

Ref: Administration (Miscellaneous)

To: All Members of the Secretariat

Distribution of Notices and Circulars

Whenever it is necessary to circularise Group Leaders asking them to take action or provide information in any matter, the following should be addressed:-

x Dr. W. D. Allen	Mr. J. C. Louth ϕ
Mr. A. G. Ashburn	x Mr. J. D. Lawson ϕ
Mr. H. C. Brooks	Mr. J. B. Marsh
<i>omit</i> Mr. J. M. Dickson	Mr. A. R. Mortimer
x Mr. P. D. Dunn	Dr. P. G. Murphy
x Mr. A. Egginton ϕ	Mr. R. G. Russell
Mr. J. A. Goode	Mr. G. E. Simmonds
x Mr. D. Gray ϕ	x Mr. M. Snowden ϕ
Mr. H. Hadley	Dr. J. J. Thresher ϕ
Dr. R. C. Hanna	Dr. J. M. Valentine
Mr. A. G. Hewitt	Mr. G. N. Venn
x Dr. L. C. W. Hobbs ϕ	x Mr. W. Walkinshaw
	Mr. P. Wilde
	Mr. J. G. CUNNINGHAME (NUCLEAR + RADIO-CHEMISTRY LABORATORY)

Where appropriate, copies should be sent for information to members of the Management Committee, namely Dr. T. G. Pickavance, Mr. L. B. Mullett, Mr. P. Bowles, Dr. G. H. Stafford, Dr. J. A. V. Willis. These copies should be clearly marked "For Information".

Copies should also be sent to Local Administrative Officers where appropriate.

Dr. J. Howlett, Director of the Atlas Computer Laboratory should be included among the addressees or sent a copy "For Information" as appropriate.

In any case of doubt, the originator of the circular or notice should be consulted and all members of the Secretariat should keep themselves informed, particularly by reference to Nominal Rolls, of additions and deletions to the list of Group Leaders.

When papers are sent out in this way it is sufficient to mark the distribution -

All Group Leaders
Director, Atlas Laboratory
Management Committee - for information

It is not necessary to list the individual names of Group Leaders or members of the Management Committee.

A tray of addressograph plates has been cut to suit this distribution list and Reproduction Section will, on request, address papers to be circulated in this way. Additional addressees should be individually named in the distribution list and it will be up to the originator to see that the additional copies are addressed.

J. M. Valentine

Rutherford Laboratory

28th December, 1962.