

Memorandum M-2704

Page 1 of 3

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

Subject: Distribution Procedure for Laboratory Memorandum

To: All Staff and Secretaries

From: A. M. Falcione

Date: March 1, 1954

Abstract: The progress and degree of success of any project requires that all interested personnel be kept informed on all phases of the latest engineering developments, which may or may not affect their particular phase of work with relation to the end result. It is therefore very important that proper distribution procedures be established to insure that the proper interested personnel receive the latest available information without delay. This memorandum outlines current distribution procedures in effect for all Laboratory Memorandum.

In order to eliminate hand addressing of Laboratory Memorandums which require special distribution, and to insure prompt delivery of all memorandums to respective personnel without delay, the following procedures are established. One of the following methods should be used:

A. Memorandums may be addressed to whole groups of personnel such as:

- a) "To: Staff Group 60," or
- b) "To: John Doe, Staff Group 61, and Group 64", or
- c) Any whole group as listed in the Personnel List.

B. Or, addressed to specific named personnel such as:

- a) "To: Those Listed." On the last page of the Memorandum type in the names of the distribution desired. If the distribution is limited to 5 or 6 people, then, the memorandum should be addressed; "To: John Doe, Henry Smith, etc." listing the names on the first page.

C. Or, addressed to one of the 18 distribution lists established such as: "To: Cape Cod System".

Whenever secretaries address Memorandums using any of the 18 listed categories the particular distribution list should be consulted to

insure if additions and deletions are required to the list. A copy of each applicable distribution list will be attached to each memorandum printed. This will be used by the Mail Section to insure proper distribution and inform each reader of the persons having copies of that memorandum. It is very important that Group Leader's secretaries keep the Reproduction Room informed at all times regarding the status of existing distribution lists. Copies of the 18 lists are attached to this memorandum.

A list of the current distribution lists are as follows:

<u>TITLE</u>	<u>RESPONSIBLE HEAD</u>	<u>ALTERNATE</u>
1. "Applications Group"	Adams	(Marean)
2. "Cape Cod System"	Wieser	(Israel)
3. "Division 6 - Organization List"	Proctor	(Brook)
4. "Magnetic Memory Section"	Taylor	(Papian)
5. "MTC Engineers"	Taylor	(Ogden)
6. "N. H. Taylor"	Taylor	
7. "Production Control"	Wainwright	(Manning)
8. "Scientific & Engineering Computation Group (Math Group)"	Adams	(Marean)
9. "Scientific & Engineering Computation (S&EC Biweekly)"	Adams	(Marean)
10. "System Technicians"	Dodd	(Curtiss)
11. "Test Equipment Committee"	Brown	(Sutro)
12. "Transistor Section Distribution 1"	N. H. Taylor	(Eckl)
13. "Transistor Section Distribution 2"	N. H. Taylor	(Eckl)
14. "Transistor Section Distribution 3"	N. H. Taylor	(Eckl)
15. "Vacuum Tube Circuits Group"	N. H. Taylor	(Best)
16. "Vacuum Tube Failure"	Wainwright	(Frost)
17. "WWI Computer Schedule"	Dodd	(Eramo)
18. "WWI Service Manual"	Dodd	(Morrison)

In order to insure that the system does not become obsolete and cumbersome any additional lists to be added must have the approval of the respective Section or Group Leader concerned. A form entitled "Request for Distribution List" DL-919 has been prepared and is available in the Reproduction Room. Sample of form is attached. Some important factors which should be considered before requesting new Distribution List are as follows:

- a) List should be of a permanent nature.
- b) Issued to limited number of personnel from various mixed groups and classifications.
- c) List of names should be such that they cannot be conveniently listed on 1st or last page of the memorandum.
- d) Security reasons.

Signed: A. M. Falcione
A. M. Falcione

Approved: J. C. Proctor
J. C. Proctor

AMF/edi
Enclosures: Form DL-919
18 Distribution Lists

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