

BOARD TECHNICAL BULLETIN

Remimeo

3 NOVEMBER 1972R
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CANCELS
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SAME TITLE

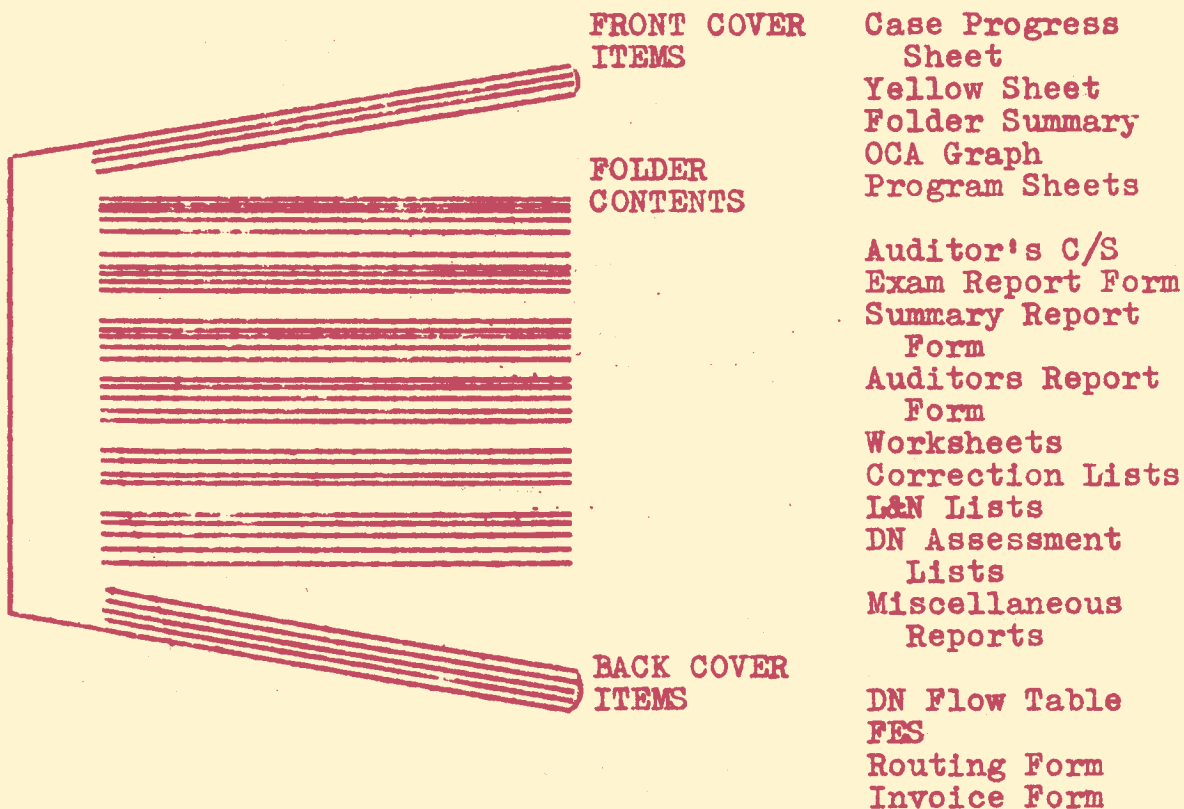
Revised 7 February 1973
(Only revisions are drawings on Pages 2,
3, 4 where the staples were originally
drawn incorrectly.)

Auditor Admin Series 3R

THE PC FOLDER AND ITS CONTENTS

The 'current' folder being used for the PC is arranged into four basic parts:

THE FOLDER



THE FOLDER

The Folder is a folded sheet of cardboard which encloses all the session reports and other items. The folder is foolscap size, light card.

FRONT COVER ITEMS

The Case Progress Sheet is a sheet which details the Levels of Processing and Training the PC has achieved while moving up the Grade Chart. It also lists Incidental Run-downs and Set-up Actions the PC has had. The Sheet gives at a glance the PC's progress to OT.

The Yellow Sheet is a sheet detailing each Correction List or Set of Commands which have been Word Cleared. It also lists the PC's current Havingness process and the type of cans the PC uses.

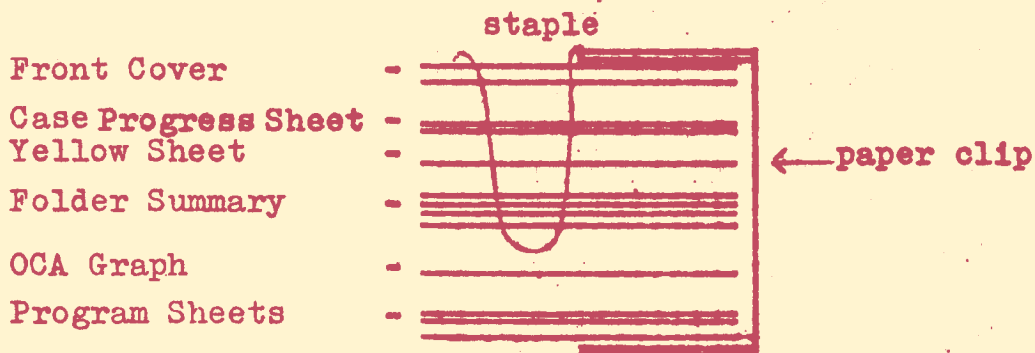
The Folder Summary is written on sheets located inside the Front Cover and is an adequate summary of actions taken on a PC in consecutive order.

The OCA Graph is a specially prepared graph which plots 10 traits of a PC's personality from a Personality Test taken by the PC.

OCA = Oxford Capacity Analysis.

The Personality Test is also known as the APA = American Personality Analysis.

The Program Sheet is a sheet which outlines the sequence of actions, session by session, to be run on the PC to bring about a definite result.



The Case Progress Sheet, Yellow Sheet and Folder Summary are stapled inside the Front Cover. The OCA Graph and Program Sheets are clipped over the Folder Summary with a big wide paper clip.

THE FOLDER CONTENTS

The Auditor's C/S is a sheet on which the Auditor writes the C/S instructions for the next session.

The Exam Report is a report made out by the Qual

Examiner when the PC goes to Exams after session or goes on his own volition. It contains the Meter details, PC's indicators and the PC's statement.

The Summary Report Form is written by the Auditor after the session on a fill-in type standard form and is simply an exact record of what happened and what was observed during the session.

The Auditor's Report Form is made out at the end of each session and is an outline of what actions were taken during the session.

The Worksheets are the sheets on which the Auditor writes a complete running record of the session from beginning to end, page after page, as the session goes along.

A Correction List is a list of prepared questions on a mimeoed sheet which is used by the Auditor for the repair of a particular situation, action, or Rundown.

An I&N List (Listing and Nulling List) is a list of items given by a PC in response to a Listing Question and written down by the Auditor in the exact sequence that they are given to him by the preclear. Each list is done on a separate sheet.

A Dianetic (R) Assessment List is a list of somatic items given by a PC and written down by the Auditor with the reads marked that occur on the Meter.

A Miscellaneous Report is a report such as an MO Report, a D of P Interview, an Ethics Report, a Success Story, etc, which is put in the PC's folder and gives a C/S more information about the case.



The reports filed in the folder from one session consist of:

The Worksheets stapled together with the Auditor's Report Form on Top. Any Correction List used goes

under the Worksheets and is included in the stapling.

Any L&N Lists or DN Assessment Lists are not so stapled but remain loose and are put under the other session reports.

On top of the stapled sheaf comes the Summary Report Form, then the Exam Report and then the Auditor's C/S.

All the session reports are now paper clipped together.

Session Reports as above are put in the folder consecutively with more recent on top.

Any miscellaneous Reports are filed appropriately at the correct chronological point in the folder.

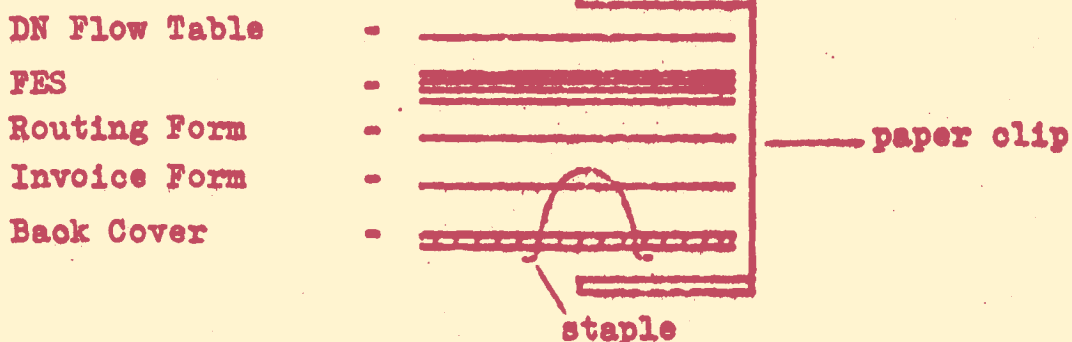
THE BACK COVER ITEMS

A Dianetic Flow Table is a chronological list of DN Items run, from earliest to latest, with the flows that have been run.

An FES (Folder Error Summary) is a summary of auditing errors in a folder and on a PC's case not corrected at the time the summary is done.

The Routing Form is the form that lists the Org terminals the PC has to check through in order to arrive in the HGC and in the auditing chair.

The Invoice Form is a summary sheet of how much auditing a PC has signed up and paid for, and how much of that has been delivered.



The invoice Form is stapled to the back cover. The rest of the items are paper clipped inside the cover.

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Authorized by AVU

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY (R)

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