

Reports and Memoranda

All "reports" and "memoranda" prepared by the Fund staff shall have appended a printed or mimeographed cover sheet which shall call for the following information:

1. Number of the report. (Each report or memorandum shall have a serial number, according to an arranged system which shall make it easy to identify and obtain from the files.)
2. Title, plus a subtitle of one or two sentences indicating the subject of the report.
3. Questions which the report or memorandum purports to help answer, or throw light on. (Rarely is this not feasible.)
4. Distribution intended, i.e., whether for public, general, or restricted, or other classes of distribution.
5. Person requesting the memorandum.
6. Section, and Division in which memorandum was prepared.
7. "Professional" person or persons contributing substantially to the preparation of the memorandum.
8. Name of section chief, or of Division head, approving the report. (Approval should be on the original.)
9. Brief comment by section or division head indicating appraisal or agreement with conclusion and analysis, or disagreement. If latter, reference by number to another or forthcoming memorandum indicating reasons for disagreement.
10. Reference by numbers and titles to any other memoranda prepared in the staff dealing with similar subject.
11. Brief memoranda supplying some simple data, or tables, or factual information unaccompanied by analysis or comment of fairly important or substantial volume shall not be regarded as a report or memorandum for purposes of the above provisions, and shall be handled as the head of the division wishes.