

Memorandum DCL-1

Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

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SUBJECT: PROCEDURE FOR MEMOS ISSUED BY S&EC GROUP

To: 6345 Staff

From: C. W. Adams

Date: July 19, 1954

As of July 19, 1954, any 6345 memorandum (and only 6345 memoranda) regardless how informal, will be assigned a DCL number instead of being given an R-, M-, or A-number or being labelled as an "interoffice" or "bulletin board" memo. Group secretaries are instructed not to type, duplicate, distribute, or circulate any material originating in the group (other than programs and letters) unless a date and number is given.

The following procedures should be followed:

1. The author should list on the memo the names of all those to whom the memo is to be sent. When whole groups are named, the memo will ordinarily be circulated, not distributed, to the members of those groups. Notes addressed to "6345 Staff" will be circulated to all staff, technical assistants, secretaries, and supervisory personnel; "computer operators" and "tape typists" should be listed when the note is to be called to their attention.

2. Copies should be sent to J. W. Forrester and C. W. Adams, and to anyone desired by them, as well as to the indicated list.

3. The standard heading above should ordinarily be used, but any format is permissible as long as the DCL number appears near the upper or lower left hand corner.

4. The gist of the memo should be discernible from the first page, so that notes running to several pages should have abstracts.

5. Approval is not necessary unless the author wants to lend the added weight of others' opinions to his own.

6. A list of the memos and a file of the masters issued will be maintained. One copy will be kept in a notebook in the S&EC Library for reference.

C. W. Adams
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