

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo
HGC Auditors

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FOLDER ADMIN

Folders

Scientology and Dianetic sessions should be kept combined in the same folder and in date sequence so there is a consecutive order of auditing actions. The Solo sessions are kept in separate folders.

Folder Summary

The Folder Summary is kept up every session by the auditor and is stapled to the left inside front cover of the folder as a running summary for C/S use.

The Folder Summary is made up of all actions, including Solo auditing, in consecutive date order and showing what was run plus the result at end of process, session time, admin time, and exam result - FN, VGI's or BER (Bad Exam Report), e.g.:

13 Mar. '71	R3R F. 1,2,3,0 "Pain in my elbow" to EP Exams: FN, VGI's	Sess: 1hr + 45m. Admin: 30m.
14 Mar. '71	Prepcheck "Gains" - BOGGED Exams: BER	Sess: 50m. Admin: 25m.

Folder Error Summaries

The Folder Error Summary is also done on all sessions, in consecutive date order, regardless of type of auditing.

This way the Folder Summary, F.E.S. and folders match the actual sequence of auditing the pc has had and show clearly what item was run and are thus easily usable by the C/S and auditors.

LRH:JR:D&MM:nt
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