

Lincoln Laboratory, Division 6
Massachusetts Institute of Technology
Lexington, Massachusetts

SUBJECT: Division 6 Document Room
To: Division 6 Staff Members and Secretaries
From: Diana B. Helwig
Date: July 7, 1954

ABSTRACT: The Division 6 Document Room is located in Building C, Room 129. It contains all Laboratory-published memoranda and reports of Division 6, along with all slides and theses. Detailed description of its contents and procedures are included in this memorandum.

1.0 CONTENTS OF THE DIVISION 6 DOCUMENT ROOM

- A. Division 6 Memoranda ("M" Nos.)
- B. Division 6 Administrative Memoranda ("A" Nos.)
- C. Division 6 Conference Notes ("C" Nos. - Discontinued)
- D. Division 6 Engineering Notes ("E" Nos. - Discontinued, cf. M-2324)
- E. Division 6 Reports ("R" Nos.)
- F. Theses done by Division 6 Personnel on the Project
- G. Division 6 Slides
- H. Division 6 Quarterly Progress Reports (For loan purposes only - retention copies must be obtained from the Lincoln Publications Office.)
- I. IBM Reports (Filed under IBM Nos., but also identified by IM and H Nos.)
- J. Card file on Document Room contents

(N.B. Interoffice correspondence and memos are the responsibility of the group secretaries. Limited Memoranda are numbered and distributed through Mr. Forrester's office.)

2.0 PROCEDURES OF THE DIVISION 6 DOCUMENT ROOM

2.1 Loans

All unclassified reports may be had by requesting them in person or by calling the Document Room at extension 874. Unclassified documents will be sent through inter-office mail service.

Classified reports are delivered from the Document Room twice daily, at 10:30 a.m. and 3:00 p.m. Otherwise, classified documents must be called for in person. Receipts are signed for all classified loans

and all such loans must be returned before termination. It is to be noted also that all requests to be added to classified distribution lists must be forwarded through the Group Leaders' Offices.

All slides and theses are also signed out on a loan basis.

2.2 Preparation of Reports

Secretaries are to call the Document Room for Memoranda Numbers ("A's" and "M's"-only - "R's" are obtained from Division 6 Publications Office, cf. A-156 - "A's" must be approved by Mr. Proctor's Office). If the new memo is classified, the Document Room will also decide on the number of copies to be printed. When the master is ready to be run on the multilith machine the secretary should bring it to the Document Room for checking. The attached checklist will be of assistance in checking memos (DL-984). The Document Room will then have the master run off and will be responsible for the distribution of same.

However, the secretaries are responsible for furnishing the attached distribution lists for all memos (cf. M-2704) and for the proper preparation of multilith masters (cf. A-128-1). They must also be able to translate any abbreviations used on the distribution lists.

Secretaries are again reminded that the following modifications of the original Memoranda numbers are used: (cf. M-2391)

"-1" after an M No. (ex. M-2900-1) signifies that the new memo completely supercedes and replaces the original number, and that all copies of M-2900 (with the exception of Master File copies) can be destroyed.

"Supplement #1" after an M No. (ex. M-2900, Supplement #1) means that the new information is an addition to the present memo and the new sheet should be attached on the front of all copies of M-2900.

"Errata #1" signifies that the new sheet corrects a part of, or parts of, the original memo and should be attached to the original memo.

When in doubt about the number of a memo in preparation, or other difficulties encountered in the preparation of a memo to be multilithed, it is always best to check with the Document Room, since in the future all errors are to be corrected before a memo is run off, not after.

Signed: _____

Diana Helwig
D. B. Helwig

Approved: _____

J. C. Proctor
J. C. Proctor

CHECKLIST FOR ALL MULTILITH MASTERS FOR MEMORANDA

1. Is the proper "M" Number used?
2. Has the correct total number of copies been inserted?
3. Are all pages included and properly numbered?
4. Has the memo been properly approved?
5. Is the distribution list included and is it correct?
6. Are all drawings and DL Forms included?
7. Are all entries under Date, To, From, Abstract, etc., correct?
8. Has typist adhered to the multilith form?
9. Is the proper classification noted on the top of the master?
10. If classified, is there enough room for the classified stamp?
11. Has the author signed the memo?
12. Have erasures been kept to a minimum? (Excessive erasures develop holes in the master when ink is applied.)