

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 MARCH 1971

Remimeo
HCO Hats

MIMEO SECTION

The Mimeo Section has been transferred to HCO Dept 2, Comm Department.

The Mimeo Section is composed of two Units—MIMEO and MIMEO FILES.

It will be found that HCO cannot hat and pack unless it has a Mimeo Section.

The MIMEOGRAPH OFFICER is in charge of all Mimeo activities. Under him and answerable to him is MIMEO FILES IN CHARGE, which must be a separate manned unit.

Full Policy, HCO B and ED files should exist in Mimeo Files. Other mimeo issue types are also filed in Mimeo.

Routing Forms and other forms are run off in Mimeo itself. Spare or replacement issues are also run off by the Mimeo Unit. At one time this was a Mimeo Files action but was found to impede filing.

Where a Continental Liaison Office has two or more orgs in the same city it may at local option take over all Mimeo activities and files of that City. Otherwise orgs are responsible for their own Mimeo Section.

The Org Board of an org when Mimeo Files is delegated to a CLO, is marked "Mimeo Section, Liaison to CLO". In this case also the CLO charges the org for issues and packs, providing only that it does furnish them and that "FP" and other actions do not forbid an org hats and materials. HOWEVER THIS IS ARRANGED IT DOES NOT RELIEVE THE ORG OF RESPONSIBILITY FOR HAVING COURSE MATERIALS AND HATS TO ISSUE.

Tape ordering to make up Course Materials goes to Dept 16. But if Publications does not get in tapes to be used on Courses, it is Mimeo Files that is ultimately Responsible as these are also a COMMUNICATION.

Promotion

Mimeo does NOT belong in Promotion as it gets USED for Promotion which is NOT a correct use of Mimeo. Only Emergency meetings or offers when no time exists are ever put on Mimeo as it is unsightly.

A print type typewriter such as an IBM Executive (not their typesetting unit) and an office type *photo offset* machine (definitely different than Mimeo) is the traditional magazine and promotion set up, shoddy mimeoed magazines are forbidden, both because of awful appearance and excessive cost. Large magazine issues can sometimes be typeset and printed BUT THIS IS ONLY DONE WHEN LESS COSTLY THAN ORG COPY PHOTO-LITHOED. A Magazine may be sent out to be photo-lithoed. It may NEVER be mimeographed.

Mimeo Files

The extent of stencils and cabinets needful for a complete Mimeo Files Unit if too much for a small org may be done by Liaison to a Continental Liaison Office.

An org of any size, however, will find that it cannot operate without access to Mimeo Files.

Mimeo Use

The orders of an org are a usual use of a Mimeo activity.

The duplication of EDs, new P/Ls and HCO Bs is another vital use.

Two Choices

An org must have (a) a Mimeo Section of its own or (b) a positive rapid liaison with an efficient and complete Mimeo Section in a larger org or a CLO.

There is no third choice.

The entire form of the org, the work calibre of the staff member, the readiness of full course materials depend utterly on a Mimeo Section. Many orgs, deprived of use of files, have almost vanished.

Even an HCO cannot form unless it has the policies relative to its duties and functions.

Mimeo and Mimeo Files are important.

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