

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON 25, D. C.

October 9, 1959

BULLETIN NO. 60-4

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Automatic data processing (ADP) program of the executive branch: Definitions and reports required

1. Purpose. This Bulletin (a) provides an initial statement of Government-wide policy on the scope of the Automatic Data Processing (ADP) program of the executive branch; (b) establishes certain uniform ADP terms; and (c) makes provisions for executive agencies to submit the first in a series of annual reports on the utilization of automatic data processing equipment and personnel.

2. Policy on program scope and definitions of terms. For purposes of this Bulletin, and as a means for establishing Government-wide policy on the scope of the ADP program of the executive branch, the following definitions will apply:

- a. The initials "ADP" mean automatic data processing.
- b. The term "automatic data processing" means the processing of data with and through ADP equipment.
- c. The term "ADP equipment" embraces all equipment used in automatic data processing, including (1) punched card equipment, whether used alone or in conjunction with electronic computers; (2) electronic computers and the several types of peripheral or auxiliary equipment which are directly involved in computer utilization; (3) data transmission systems that employ the use of devices which convey data automatically or electronically from place to place, or from equipment to equipment, for processing in an ADP system; and (4) all other equipment not identified above which is used in automatic data processing in conjunction with punched card equipment or electronic computers and which has not been identified as being excluded specifically from the scope and meaning of the term "ADP equipment."