

Memorandum M-2324

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Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

SUBJECT: TERMINATION OF E-SERIES REPORTS

To: All Staff, Secretaries

From: R. R. Rathbone, Publications

Date: 28 July 1953

Abstract: The E-series report has been cancelled. All short, informal reports will now be issued as M-series reports. Internal distribution will be assigned by the author.

A thorny problem to many new and old laboratory personnel has been the selection between our E-series and M-series categories for reporting new material. Since the line of distinction is not clear-cut, the E-series has been abandoned.

From the above date, authors will have only two types of reports to consider:

- (1) The R-series, for long, formal reports;
- (2) The M-series, for short, informal reports.

Authorization of the M-series must be by the group leader (or his designate). Internal distribution will be to those indicated by the author and the person approving the report. Staff-wide circulation of a particular M by the print room block-list system (previously used for all E's) will be made only at the request of the author (see attached form, obtained in print room).

Secretaries please bind this report in secretarial manual, opposite page 8, and delete all references to E-notes on that page.

SIGNED

R.R.R.
R. R. Rathbone

APPROVED

J.C. Proctor /cp
J. C. Proctor

RRR/cp

cc: Library
Print Room

Att: Request form DL-746

REQUEST FOR PRINTING AND DISTRIBUTION
OF M-SERIES REPORT

Author _____ Date _____

M-number _____ Title _____

Classification _____ No. pages _____ No. figs. _____

Internal distribution _____

Circulate to all staff?

yes

no