

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 MAY, 1970

LRH Comm Hat  
HES Hat

ISSUE V

LRH Comm Master Files

1. Each LRH Comm keeps a file for each type of issue from LRH - HCO Bs, HCO P/Ls, EDs, etc., and one marked for indexes containing the monthly lists of mimeo items. The index is in one part for each type of item.
2. These are labelled:  
"LRH.....Files"  
(e.g. "LRH Policy Files")  
and are the property of LRH, kept continually ready for his use in his office in the Org.
3. They are good looking, beautifully labelled files and are kept scrupulously clean as befits LRH's property.
4. They may be used as a reference source by the LRH Comm, who does not allow other people to touch them but may open them to be read.
5. In the case where no other copy exists in the Org, the LRH Comm may issue one copy for purpose of stencil typing only, for 24 hrs. The item is issued in a clean labelled folder labelled "LRH copy of HCO P/L.....", and logged out and in. Only one item may be issued at a time.
6. Where a single hatted LRH Comm does not exist, the HES keeps these files on behalf of the future holder of the post.
7. LRH Comms who do not have these Master Files should obtain them, and steadily work to make them complete.

Peter Warren  
CS-9

for

L. RON HUBBARD  
FOUNDER

LRH:PW  
Copyright © 1970  
by L. Ron Hubbard  
ALL RIGHTS RESERVED