

Memorandum M-2250

Page 1 of 1

Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

SUBJECT: VISITORS TO GROUP 62

To: Group 62 Engineers


From: N. H. Taylor

Date: June 16, 1953

It has been decided that a central clearing house for visitors will be set up under the direction of Mr. Forrester's office to allow Mr. Forrester to decide on the amount of time that should be spent by our engineers in entertaining and educating visitors from various groups. Will you please ask all those requesting an opportunity to visit our laboratory to make their request through Mr. Forrester's secretary. Whenever it is necessary to vary from this procedure due to past commitments or the unavailability of Mr. Forrester, please write a memo to this effect and use your own judgment as to the necessity of entertaining such visitors without his approval.

All requests for memos, classified or unclassified, should be routed through Mr. Forrester's office, (presumably, Mr. Proctor will handle this).

Whenever requests for visits come from other departments of Lincoln, or from other activities which are pertinent to the Lincoln activities, these shall not be considered visits, but a part of the business at hand. Whenever such visits do occur, please inform Mr. Kromer's office by memo so that we will have a central file on all activities within the Lincoln project.

  
N. H. Taylor

NHT:jrt