

HUBBARD COMMUNICATIONS OFFICE
Saint Hill, Manor, East Grinstead, Sussex

Remimeo HCO BULLETIN OF 30 SEPTEMBER 1968
L&N Chksht
Class VIII

(Reissued 8 May 1972 with
extended distribution)

LISTS

When doing a correction of lists in a folder to get the correct item and clean the folder up, these rules apply -

- (1) Get one F/N per type of list. Example: 3 S & Ds type U are in the folder - you get the item on the first S & D and an F/N - leave the other two.
- (2) You can get F/Ns on S & D types WSU, Rem Bs old, new and environment. But only on each type.
- (3) To go for any more on one type is dangerous and should not be done.

This whole procedure should be done only if ordered by the C/S.

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FOUNDER

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