

Central Orgs

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF APRIL 16, 1962

Dir Pr & R
Body Reg
Admin Dir
Ltr Reg
Typist
CF Promo Liason
CF i/c
Add i/c

COMMENTS ON LETTER REGISTRAR DEPARTMENT

The Letter Registrar department system is very concise. Central Files contain folders of persons who have bought something. Not idle lists.

C/F folders contain names of person active in the last three years, persons who wrote to us or bought something.

Addresso is the card file system of C/F. Addresso plates are tabbed in such a way that they reflect C/F exactly, without further card files. Addresso gives the Letter Registrar card files from the Addresso plates.

Other lists, such as the Old Dianeticist List, and their correspondence remain valuable, and should be kept intact. Such lists should receive at least one mailing every year.

The Letter Registrar and typist have their own office. C/F and Addresso have their own office (or offices). These should be adjacent.

In a fully operational Central Org. there must be:

1. Letter Registrar
2. Typist or typists
3. C/F Promotion/ Liason
4. C/F-in-charge
5. Address Clerk

If not already in operation, a crash program should be set up, using other personnel than these, to sort out CF folders and divide them into "active" or "inactive", make Address exactly tally with C/F folders active, so that Addresso becomes the index system for C/F. Get a C/F that goes back at least three years. Keep inactive files handy so that a person's file can be activated if he writes in or buys something.

Restore the system of routing invoice copies to C/F and Address, so that they can then check for plate or folder and make one if not there.

If these routine precision clerical actions are missing, low income will result. If they are well done, then with the addition of excellent technical results in the HGC and excellent training in the Academy, you will win.

LRH:jw:ro
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