

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy St. London W.1

HCO POLICY LETTER OF JULY 1, 1959
Issue 2

RESPONSIBILITY FOR HCO FILES

The state of HCO files is the responsibility of the HCO Communicator in any HCO office.

Where there is an HCO Steno, the Steno does the actual filing but that it is done and that it is correct is the basic responsibility of the Communicator.

Particularly the Communicator should be certain that all Policy Letters, Bulletins and Sec E.D.'s are properly mimeo'd in right quantities, kept and filed, that they exist in sufficient number and that Master File copies are untouched and never themselves issued, only copies.

This order stems from the Communicator's basic responsibility to see that dispatches get to their correct destination. As Policy Letters, Bulletins and Sec E.D.'s are the most important general dispatches, he must be very sure that these arrive where they belong. As these are repeatedly issued from files the Communicator cannot accomplish his basic function unless they exist in proper files and quantity.

This applies to every HCO office.

L. RON HUBBARD

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