

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

**HCO POLICY LETTER OF 30 MARCH 1966  
All Divisions**

**Remimeo  
All Staff Hats  
Staff Status 2  
Check Sheet**

**Revised Reissue of HCO Pol Ltr  
of 15 Nov 1958**

**THE THREE BASKET SYSTEM**

All personnel assigned a desk and a specific stationary working space are to have a stack of three baskets.

The top basket, labelled "IN", should contain those items and despatches still to be looked at.

The middle basket, labelled "PENDING", is to contain those items which have been looked at, but which cannot be dealt with immediately.

The bottom basket, labelled "OUT", is to contain those items which have been dealt with and are now ready for distribution into the comm lines again, or to files, etc.

**L. RON HUBBARD**

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