

HUBBARD COMMUNICATIONS OFFICE+  
WASHINGTON, D.C.

H. C. O. POLICY LETTER OF APRIL 23, 1959

(Reissue, from London)

H. C. O . FILING SYSTEM

CONFIDENTIAL FILES

1. City Office File
2. Franchise for that city office
3. Accounts of that city office=
4. Bulletins
5. Parifinelia and dispatches
6. Letters
7. All Other

The rule in setting up files is: Each Division is itself and has within it an alphabetical file. The latest data is always nearest the top, or to the front of the file. The last or given name of the company or person is used for alphabetizing. Titles of staff persons but never their personal names are used in file headings.

HEADINGS OF HCO FILE DIVISION

1. RESEARCH AND WRITING
2. (a) HCO DISPATCHES LOCAL AND (b) WW
3. HCO INTERNATIONAL (CONT. FILES.)
4. LRH PERSONAL AND LRH PERSONAL BUSINESS (LRH PERSONAL)
5. FILMS AND PICTURES
6. PUBLIC RELATIONS
7. PUBLICATIONS
8. BULLETIN AND SECRETARIAL TO THE EXECUTIVE DIRECTOR -- two complete files
9. HCO BUSINESS FILES
10. HCO PERSONNEL FILES
11. HCO BOARD OF REVIEW FILES

On Bulletin and Sec. EdD. files file by numerical or chronological order and then file forward, that is, last thing put in drawer is in front. Master files should be placed in very front of files. Master copies are not filed with extra copies.

L. RON HUBBARD

LRH:MP:IWH:BRL