

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

**HCO POLICY LETTER OF 5 FEBRUARY 1971**  
Issue VI

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 set up 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 set up 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.

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