

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

HCO POLICY LETTER OF 9 SEPTEMBER 1966

Remimeo

SECURITY

TELEX FILES

All Telex Files must be safeguarded by the Director of Communications and must not be available to casual callers in Reception.

This may mean keeping Telex Files in the Communications Office distant from the machine.

COMM CENTRE

Dispatches in the Comm Centre must be safeguarded against public or unauthorised interference.

This is commonly done with locked divisional boxes but if so, keys may not be left in the locks.

ORG BOARDS

The WW, Saint Hill Day and Foundation Org Boards should be hung on the walls in Reception or otherwise displayed where they can be viewed by staff and public.

LRH:lb-r.cden
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L. RON HUBBARD
Founder