

HUBBARD COMMUNICATIONS OFFICE
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Remimeo
Dissem Sec Hat
Dir Prom Reg Hat
CF I/C Hat
CF Clerk Hat
Address I/C Hat
Address Tabbing Clerk Hat

CF AND ADDRESS PRE-SORTING

CF and Address should both have a series of baskets, one for each letter of the alphabet, into which all particles are sorted prior to either filing the particle as in Central Files (CF) or prior to making an address plate, changing an address plate or tabbing an address plate as in Address. In this fashion all particles can more easily be filed or handled.

The action then is as follows:

1. Sort all particles into the alphabetical sorting baskets using the first letter of the last name as the criteria into which basket the particle is placed. (A letter or invoice made out to Mary C. Jones would be placed in the basket marked "J".)

2. Then file or handle from each alphabetical basket.

Number 1 and Number 2 as above can be done many times during the day as required by the volume of particles received.

The baskets can be setup either in a series of basket stacks or they can be laid out on top of a long series of filing cabinets as in CF. How these are setup is a question of ease and convenience so as to speed the particle flow.

As far as the baskets themselves are concerned, these can at first be boxes which stationery is sold in or baskets similar to those used in Comm Centers; however, as regards the latter it would be wise to obtain either a different shape or a distinctive color because it not unfrequently happens that these baskets are removed by other staff or HCO for use in Comm Stations or in the Comm Center.

L. RON HUBBARD
FOUNDER

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