



PERMANENT MEMORANDUM 1 PERMANENT MEMORANDA FROM OFFICE OF THE PRESIDENT

POLICY DIGEST

Monitoring Unit:

Initially Issued:

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In the past, memoranda from the Office of the President have been serially numbered each fiscal year and preceded by M-. This procedure has led to confusion in some offices because of the multiplicity of memoranda on different subjects having the same number and because memoranda on the same subject have different numbers.

In the future, memoranda having continuing application will be designated as permanent memoranda (*PM-*) and will be serially numbered without reference to the fiscal year. When policies are revised or rescinded notification of the change will be made in a permanent memorandum numbered the same as the one revised or rescinded. Permanent memoranda should be retained in each office in a binder or in some other permanent manner to facilitate reference.

Memoranda from the Office of the President having temporary application will not be serially numbered but will be identified only by subject and date.

Permanent memoranda will be addressed to the offices primarily concerned (Deans and Directors; Deans, Directors and Department Heads) but they all should be distributed to the heads of budgetary units for their information and to enable each office to maintain a complete file of the series. Distribution from this office will be through deans and directors.