SUBJECT: IBM INDUSTRIALLY CLASSIFIED INFORMATION

To: All Staff and Secretaries in Group 62; Librarian; A. Falcione; J. Ulman; R. Rathbone.

From: Harris Fahnestock

Date: October 3, 1952

The utmost care must be exercised in keeping faith with IBM in the dissemination of information which is confidential for industrial reasons apart from military security.

All memoranda which might include such information should have at least:

(a) signature of group leader
(b) note "For Internal Distribution Only"
(c) minimum practicable distribution

IBM has been extremely cooperative in opening their doors to us, and in order to accomplish the most in our joint effort we must be careful not to do anything which would prejudice these relations. We will probably learn some things which should not be written at all and many which we must be very careful about. Each engineer cannot be expected to differentiate properly between such information, and it is therefore up to the Group Leader to decide or inquire about IBM’s attitude on different kinds of information.