th January, 1967

Decimal Conversion Plant Circular No. 10.1

Subject :- Master Sets - Form BDC 528

- 1.0 You will be receiving bulk supplies of these master sets within the next few days.
- 2.0 Will you please make out a master set for every machine you have converted to date except for pre-converted machines from Trading & Trustee Savings Banks & Electrical Supply Authorities. These master sets will be made out at Head Office and sent to you. This will include all new machine consignment, second hand machine consignment and users machines.
- 2.1 Where a full conversion has been done will you clearly mark the form 'Full Conversion'.
- 3.0 It is appreciated that times will not be recorded for these conversions and that it will be some little time yet before the system of time recording set out in Plant Circular No. 7 can be implemented.
- 4.1 When you have completed master sets for all machines converted will you distribute the forms as set out in Plant Circular No. 10.
- 4.2 Retain copy 3 (green) under styles in a plant file of converted machines and copies 4 (unsigned at this stage) and 5 to Head Office.
- 5.0 For all future conversions a master set must be made out and the instructions shown in Plant Circular 10 implemented as soon as practical.

Yours very truly,

R H Bott
(APR/K)

R. H. BOTT, Manager,
New Zealand Decimal
Currency Programme.

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR No. 10.2.

Date: 8th March, 1967.

Subject: Filing of Master Sets - Form BDC.528

- 1.0. Christchurch Plant have suggested the attached system for controlling the movement and filing of the BDC 528 forms.
- 2.0. This appears the basis of a sound system and while you may wish to modify the system it is felt that the method of filing suggested is very suitable.
- 2.1. To this end orders have been placed with the Government Stores Board for each plant for 30 vertical tray files to institute the system set out in appendix 1 and 2, and three sets of 5 tier letter trays to institute the system shown in appendix No. 3. The vertical tray files are file drawers in cabinets, one drawer above the other and the BDC 528's are held in a flat position by a four post file clip. Illustrations of these two pieces of furniture are attached.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

Att:

APPENDIX 1

MOVEMENT OF MASTER SETS BDC 528 THROUGHOUT CONVERSION

Drawers:

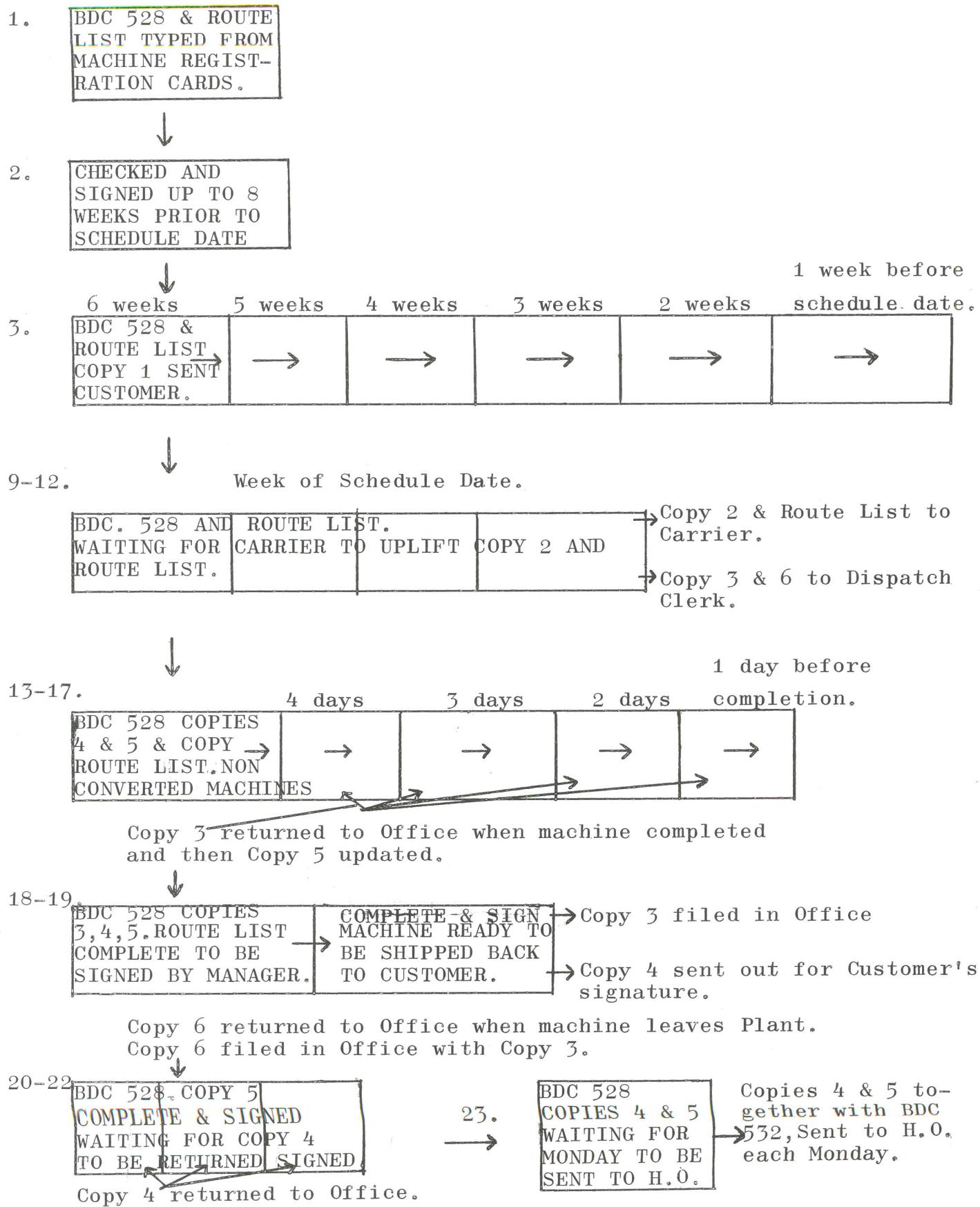
1. Typist : Information from machine registration cards.
2. Co-Ordinator: Checks and signs up to 8 weeks prior to scheduled date.
- 3-8 6 Drawers: 1 drawer for each week prior to schedule date.
 Copy 1 sent to customer.
- 9-12 4 Drawers: Waiting for carrier to uplift Copy 2 and
 Route List when collecting machine to be
 brought into plant for conversion.

Copies 3 and 6 are forwarded to the Dispatch Clerk who holds
Copy 6 and passes Copy 3 on to the Supervisor who holds and
records Times throughout the conversion.
- 13-17 5 Drawers: Copies 4 and 5 together with copy of the Route
 List remain in office until conversion is
 completed.
 1 drawer holds non-converted machines.
 4 drawers hold machines for last 4 days of
 conversion.
- 18-19 2 Drawers: When machine is converted Copy 3 is returned to
 office where Copy 5 is updated and when the
 Route List is complete they are signed by the
 Manager.

Copy 3 is then filed away in the office.
When the machine leaves the plant Copy 6 is
returned to office and filed with Copy 3.
Copy 4 is forwarded to customer for signature.
- 20-22 3 Drawers: Copy 5 signed and waiting for the return of
 Copy 4.
- 23 1 Drawer: Copies 4 and 5 completed and signed. Every
 Monday this box is emptied BDC 532 filled out
 and sent to Head Office together with Copies
 4 and 5.

APPENDIX 2

MOVEMENT OF BDC 528 THROUGHOUT CONVERSION



APPENDIX 3

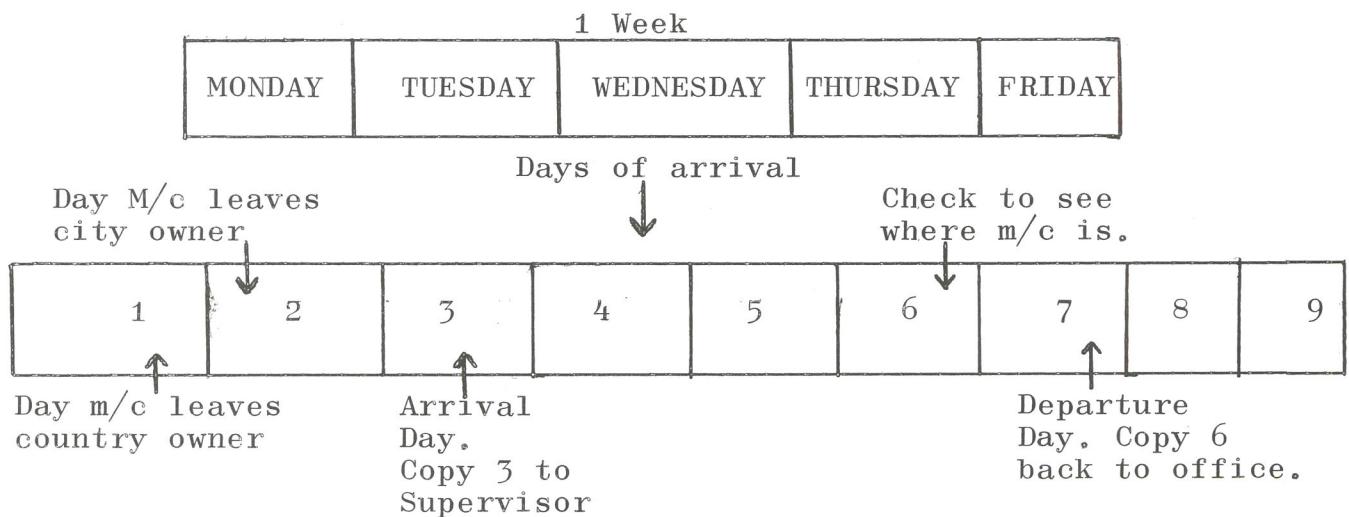
MOVEMENT OF BDC 528 -

Copy 3 and 6 in bundle initially attached to Route List will be sent to Storeman.

Receipt despatch several weeks before arrival. From the Route Sheet he will determine plant arrival day and store it these shelves according to arrival day.

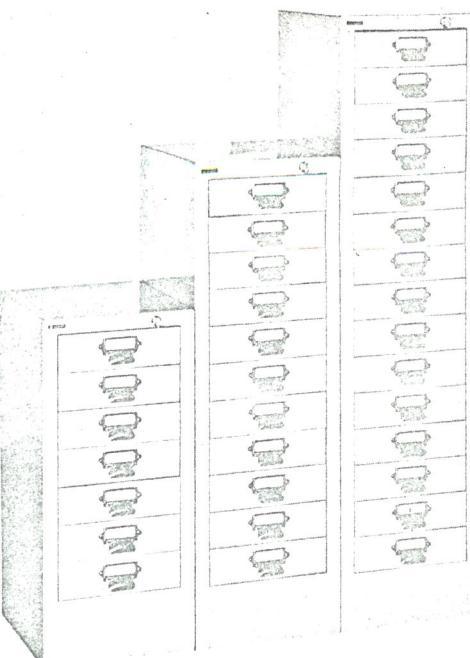
.....

From Office
↓
Route List and Copy 3 and 6 to Receipt Despatch.
When Copy 2 is removed from office -



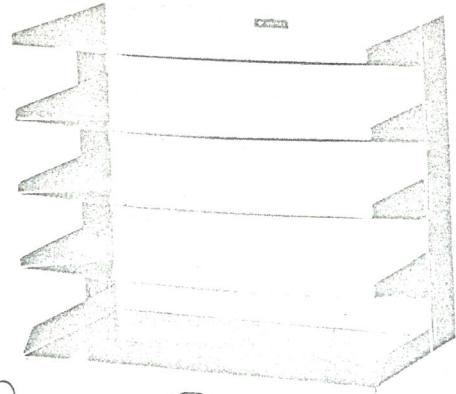
When shipment arrives, if it is on time exactly, it will go from whatever day it is straight to shelf 3. If a day early to shelf 2, if a day late to shelf 4. Storeman to check from time to time to make sure that machines are all in fact under way. (Every day he moves everything one shelf from left to right). So by the time a Route List arrives in shelf 6 all machines should be converted and ready to go back to the user.

Shelf 7 is Departure Day, to get city machines back, instead of going on into shelf 8. (it would be permissible to have city Route Lists in shelf 8 in the morning only). Route List is given to carrier by Receipt Despatch for outgoing machines, and by Co-Ordinator for incoming machines. Co-Ordinator also details which loaner when uplifted, is dropped if possible on same trip.



STATIONERY CABINET

STYLE 124. Locking. For foolscap size paper. Outside measurement: $51\frac{3}{4}$ " high x 13" wide x 15" deep. Chromium plated drawer pulls and label holders. A very versatile unit suitable for the filing of correspondence, documents, trade magazines, brochures, etc. The 6-compartment Plastic Insert, STYLE 125, may be inserted into any drawer for the convenient storage of spare parts, offering 90 compartments per cabinet.



① HARVEY LETTER RACKS

3-Tier STYLE 107 or 5-Tier STYLE 106 Letter Racks designed to maintain a clear desk and to economise in space. Will accommodate foolscap size paper or folders. Keyhole punched for hanging on wall. 3-Tier dimensions: $7\frac{1}{8}$ " high x 15" wide x $8\frac{1}{4}$ " deep. 5-Tier size: $13\frac{1}{8}$ " high x 15" wide x $8\frac{1}{4}$ " deep.

DECIMAL CURRENCY PROGRAMME

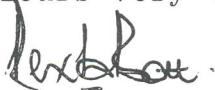
DECIMAL CONVERSION PLANT CIRCULAR No. 10.3

Date: 9th June 1967

Subject: COPY 1 "ADVICE OF CONVERSION" OF MASTER SETS (BDC 528)

- 1.0. A letter has been printed suitable for the attachment to the "Advice of Conversion" form to be mailed to users four to six weeks prior to the scheduled conversion.
- 1.1. Letters have been printed on separate plant letterhead and are being sent separately to each Plant.
- 2.0. Also being sent separately are a supply of white window face envelopes. All letters should be sent sealed.
- 2.1. A further supply of these envelopes are being overprinted so if undelivered these will be returned to the Plants.
- 2.2. The letter has been designed so that it can be stapled to the "Advice of Conversion" form at a point one third the way down the letter form. This will bring the bottom of each form level. By making two folds of the forms the name and address typed on the "Advice of Conversion" form will then be suitably positioned to appear through the face of the window envelope.
- 3.0. The Decimal Currency Board have now completed the drafting of a letter along similar lines to our own but this will not be printed for some weeks yet.
- 3.1. When it is available this will be sent to you and will then take the place of the standard letter referred to in this Plant Circular.
- 3.1.1. It is expected that the Board's letter will be able to be suitably attached to our "Advice of Conversion" form or folded and tucked in the envelope behind our form.
- 3.1.2. The Board's letter will not have a conversion plant address on it and neither has our "Advice of Conversion" form. It is therefore suggested that a rubber stamp be made showing the Plant Name, Address and Telephone Number and that this be printed on each "Advice of Conversion" form in the block at the top marked "Plant".

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMM

DECIMAL CURRENCY PROGRAMME

Date: 7th February, 1967.

DECIMAL CONVERSION PLANT CIRCULAR No. 11

Subject: Preconversion Period March 1967 to July 10th 1967

1.0. The Decimal Currency Board have set down that our commitments for preconversion are in the following order of priority.

- (a) TRADING BANK MACHINES (allocated March 1st to June 23rd.)
- (b) TRUSTEE SAVINGS BANK MACHINES. (allocated June 26th to July 7th)
- (c) ELECTRICAL SUPPLY AUTHORITY MACHINES. (allocated March 28th to April 7th)

1.1. During this time we also wish to fit in the preconversion of :

- (a) BURROUGHS NEW STERLING MACHINE CONSIGNMENT
- (b) BURROUGHS SECOND HAND STERLING MACHINE CONSIGNMENT
- (c) THE ALLOCATION OF COMMERCIAL PRECONVERSION APPROVED BY EACH BRANCH
- (d) DEALERS NEW STERLING MACHINE STOCKS

2.0. The only series of machines we are preconverting are Class 8, 9, 10 Series P, P400 - 600, and F.

2.1. While no standard times have yet been established between ourselves and the Decimal Currency Board the estimated average times for partial conversion, excluding remake and testing, are as follows :-

Class 8, 9, 10 and Series P	3 hours
P400 - 600	9 "
Series F	9 "

2.2. Based on the staff levels already established (who have now been employed and are in training) and the quantity of machines for preconversion (see 1.0 and 1.1) plants will have to attain as a minimum from March 1st 1967, the following number of completions per week:-

	<u>Class 8,9,10 Series P</u>	<u>P400-600</u>	<u>Series F</u>
Auckland	50	8	23
Wellington	40	5	20
Christchurch	25	7	15

3.0. From the above it will be seen that we must have plants fully operational and equipped by the end of February 1967.

4.0. Preconversion Trading Bank, Trustee Savings Banks and Electrical Supply Authorities.

4.1. Arrangements for the recording of all pre-converted machines is now well in hand and as machines are made available from Trading Banks, Trustee Saving Banks and Electrical Supply Authorities, the Master Sets (BDC 528) will be sent to plants from this office. These should be sent at least two to three weeks prior to when the plant will wish to schedule them.

4.2. Once the Master Sets are received in the plants it is the plants responsibility to schedule these machines having regard to the time allocations set out in 1.0 above and the minimum weekly completions required, by series.

4.3. All machines under this heading except F4000 and F600 will be partially converted.

4.4. We are authorized by the Decimal Currency Board to provide loan machines only to the Trading Banks.

5.0. Burroughs New Sterling Machine Consignment

5.1. A great many of these machines have already been converted and further machines will be supplied to plants as required and as full conversion parts become available.

5.2. As covered in Conversion Plant Circular No. 10.1. plants will make out Master Sets for these machines.

- 5.3. All new consignment, unless otherwise advised will be fully converted.
- 6.0. Burroughs Second Hand Sterling Machine Consignment
- 6.1. Again many of these have been completed and further machines should be called for by plants as required from Burroughs branches in their plant area.
- 6.2. Plants are required to make out the Master Sets for these machines.
- 6.3. All second hand consignment will be partially converted.
- 7.0. Commercial Preconversions
- 7.1. Each branch has been allocated a quantity of machines which we have undertaken to convert. Branches have been requested to supply the lists to their local plant and plants will call for these machines as required from owners having regard to when these machines will be available for conversion.
- 7.2. Plants are required to make out the Master Sets for these machines.
- 7.3. All machines under this heading will be partially converted except F4000 and F600.
- 7.4. The conversion programme is under no responsibility to provide loan machines.
- 7.5. Please note that the Decimal Currency Board will not pay the costs of any transport for commercial preconversion.
- When contacting the user to bring in his machine you should ensure he agrees to meet all freight costs. These should be charged directly to him by the carrier. It is however in our interests that you mention that every care should be taken in the transport of his machine and that you could recommend Burroughs own carrier for this work. If this is agreed to we could assist further by arranging this with our carrier - on the understanding that the user is billed direct and pays for transport to and from the plant.
- 8.0. Dealers New Sterling Machine Stocks
- 8.1. A schedule of these machines by plant areas will be sent and plants will call for these machines as required.
- 8.2. Plants are required to make out Master Sets for these machines.

8.3. All machines under this heading will be partially converted.

Yours very truly,


R.H. BOTT

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

DECIMAL CURRENCY PROGRAMME

DECIMAL CURRENCY PLANT CIRCULAR No. 12

Date: 22nd February, 1967.

Subject : MASTER SETS FOR TRADING BANK PRECONVERSIONS

- 1.0. By separate mail you will be receiving the Master Sets covering Trading Bank machines to be converted in the Pre-conversion Period.
- 2.0. It would be appreciated if you could check them thoroughly to ascertain that they are all for your area and to make sure that both a Master Set and a DC.IV registration card have been received for each machine. As the machines are converted the DC.IV is placed in a "converted" section.
- 3.0. If the machine is to be replaced by an Australian Loan Machine during the programme the information will be found in the "Remarks" box on the form. e.g.

LOANER
STYLE
SERIAL NO.

This information should tie in with the Loaner Master Sets already received.

- 4.0. In the case of alternative arrangements these have also been noted in the "Remarks" box. Where it is stated that the Bank is supplying its own loaner these units will be placed in position over the next 2-3 months by arrangements made in this office. This movement involves only accounting machines.
- 5.0. Where the "Remarks" box is blank no advice has been received by this office as to Loan Machines, and it must be assumed that these are being supplied by other machine companies, or none are required. In the majority of cases none will be required.
- 6.0. AVAILABILITY OF MACHINES FOR CONVERSION
- 6.1. In most instances this is predicated on the availability of a loan machine.
- 6.1.1. In the case of loan machines ex Australia (see 3 above) a good number are already in your plants and many of these are prepared ready to be sent to banks. Further quantities of Australian loaners are on the water or near dispatch in Australia.

6.1.2. In the case of other loan machines covered in 4 and 5 above we must rely on our own branches, the banks or opposition houses to install the loan equipment.

As much information as possible will be supplied from this office to you as to when the regular machine is available for conversion. None the less, a close co-ordination should take place with our branches in your area, the branches of the banks and Head Office.

6.2. Not all convertible machines will be available on the placement of a loan machine - some are awaiting the delivery of new dual currency machines before the regular machine can be released.

Again co-ordination should be maintained between our own branches, the banks branches and Head Office.

7.0. The "spare copy" (copy 6) mentioned in Plant Circular No. 10 - 2.6, has been retained by this office.

8.0. We are at this time sending you the Master Sets for all the presently known Trading Bank Machines your plant is responsible for converting so Plant Manager's and their co-ordinators can plan the conversion of these machines in the time shown in Plant Circular No. 11.

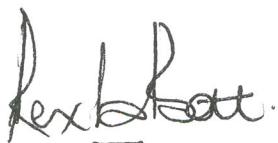
9.0. Further Master Sets could be sent as isolated machines are discovered.

10.0. It will be further noted that on the face of the Master Sets where panel changes are required that a note of the new panel set up is made. Layouts to accomplish this will follow.

11.0. TRANSPORT

11.1. Our contract with the New Zealand Express Co., Ltd., is expected to commence from March 6th or soon thereafter and no movements of Trading Bank machines for conversion or loaner machines should be made prior to that date.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

DECIMAL CURRENCY PROGRAMME

DECIMAL CURRENCY PLANT CIRCULAR No. 13

Date: 22nd February, 1967.

Subject : DAMAGED SHIPMENTS

- 1.0. It has arisen that some new sterling consignment stock is arriving in plants in a damaged condition. This stock is of course owned by Burroughs Ltd.
- 1.1. Below is set out the procedure when any such incident arises concerning new consignment stock.
- 2.0. VISIBLE DAMAGE

Visible damage is normally noticed as goods are being received and the carriers attention should at once be drawn to the damage and the delivery docket noted accordingly.

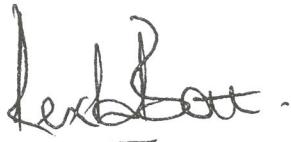
 - 2.1.1. If the damage is noticed after the carrier has left notify his office immediately by telephone or telegram, requesting immediate inspection.
 - 2.1.2. In all cases write within 24 hours to the carrier advising Burroughs' intention to claim on him for the cost of repairing the damage.
 - 2.1.3. Prepare loss or damage report (form 2473) in triplicate and 1026 repair estimate marked "INSURANCE" in the square reserved for "OTHER INVENTORY": send two copies of each to the Chief Accountant who will check with the Insurance Company to determine whether or not an insurance inspection is required. ON NO ACCOUNT is the damage to be repaired until either the insurance assessor or Head Office has given the "all clear". One copy of the Loss or Damage Report and 1026 will be returned to the Plant.
 - 2.1.4. When the repairs are completed process the 1026 in the normal way.
 - 2.1.5. Invoices for damage claims will be issued from Head Office.
- 3.0. CONCEALED DAMAGE

As soon as the damage is discovered, prepare Loss or Damage Report in triplicate and 1026 Repair Estimate marked "INSURANCE" in the square reserved for "INVENTORY" : send two copies of each to the Chief Accountant who will check

with the Insurance Company to determine whether or not an insurance inspection is required. ON NO ACCOUNT is the damage to be repaired until either the insurance assessor or Head Office has given the "all clear". One copy of the Loss or Damage Report and 1026 will be returned to the Plant.

- 3.1.2. When the repairs are completed process the 1026 in the normal way.
- 3.1.3. Invoices for damage claims will be issued from Head Office.
- 4.0. Insurance on all other machines from owners office and return is being carried by the Decimal Currency Board and instructions in reporting any damage will be issued shortly.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

DECIMAL CURRENCY PROGRAMME

To : All Branch Managers
Branch Service Managers

Date: 2nd March, 1967.

Attached please find our Decimal Conversion Plant Circular No. 11.1 which covers the latest pronouncement of the Decimal Currency Board on the payment of the transport of machines during the pre-conversion period.

The circular is self-explanatory and replaces the information sent to you on February 13th concerning the payment of transport costs by commercial users who have been granted pre-conversion priority.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

Att:

c.c. J.I.M.

E.J.B.

P.M.M.

W.J.S.

✓ Plant Managers - WCTON

DECIMAL CURRENCY PROGRAMME

DECIMAL CONVERSION PLANT CIRCULAR No. 11.1

Date: 2nd March, 1967.

Subject: TRANSPORT ARRANGEMENT FOR MACHINES OTHER THAN TRADING BANKS DURING PRE-CONVERSION PERIOD.

1.0. Please now disregard any previous instructions regarding the charging or non-charging to us of transport costs for the bringing in of machines during the pre-conversion period.

1.1. The Decimal Currency Board have now set down a revised basis in the following terms:

2.0. Transport during the pre-conversion period of machines other than Trading Banks will be free of charge to the owners under the following conditions -

2.1. City areas (Auckland, Wellington and Christchurch).

The machines may be lifted without restriction.

2.2. Suburban areas (Auckland, Wellington and Christchurch)

Running is to be minimised by lifting as many machines as practicable (having regard to the flow of conversion work) from each suburb at the one time.

2.3. Other areas

The machines are to be carried at Board's expense only where the trip is essential for bank machines or, where it is not practicable to co-ordinate the transport of non-bank machines with bank machines, the following minimum load of non-bank machines is available:

<u>Adding Machines</u>	<u>Minimum number of machines</u>
For distance up to 100 miles	6
From 101 to 250 miles	8

Accounting Machines

For any distance up
to 250 miles

Where there is a mixed load one accounting machine will count as two adding machines. For example a mixed load of four adding machines and two accounting machines would be an acceptable minimum load for a distance of 250 miles.

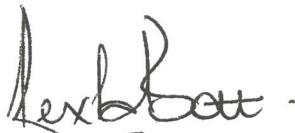
Where possible a higher load than the above minima should be carried. For distances exceeding 250 miles, non-bank machines should be carried for pre-conversion only on trips essential for the transport of bank machines.

- 3.0. Any other trips outside of the above arrangements must be paid for by users and their agreement to meet the cost must be obtained before any transport takes place. These users must be billed directly by the carrier.
- 4.0. Machines which we will handle during the pre-conversion period other than trading banks include :-

- (a) Electrical Supply Authority Machines
- (b) Trustee Savings Banks
- (c) Any Burroughs new or secondhand consignment
- (d) Commercial pre-conversions approved by each Branch
- (e) Dealers new sterling stock machines

- 5.0. We are now finalising the conversion transport contract and all future transport from March 1st should be placed in the hands of the New Zealand Express Co. Ltd. Locally arranged transport operations should now be terminated.

Yours very truly,



R. H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG