

Memorandum M-2237

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Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

SUBJECT: TRANSMITTAL OF PUBLICATIONS TO IBM

To: Division 6 Group Leaders, Group 62 Staff Members

From: A. P. Kromer

Date: June 8, 1953

Abstract: Uniform procedure for transmittal of M-Memos, E-Notes and other publications of IBM is important. This memo indicates a procedure for handling this type of activity.

To permit complete records to be maintained here of publications sent to IBM, and to facilitate receipt and distribution of this information there, it is requested that all such publications be forwarded to my office for transmittal. Recently it has been noted that several M-Memos have included IBM personnel in the names of those to whom it is addressed. Others have included IBM names in the list of people to receive carbon copies. Still others indicate transparent or vellum copies to go to specific individuals at IBM. Such action is undesirable.

. For your information, the presently agreed procedure which IBM for transmittal of publications is as follows:

- A. For unclassified items - five copies and a vellum transparency are received by this office directly from the print room. These are forwarded to IBM for all reports having any bearing on the WWII program or where general background information, that might apply indirectly to our program, is involved.
- B. For classified reports except Biweeklies - five copies are forwarded to this office by the Library and are transmitted to IBM. At IBM's request no vellum transparency of classified publications is sent to them.
- C. Biweekly Report - Twenty-five copies are received from the Library and are forwarded to IBM. No transparency is forwarded.

Accumulation of these publications and transmittal to IBM through this office facilitates our records, and receipt at a uniform point at IBM High Street where they have an established procedure for distributing the information to interested individuals as well as a centralized document room

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or library where all such information will be available for reference by any member of their staff. A procedure for notification of receipt of all publications sent by us has been placed into effect recently at IBM. For these reasons it is believed that continuation of the procedure of transmitting all publications through this office will serve the best interests of the project both here and at IBM.

Signed:


A. P. Kromer

Approved:


N.H. Taylor

APK/jc