

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Gen Non-
Remimeo HCO POLICY LETTER OF 31 AUGUST 1965

MAIL OPENING

The opening of mail is to be done in the Dept. of Communications - HCO Division 1, Dept. 2. Mail is opened and distributed only once a day which is after the first delivery. Any other deliveries of mail by the Post Office are to be kept locked up in a safe place until the next day.

In opening mail, follow this procedure: first divide the mail into three categories:

- a) letters into org
- b) packages and parcels for the org
- c) students' and pcs' letters and parcels.

The mail is counted and the count is noted in the mail log.

The students' and pcs' mail is sent to Tech Services for distribution. Org mail is opened and each despatch is date-stamped. If letters contain a cheque, money order, postal order, cash or any other negotiable form of money, they are to be logged in the mail log book with the name of the remitter, exact amount of money, what form the money takes and the letter is to be date-stamped in the usual way. When this has been done, distribute all the mail into the comm centre with the exception of mail with money. This is taken by hand to the invoicing cashier in Dept 7 Org Division.

LRH:ml:gmh
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