

Electronic Computer Division  
Servomechanisms Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

SUBJECT: Visitors

To: Staff

From: Jay W. Forrester

Date: December 21, 1948 -Revised September 13, 1950

In connection with the visitors column in the monthly summary report and for other laboratory records, it is requested that all personnel receiving visitors at the Laboratory for technical discussions or any kind of formal inspection submit to me an interoffice memorandum (with one carbon) giving each visitor's name and affiliation, his purpose in coming, the general sense of what was discussed, whether a tour of the laboratory was included, and any pertinent impressions.

Examples of reportable visits are those of Navy and other Government representatives and of scientific and engineering personnel from companies and other laboratories.

Not to be reported are visits of sales or service representatives who come in connection with business they have or want with us.

Where any doubt exists, security clearance for visitors should be checked with Mr. Proctor.

  
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Jay W. Forrester

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