

BOARD TECHNICAL BULLETIN

5 NOVEMBER 1972R

ISSUE III

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Remimeo

CANCELS

HCO BULLETIN OF 5 NOVEMBER 1972

ISSUE III

SAME TITLE

Auditor Admin Series 7R

THE FOLDER SUMMARY

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

It is stapled inside the Front Cover of the PC's current folder and requires the following data:

1. ADMIN DETAILS

Session date, length of time of session and admin time. When a new folder is started. The total time of a series of auditing sessions. When OCA taken. When an FES done.

2. PROCESS DETAILS

What was run and whether it ran. Mark an EP beside each action taken, or if it was not taken to EP mark in red UNFLAT, O/R, or whatever.

The listing question of an L&N action is written out in full.

R3R items are written out in full.

If an item or terminal R/Ses in session, it is noted in red on the Summary with the page number and circled.

Similarly an evil purpose arising in a session is marked in red with the date and circled.

3. EXAM REPORT

At the bottom of the process details mark F/N indicating an F/N occurred at the Examiner, or BER (red) if a Bad Exam Report. If TA was high or low at exam, it can also be noted.

4. ATTESTS

Date and what attested.

If PC sent to attest but did NOT this is noted.

5. 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.)

6. MEDICAL DATA

When PC reports sick.

Date and brief statement of illness.

Then a further entry when PC OFF MO lines.

7. ETHICS DATA

Any Ethics cycles or Conditions.

A BLUE or BLACK pen is used for normal entries. A RED pen is used to mark any R/Sing item, Ev Purp, list or Dn item correction, BER, high or low TA at Exams, flubbed attest, medical action or Ethics cycle.

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 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, Yellow Sheet, and Summary Sheet 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.

The Folder Summary Sheets are foolscap, divided into four columns. Below is an example of how the Folder Summary is kept:

| | | | |
|-----------|---|---|---|
| 1 Jun 72 | M.O. REPORT PC hurt elbow (red) | (When PC is later on Advance Courses the F/S would look like this.) | |
| 2 Jun 72 | (Session time) (Admin time) R3R Narr on elbow inc. Triple to EP. R3R 'pn in my elbow' Fl,2,3 to EP. F/N | 10 Aug 72 | OT I Started |
| 3hrs 20m | | 14 Aug 72 | OT I Completed <u>Declared</u> |
| 20m | | 16 Aug 72 | Set up for OT II TRIPLE RUDS to EP Study + W/C M4 on OT II Materials. |
| 2 Jun 72 | PC Off MO Lines (red) | | 2WC re the level to EP. F/N. |
| 3 Jun 72 | New Folder No. 3 | | |
| 4 Jun 72 | 2WC 'What do you really want handled' to EP R/S on 'boats' p. 4 (red) L&N 'What intention is connected to the sea' to ED F/N item. R3R 'The intention to be shipwrecked' F 1,2, to EP. F3 BOGGED (red) (red) BER TA 4.2 | 17 Aug 72 | OT II Started |
| 4hrs 28m | | 28 Aug 72 | PC bogged on OT II (red). BER (red) |
| 20m | | 29 Aug 72 | L-7 Word Cleared L-7 assessed and handled to EP. F/N. |
| 4 Jun 72 | L3RD on F3 'The intention to be shipwrecked' to EP. F/N | | |
| 1hr 23m | ETC. | | |
| 20m | | | |
| 15 Jul 72 | New OCA | | |
| 15 Jul 72 | DECLARED EXP DN COMPLETION | | |
| 15 Jul 72 | Total Hrs Exp Dn 42hrs 18m. | | |

FOLDER SUMMARY FORM

When a new PC starts auditing and the first folder is made up a copy of the attached form is stapled by two staples at the top to the inside front cover.

The form is mimeoed on lightweight paper so that it is not bulky.

The Auditor fills in this form as he progresses with the auditing.

New sheets are added as needed, earliest at the bottom to most recent on the top.

When a new folder is made up, ALL Summary Sheets are removed from the old folder and advanced to the inside cover of the new folder so that the completed Folder Summary of the case is always in the current HGC folder.

It is the HGC Admin's responsibility to see that the above is done.

Reference: Tape 7 Apr 72 Exp Dn Tape 3
 AUDITOR ADMINISTRATION

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

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PC NAME

FOLDER SUMMARY FORM

SHEET _____