

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 FEBRUARY 1971

Remimeo

(Re-issued and Corrected 3 October 1971  
Only change is word "prone" in para 8)

MIMEO FILES

As there is often a confusion on the duties of Mimeo Files the end product of a Mimeo Files Unit:

ALL MIMEO ISSUES PROPERLY FILED AND AVAILABLE  
FOR USE IN NEEDFUL QUANTITIES.

Mimeo files is NOT a compilations unit. It is NOT a preps unit. It is not a mimeo form reprint and furnishing unit.

Its duties are exact. They are those duties necessary to get a product.

Filing comes first! Unless all existing mimeo issues are filed no one would know what to reprint.

Stencil files must be fully filed before any stencils for reprint are cut. If the stencil files are not fully filed into how would one know what stencils were missing?

This activity is essentially an assembly line action. No one should be in the unit who has not done the Data Series and Org Series.

As the unit has no great seniority it easily takes and executes illegal orders from any senior that is around. The result of this is NO MIMEO FILES. Thus Mimeo Files personnel prone to take illegal orders are a liability as they waste time by performing other actions and wind up with no product.

When the files of mimeo issues and the files of stencils are fully filed then Mimeo Files can run off missing issues to complete their files. They can electrocut or type missing stencils.

There is NO cope action in this unit.

Anyone wanting issues can dig them up so long as they don't bother Mimeo Files personnel.

This unit has no other product than above.

If hats need making up and issues are missing, that's the function of Preps. Preps can cope. It is not Mimeo Files.

The surest way in the world for this unit to get into trouble is try to be helpful.

The unit must not accept any orders beyond the scope of this order.

Its first lesson should be this order. And that POs and CBOs and PLs are senior to any order written or verbal that they may receive.

If your org winds up without Mimeo Files, this order has been violated.

The object of Mimeo Files is to complete mimeo files.

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FOUNDER

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