

February 15, 1965

SUBJECT: Documentation Requirements for Public Files**Problems**

The public file is full of RI mode files, most of which are not documented and there is no way of knowing what should stay and what should be deleted. The purpose of public is to provide a way of transmitting programs between users and also to provide a transitory storage for some popular programs. Since the track quota is exhausted some action needs to be taken to relieve this situation. The CTEST commands were provided to allow a short testing period for new commands or new versions of old commands. Some of the CTESTS have turned into permanent commands.

Action to be taken

The following plan will be in effect beginning March 1, 1965. If, after a month, it proves satisfactory, it will be continued as a standard procedure. Any comments or recommendations are welcome.

Public Files:

A user's write-up stating author, purpose, usage, and retention date should be submitted to P. Crisman, Room 506, Technology Square, before any file is changed to RI in public. All permanent files and any RI files for which no write-up has been submitted will be deleted daily. All permanent files are candidates for deletion at any time if the track space is needed by any user. Copies of the write-ups may be obtained from the Consultants.

CTEST:

May be entered as a CTEST command after it has been properly documented. It may remain a CTEST command for one month; at which time it will either be entered in the system as an ordinary command or be dropped.

Commands:

A program may not be entered in the system as a command unless it is properly documented for the users.