

HCO Secs.
Ds of P.

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

HCO POLICY LETTER OF JANUARY 30, 1961

CASE FILES

It is vital that the HGC retain a case file for every case it ever processes.

This specifically includes staff members.

All auditors reports, assessments and notes and recommendations concerning a case, including staff cases, must be part of this file.

This file must be available to staff auditors processing the preclear.

Anything an auditor knows about a case, as a general summary, should be put in the pcs file for future reference, especially at the end of an intensive.

L. RON HUBBARD

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