

HCO POLICY LETTER
of September 12, 1958

COLOR FLASH SYSTEM

Rewritten

(Remove or X out Old Color Flash System from All Hats - HCO Policy Letter of May 9, 1957 and that paragraph referring to Color Flash system in HCO Policy Letter of April 8, 1958.)

- A. PINK - All financial despatches or reports amongst all organizations, departments or terminals. All purchase orders. All committee, council, staff meeting minutes including original (which should be on heavier paper than its carbons).
- B. BLUE - All Hat write-ups, changes, notations. This is Original, Department Head Copy and Copy in Actual Hat.
- C. ORANGE PAPER - HCO Bulletins; HCO Policy Letters; Despatches between HCO Personnel; All despatches from HCO Personnel to any and all organizations, departments and personnel. HCO carbon copies are ORANGE. Except HCO releases for hats which will be BLUE. /of despatches
- D. GREEN - Intra-Organization letters, memos, data sheets, despatches. All Scientology organizations to all Scientology organizations. Carbon copy of any GREEN despatch is GREEN.
- E. WHITE - All board minute originals and carbons. Letters to field, business houses. Student reports. Testing. Case analysis. Forms for sign ups. Releases. Contracts. Ms and Research notes, Original and Carbon. (WHITE paper in file means original letters from outside people or organizations.)
- F. PALE YELLOW PAPER - Carbon copy of business and field letters outgoing.

SPEED PRIORITY

("Rush" is our only faster than average label and means personal delivery or swiftest communication such as phone or cable. Our Comm System is already fast.)

Attention should be given to communications in this order of speed unless any communication is itself marked "Rush" at top.

PINK
BLUE
ORANGE
GREEN
WHITE
YELLOW

Please adhere to this system in all organizations. Separating, filing and expedition of lines depends on flash system for speed.

L. RON HUBBARD