

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 APRIL, 1965

URGENT

Remimeo	Office of LRH
Sthil	Design & Planning
All Orgs	All Promotion Functions in an Org
All Scn. Staffs	All Mailing Activities in an Org
Dissem Hats	Booklets, Handouts,
HCO Hats	Mailing Pieces

(Effective at once Saint Hill.  
Effective June 1, 1965 other Orgs.)

No mailing may be made without a complete sample of the entire mailing being okayed by myself at Saint Hill.

No booklet or brochure may be given or handed out without being okayed for that specific purpose by myself.

No Letter Registrar may mail bits or pieces in letters without their being specifically okayed for that purpose by myself.

No insert may be placed in Certificate mailings such as a pamphlet or brochure without my specific okay for that purpose.

Previously Letter Registrars and Dir Prom Reg have chosen out bits and pamphlets to mail people at their own discretion. This is cancelled. Any such presentation must first be okayed for that purpose.

That a booklet exists or has been printed is not an okay for its general use.

Any printed booklet or book must be okayed before being used for a specific purpose.

This means that booklets and handouts may not be indiscriminately released. One may not place them in with certificates or mailings unless they are okayed to be used for that purpose.

Booklets etc. may not be handed around at Congresses or in PEs unless they have been okayed.

Submission for Okay

The entire packet that is to be mailed or handed out or put in with a certificate must be packaged up the way it will be assembled and passed to me via the Office of LRH Saint Hill.

Mark it - Office of LRH Saint Hill - Issue Authority Section.

Do not send a pamphlet and as if it is okay to release it. State what it is to be released with or how it is to be released.

All permissions granted are for a specific use of the material. That an item has been given a specific permission for a specified use does not grant permission to use it as anything else. If it is to be used for anything else, a new permission must be asked.

All permissions granted will be issued as SECEDs and expire, like all SECEDs, in one year.

Magazines

Every issue of a magazine must be passed upon in Dummy Form. Two dummies must be submitted. One is kept, the other returned.

A copy of the finished magazine must be sent to the Office of LRH, Issue Authority Section.

Books

Books which may be advertised and sold must first be passed upon by the Issue Authority Section.

This includes all books, those by myself and others.

Reprinting Books

Any book to be reprinted must have an authority from the Issue Authority Section.

On requesting a reprint authority, sales data on the book during the past year must be included.

Several new books are to be issued and they may replace some old ones.

Some old books are to be rewritten.

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"Unauthorized issue" means that the material does not have an authority for that purpose and is a misdemeanour.

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Co-ordination of issue makes it possible to assess values of various materials and bring greater effectiveness of presentation.

L. RON HUBBARD

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