

HUBBARD COMMUNICATIONS OFFICE

1812 19th St., N.W. Washington D. C.

(Issued HCO WW, Reissued HCO DC, Reissued HCO LA)

CenOcon

HCO POLICY LETTER OF OCTOBER 5, 1959

Tape and Record Production - HAT

PURPOSE: To insure excellent quality reproduction of voice in tape and record production. To make sure that all materials released via tape and record follow organization policy.

No. 1/ Receives master quality tape copy or B master from Tape Master Library tape to go into production (whether as tape or record).

No. 2/ Listens to quality of tape.

No. 3/ Edits out all snaps, pops, coughs of audience (where possible) and LRH coughs (where possible). Cuts out any phrases which might in some way down-grade Scientology, Scientologists, or Cental Organizations.

No. 4/ Edits lectures to 24'30" for records. (So that overprint does not show up)

No. 5/ Make production master if for tape distribution, and send edited copy master to Master Tape file for filing.

No. 6/ Receives orders from DCI shipping for tapes and sends out production master for copying or does it on org. equipment- whichever is being done at the time. Makes labels for tapes when finished and sends to shipping to ship.

No. 7/ For records - sends the edited lecture to (organization outside handling same). Receives back an acetate test pressing. If not OK, correct what is wrong either in master tape or if the outside Org. is goofing tell them what to correct. When you receive an acetate test pressing which is OK send back for test pressing of actual record. If OK with LRH then send in order for record and quantity. Also send in mockup of label to go on record.

No. 8/ When final test pressing OK'd send to printing name of lecture, copyright date, lecturer, event, to have labels for record jackets made. Make sure there are enough record jackets in stock to cover quantity. If not then order from printing (using usual P.O. routing).

No. 9/ When final records are received they are to be packaged by Book Admin. and shipped by shipping. Delivery receipt and P.O. sent to accounting. Master tape copy sent back to master tape library for future use.

No. 10/ When finished making copies of tapes send production master back to master tape library for filing and future use.

No. 11/ When a tape and/or record is released make sure that the text is copyrighted with the exact wording as on tape or record. Not necessary to send a copy of the tape or record to copyright office, only one original typed copy.

L. RON HUBBARD

LRH:IET:MG:RSH

Copyright (c) 1959

by L. Ron Hubbard

All Rights Reserved