

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 JUNE 1971

ISSUE II

LRH Comm Hat  
HAS Hat  
Dept 3 Hats  
Tech Sec Hat  
Qual Sec Hat

SECURITY OF CONFIDENTIAL TAPES

Issue Authority to Hear

All Confidential Tapes, of technical or other nature, may be heard only by staff members, students, or Public Scientologists who are fully trained and classed to the level of the material contained in the Confidential Tapes, who qualify by the designation on the tapes, ie: staff, students, public, etc., who have Ethics Clearance from the Ethics Officer and Issue Authority from the LRH Communicator of the Org.

The Ethics Clearance from the E/O and Issue Authority from the LRH Comm must also be obtained for each individual hearing of a Confidential Tape and must include the place where the tape is to be played and the time of the tape-play.

The E/O and the LRH Comm must require an attestation from the Tech Sec or the Qual Sec as to the contents of a Confidential Tape and those allowed to hear it if this is not stated on the tape box.

The Ethics Officer and/or the LRH Communicator must deny authority or clearance or authority for a person or all persons wishing to hear a Confidential Tape in the absence of one of the above data required, and must also deny clearance or I/A if the place or time of the tape play does not meet with security requirements.

Division 4 Tech Staff and Division 5 Qual Staff may never allow any person access to Confidential Tapes without seeing the Ethics Clearance and I/A for all the above requirements. They are also responsible for seeing that all Confidential Tapes are securely held under lock and key at all times when not in use, and that they are logged out with date, time and persons name prior to use and logged in again after use.

HCO Department 1 Hatting Staff and Department 3 Inspection and Security Staff are responsible for seeing that this policy on the security and use of Confidential Tapes is known and maintained by all staff as designated, that it is included on the Department 3 weekly Inspection List and where necessary enforced as required.

HCO Aide  
for  
L. RON HUBBARD  
FOUNDER

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