

Administrative Memorandum 6A-171

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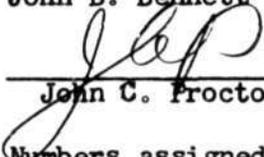
Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
Lexington 73, Massachusetts

SUBJECT: DIVISION 6 OFFICIAL DOCUMENTS

To: All Staff, Secretaries

From: John B. Bennett

Date: March 10, 1955

Approved: 
John C. Proctor

Abstract: Numbers assigned Division 6 documents (R, M, and A series reports) by the Document Room identify original documents as well as revisions or supplements. R-reports must be approved by the Division Head, M-notes by a Section Leader, and A-notes by the Division Head or Associate Head or the Leader of Group 60. M-notes which circulate in draft form must be so marked.

Division 6 official documents are of three classes:

1. R series - long, formal reports;
2. M series - short, informal reports;
3. A series - administrative subjects.

Document numbers are assigned by the Division 6 Document Room. The number is of the form 6M-1234, 6R-123, etc., and should appear in the upper left-hand corner of each page (as, Memorandum 6M-1234). If the report is a revision (replaces the original), insert a dash and the revision number after the original number and a revision date after the original publication date. If the report is a supplement (adds to the original), indicate this fact by using the original M-number plus the word "Supplement"; include instructions for its attachment to the original. The Multilith process is normally used for reproduction of all documents in the three series listed above (see Div. 6 report 6A-128-3).

All R-reports must be approved by the Division Head after editing by the Division 6 Publications Section. (The Publications Section will also prepare cover and title pages for R-reports.) M-notes written by persons other than Section Leaders, Group Leaders, and above must be approved; Section Leaders will approve notes written by members of their Sections. A-notes will be approved by the Division Head, the Associate Division Head, or the Group Leader of Group 60.

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If an M-series memorandum is to be distributed in draft form for concurrence or comment prior to final publication, it will be typed in the usual manner with the following changes on the first page:

1. Date of the memorandum and approval signature will be left blank;
2. One line above the M-number, insert DRAFT and date of draft; above the page number (on unclassified memoranda) or COPY NO ___ OF ___ COPIES (on classified) add the word DRAFT.

On all subsequent pages (except drawings) DRAFT will be typed directly above the M-number.

Distribution and security requirements for drafts will rest with the secretary concerned. When the draft is ready for final publication, all DRAFT notations will be deleted and the date and the approval signature will be inserted (but see 6A-128-3 for the procedure for making changes to Multilith masters).

SIGNED John B. Bennett
John B. Bennett

JBB/cp