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FILING OF DOCUMENTS IN R&D

Most of you will be aware that recently we have been in the process of locating and identifying files of documents within the R&D Centre. This review of filed documents will continue for the next few weeks, and will cover both the Central File system and all files and papers (which should include all information stored on computer disks, tapes, etc. as well as printouts) kept in offices and laboratories.

So far, the review has shown that many documents held by individuals are not properly organised, and that the Central Filing system is not being used in any systematic way. This latter observation confirms that finding of the Communications Working Group, which earlier in the year reported a general uncertainty about the role and proper use of Central File.

In order that the general review of documents can proceed efficiently, staff are asked to organise their papers into files, label them and produce a list of them. The objective in sorting documents should be to use sensible "good housekeeping" practice to ensure that all papers are properly classified in labelled files and in such a way that all can be conveniently reviewed, if necessary.

In areas for which you are responsible, please arrange for this work to be done and produce a list of files and their locations, and forward by ²⁵~~18~~th July to PMW.

In view of previous comments made by staff, the current review activities and the process of fundamental re-organisation which has taken place in the R&D Centre, it is appropriate that we do pay attention to our filing systems for documents. The aim is to develop a co-ordinated filing system, which can be understood, referred to and used by everybody.

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