

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 17 SEPTEMBER 1968

Class VIII
Remimeo

OUT ADMIN -LIABILITY

Much has been said about the importance of admin in auditing but auditors just aren't getting it - so it now becomes a LIABILITY to have out admin in pcs' folders.

Folders are to be submitted with the latest session on top. Auditor's report form is stapled to Worksheets which are dated, numbered and in order, latest on top. Summary Report is then attached to the auditing report and W/Ss with a paper clip. This of course is as well as the usual admin such as legible writing, re-writing illegible words, marking reads and FNs, etc.

The C/S instructions for that session go under that session, so you get C/S 4/6/68, Auditing Session 4/6/68, C/S 5/6/68, Auditing Session 5/6/68, C/S 7/6/68, etc.,etc.

As the whole purpose of Class VIII is to minimise the time in auditing, by doing perfect Standard Tech, this cannot be done if it takes 15 minutes to put the folder in order, so it can then be case supervised, so it can then be audited.

So, you will now get a condition of Liability for any out admin.

Good luck!

LRH:id:jp
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