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Administrative Memorandum A-29

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Project Whirlwind  
Servomechanisms Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

SUBJECT: PUBLICATION SERIES

To: H. R. Boyd, Harris Fahnestock, R. R. Everett, J. N. Ulman,  
W. C. Bohn, S. H. Dodd, P. Youtz, D. R. Brown, N. Taylor,  
and all Secretaries

From: Jay W. Forrester

Date: October 3, 1947

The following series of publications are now in use by Project Whirlwind:

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

R-series Engineering Reports are the most formal of the group and are prepared with my approval for distribution outside the laboratory to authorized groups. Because of their size and the printing problem involved, R-series Reports are no longer distributed to all members of the staff. Instead, a summary of the report is prepared by the author for distribution in the E-series.

E-series Engineering Notes are for technical material and are always distributed to all members of the Whirlwind staff.

A-series Administrative Memorandums are to be used for administrative subjects with the approval of Mr. Boyd or myself. They are distributed to all staff members.

M-series Memorandums are for limited distribution as specified in the memorandum. Subject material of the M-series Memorandums will cover those items of probable interest to only part of the Project Whirlwind group but material which can be available to all members on request. M-series Memorandums will be filed in the library with the other series.

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C-series Conference Notes will be used for general educational conferences and for the proposed classroom series of lectures.

L-series Limited Distribution Memorandums are for distribution only as specified in the memorandum and are not available to other persons. The L-series Memorandums are not indexed in the library and originals and extra copies are filed in my office.

Numbers will be assigned to all new memorandums in each of these series by my secretary as has been done in the past.

JWF:wh

