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Administrative Memorandum A-78

Project Whirlwind
Servomechanisms Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

SUBJECT: PUBLICATION SERIES

To: 6345 Staff and Secretaries

From: J. N. Ulman, Jr.

Date: December 22, 1948

Reference: Supersedes A-29 and A-38 on Publication Series.

Each of our publication series is intended for a particular class of material. As this seems to be frequently overlooked, this memorandum attempts to make these differences clear. Everyone is requested to follow these distinctions as closely as possible.

The following series of publications are now in use:

1. R-Series Engineering Reports
2. E-Series Engineering Notes
3. M-Series Memorandums
4. A-Series Administrative Memorandums
5. C-Series Conference Notes
6. L-Series Limited Distribution Memorandums

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Note: Many technical subjects that should go in the E-Series have in the past been issued as M-Series.

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Note: Many administrative matters that should go in the A-Series have in the past been issued as M-Series.

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Numbers are assigned to all new reports by Mr. Forrester's secretary. Any material sent out of the building must be reported to her so that proper distribution records can be kept.

Signed:

J. N. Ulman Jr.
J. N. Ulman, Jr.

Approved:

Hugh R. Boyd
Hugh R. Boyd

JNU:ejc