

Administrative Memorandum A-149

Page 1 of 1

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

SUBJECT: COMPUTATION NOTEBOOKS

To: All Personnel

From: J. C. Proctor

Date: August 3, 1953

ABSTRACT: All new computation notebooks will be issued by the Library. The notebooks will be serially numbered and a record of the person to whom issued will be maintained.

Starting immediately all engineers and other personnel requiring computation notebooks will request them from the Library. The Library will serially number the books and keep a record of each person to whom books are issued.

Upon termination all computation notebooks must be either returned to the Library or be signed over to the Group Leader concerned or someone designated by him.

Any exceptions to the above rule shall be made only by the Division office.

It is suggested that persons desiring to use computation notebooks for other than the recording of technical data use some other type such as a three ring binder.

A notebook which contains any classified material must be marked with the proper classification on the front and back covers.


J. C. Proctor

RAO/JCP/agc