

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Central Orgs HCO POLICY LETTER OF JANUARY 4, 1961
Tape Departments

TAPE LEADER COLOUR CODES

In order to standardize the usage of tapes all over the world, the following colour code for leader tapes is recommended. The code is based on information received as to what colours of leader tape are available in various areas.

For Masters or Production Masters:

On "A" side of tape — White or Gold
On "B" side of tape — Red

For Copies:

On "A" side of tape — Green or Blue
On "B" side of tape — Red.

Please put into effect as soon as possible. If there is any difficulty in putting it into effect, inform HCO Secretary WW at Saint Hill.

PETER HEMERY
HCO Secretary WW

for

L. RON HUBBARD

LRH:jms:kjm
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