

To: Group 6545 and Programmers
 From: M. Solomita
 Date: April 16, 1956
 SUBJECT: NOTES ON TAPE ROOM PROCEDURE

Performance Requests

Before a request is submitted it must be approved by one of the following: an S&EC staff member, Mike Solomita, or Marion Callaghan.

Once a request has been entered in the operators' book it must not be modified without first consulting the operator on duty.

All forms of output, i.e., magnetic tape, direct printer, scope and camera, and fp tapes, must be indicated on the performance request. Also, the number of feet, lines, or frames to be used should be specified.

Stops must be indicated on the request.

Tapes must be marked fc, fb, fp, or std, on the performance request.

Tapes

When tapes are taken from the files by a programmer he must put a green card in the box to indicate he has the tape.

Tapes should not be taken from the operators' box whether it be in the tape room or the computer room without first consulting the operator on duty. This will avoid wasting machine time due to the last-minute disappearance of needed tapes.

fp Tapes

All requests for fp post-mortems must be written on the performance request.

fp tapes should be written as follows (see Memorandum M-2833, p. 15):

- fp tape title Name,
- Medium if other than delayed
- Number system if not decimal

