

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

St Hill only

HCO POLICY LETTER OF 13 SEPTEMBER 1965
Issue II

ISSUE AUTHORITY REQUIRED FOR MIMCO

"OK needed from Issue Authority" means an OK is needed for all things run through the mimco machine, whether okayed previously to be mimcoed or not.

The objects are twofold:

(1) To save on mimco paper and

(2) To keep my mimco policy and technical lines from being jammed. If too much is put on these lines, the line is cut just because it's too much for people to read at the other end.

HCO Pol Ltrs, HCO Bulletins and HCO Exec Ltrs are especially my lines. These are never "by the authority of" mimco signatures. No Franchise Info issued by the Franchise Officer here is ever put on HCO Pol colour flash or title.

There are HCO Admin channels, other flash systems etc, for things that bear "by the authority of".

The re-issue of a Policy Letter requires Issue Authority Okay.

Providing extra copies of anything requires Issue Authority Okay.

In addition, nobody else puts anything on HCO Pol Ltr, HCO Bulletin or HCO Exec Ltr except myself over my own signature without any "by the authority of". These are my own personal lines. When they appear in orgs, they can be picked out easily from other mail and mimeos. I try to keep the quantity down to keep from jamming people's lines. Therefore anyone else putting traffic on these lines is unappreciated. They have other colour flash anyway.

In filing, designation of where they were sent does not place them in a different file. HCO Bulletins, HCO Pol Ltrs and HCO Exec Ltrs all go chronologically. Saint Hill is not separate.

And no matter what colour flash or designation a mimco has and whether old or new or whether a stencil exists or not, before it goes into the Ronce it needs Issue Authority Okay.

LRH:ml
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