

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

StHil. HCO POLICY LETTER OF SEPTEMBER 21, 1961

DESPATCH LINES

Every person must have a basket station.

Each domestic staff member has a single station located in the back hall.

Every office member or school staff member has a three basket station located by his or her desk.

Every office or school staff member must have a desk. The station baskets must be at that desk.

The staff member may also have a beanstalk properly labelled.

But all despatches and active work must be in the office staff member's station baskets or beanstalks and no work may be put in desk drawers or hidden off the lines that is active.

All active despatches must be delivered where they are going and must thereafter be visibly in stations or beanstalks under visible headings.

All in baskets must be kept empty.

When an in is viewed but not done, it goes into the person's pending.

It must be possible to locate any active despatch on the lines whether it is a business day or not.

Keep your basket station straight. Keep your in basket empty. And keep current work visible and where it belongs on the lines.

By the way, I can always judge the state of a department by the state of the station.

L. RON HUBBARD

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