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Memorandum L-107

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Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

CLASSIFICATION CHANGED TO:  
Auth: 22254  
By: [Signature]  
Date: 3-15-60

SUBJECT: GROUP LEADERS' MEETING, July 6, 1953

To: Group Leaders

From: David R. Brown

Date: July 7, 1953

Present: Jay W. Forrester, D. R. Brown, R. H. Everett, J. C. Proctor,  
N. H. Taylor, and P. Youtz

- Agenda:
1. Security and Publications
  2. Magnetic Memory Symposium
  3. Outside Distribution of Reports
  4. Entertainment
  5. Emporium Conference
  6. Power and Air-Conditioning Estimates
  7. Telephone Requirements
  8. Technical Committees on Air Defense
  9. Lectures by G. Kron
  10. Security and Notebooks

1. Security and Publications

We should be certain that no references to WWII or AN/FSQ-7 appear in any unclassified publications from this laboratory. (The published version of R-224, by Norman Taylor, may refer to WWII in several of the figures; the references should be eliminated before publication if possible.)

The Steering Committee has proposed that in addition to eliminating classified information from unclassified publications, any unclassified publications be dissociated from the Lincoln Laboratory. This would mean, for example, that the author should not be identified with the Lincoln Laboratory. However, Administrative Bulletin No. 40 states that a staff member publishing an article must identify himself as a staff member of the Lincoln Laboratory. Further clarification of the policy is required.

2. Magnetic Memory Symposium

A proposed symposium (to be sponsored by the E.E. Department and the Industrial Liaison Office) to provide general technical information on magnetic memory techniques at MIT is not favored because the symposium would probably result in a large number of requests for visits after the symposium.

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SECURITY INFORMATION

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Brown had previously proposed a small invited conference on magnetic materials which would include only those intimately familiar with present-day problems; both users and suppliers would be invited. Its function would be to clarify terminology and methods of test specified by different users. Plans for this conference are being formulated.

### 3. Outside Distribution of Reports

Lincoln Laboratory reports should not be sent to outsiders without the approval of the Director, Associate Director, Assistant Director, Assistant to the Director, Division Head, Associate Division Head, or Liaison Officer, on form PLF-138. This applies to classified and unclassified reports.

Our own procedure for making sure that unclassified reports and memoranda contain no reference to classified matters should be reviewed.

### 4. Entertainment

The Lincoln Laboratory Entertainment Account is DDL-9822. The Division Head should approve expenditures on this account. We should determine how much we are now charging to entertainment and how frequently the account is used.

### 5. Emporium Conference

This laboratory has been asked to supply a speaker to deliver a tutorial paper on digital computing at a conference in Emporium, Penn., August 21-22.

### 6. Power and Air-Conditioning Estimates

Our best estimates for power and air-conditioning are needed immediately so that work in Building A can proceed.

### 7. Telephone Requirements

A tabulation for telephone requirements for all of our space in Lexington is needed. The telephone system used will be similar to that in use at the present time in the Whittemore Building. A tie-in with the intercom system in the basement of Building A may also be required.

### 8. Technical Committees on Air Defense

Jack Arnow will represent Division 6 on the Lincoln Laboratory Electronic Counter Measures Committee. Robert Walquist will represent Division 6 on a joint Lincoln Laboratory and Signal Corps Engineering Laboratory Committee to study the use of army radars in the Transition System.

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9. Lectures by G. Kron

On July 7, G. Kron will give two lectures at MIT on the solution of simultaneous equations.

10. Security and Notebooks

Proctor will investigate the classification and handling of notebooks to make sure that adequate security measures are being taken.

Signed

David R. Brown

David R. Brown  
Secretary

LRB/jk

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