

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO BULLETIN OF 5 NOVEMBER 1969
Class VIII ISSUE II
Dianetic
 Auditors
Dianetic
 Checksheets Folder Summary

A case, when audited, and even when off auditing, must be followed. By that we mean that each action taken on the case must be recorded.

Therefore, we have now, as a Standard Admin rule the following:

- 1) a white sheet divided in 4 columns:
Date - Process - Date - Process, is stapled at the back of the front-cover of a folder.
- 2) It has on top of it: Pc's name, and last Grade Attained.
- 3) Each action performed on the case is entered on that sheet.

Example:

5 Nov 69 Flew Ruds to F/N.
 Prepcheck Dianetics - Scientology.
 Completed chain of "Pain in my head".
 Assessed No. 40 GF only.

That sheet with its contents is called the FOLDER SUMMARY.

The recording of auditing actions performed on the case is actually entered by the Auditor right after he has completed the session.

That way, the C/S and the Auditor, can refer to the folder summary, at any time, very easily, and it becomes very practical to survey a case, and see what actually has been done on the case.

Therefore, as of this date, the Standard Admin Rule of keeping the folder summary up to date is official and must be adhered to by each Auditor, whether in Dianetics, or Scientology Auditing.

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Belkacem Ferradj
Flag C/S
For
L. RON HUBBARD
Founder