

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 13 SEPTEMBER 1971

All Tech
Qual
Adv Courses

Issue II

FOLDER SUMMARIES

(Ref. HCOB 16 March 1971
Issue II Folder Admin)

To facilitate correlation of HGC and Advance Courses pc folders and to give an adequate summary of a pc's progress, the Folder Summary stapled to the inside front cover of the pc's HGC folder requires the following data:

1. Session Date, What Run (with an EP beside each action taken to EP in session), Length of time of session, Admin time, and either F/N indicating F/N at examiners or BER if Bad Exam Report. If TA was HIGH or LOW at exam, it can also be noted.
2. ATTESTS
Date and what attested
If pc sent to attest but did NOT this is noted.
3. ADVANCE COURSE DATA
Date started Advance Course, Level, Date attested to Completion.
(The individual solo sessions are NOT noted but should be entered on a separate Folder Summary in the Advance Course Folder.)
4. MEDICAL DATA
When pc reports sick
Date and brief statement of illness
Then a further entry when pc OFF M.O. lines.

A BLUE or BLACK pen is used for normal entries. A RED pen is used to mark any BER, Flubbed attest, or Medical Action.

In the HGC the Auditor is responsible for keeping up this Summary after each session and immediately on receipt of a Medical Report or pc volunteered BER. It is a standard part of the Auditor's Session admin.

When the pc goes into Advance Courses all folders, (HGC and any Advance Course folders) go to the Advance Course C/S who keeps the Case Progress Sheet and Folder Summary in the HGC folder updated as outlined above.

The solo auditor keeps updated the separate solo Folder Summary on the inside front cover of his current solo folder.

Folder Summary Sheets are stapled to the inside front cover, earliest at the bottom to most recent on the top. When a new pc folder is made ALL Summary sheets are removed from the old folder and advanced to the inside cover of the new folder so that the complete Folder Summary of the case is always in the current HGC folder.

The folder summary sheets are foolscap, divided into two columns.

Below is an example of how the folder summary is kept:-

1 Jan 71 M/O

PC HURT ELBOW (red)

(When pc is later on Advance courses the F/S would look like this):

2 Jan 71

R3-R NARRATIVE ON ELBOW INC. TRIPLE TO EP

R3-R PAIN IN MY ELBOW F 123 to EP

sess 3 hrs 20 min
admin 20 min F/N

10 Nov 71

OT I STARTED

14 Nov 71

OT I Completed

Declared

2 Jan 71 PC OFF MO LINES (red)

17 Nov 71

OT II started

3 Jan 71 HF contd.

R3-R "FEAR"
F-1 to EP F-2 Bogged

sess 2 hrs 40 min
admin 15 min BER (red)

28 Nov 71

BER
PC BOGGED ON OT II (red)

3 Jan 71

L-3B on F-2 FEAR
F-2 to EP "
F-3 to EP "

sess 1 hrs 50 min
admin 15 min F/N

29 Nov 71

L-7 ASSESSED AND HANDLED

sess 1 hr 5 min
admin 10 min F/N

4 Jan 71

Reassessed R3-R lists
All F/Ned

sess 10 min
admin 10 min F/N

4 Jan 71

DECLARE CASE COMPLETION

LRH:BL:JW:MM:mes
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Flag Board of Investigation
(FCO 1429)
for L. RON HUBBARD
FOUNDER