

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 30 JULY 1971

MIMEO FILES PRODUCT

When there is difficulty in getting Mimeo Files put together it will possibly be because it has a wrong product.

The product of the unit will be thought to be, by the In Charge and personnel of the unit, the formation of the files. They instinctively accept a stat of "number of particles filed."

This is not the correct Product.

The actual product of Mimeo Files is the number of particles removed from it for USE by the other units of the org.

This would be its stat.

Obviously if files are not complete and if folders are let go empty, other units and staff members of the org have nothing much there to remove and so the Mimeo Files stat goes down and the other units like the Hats Assembly and other pack assembly units expensively resort to Xeroxing, start making unreadable hats and course packs, etc.

As soon as this real product of Mimeo Files is understood, then the files people get interested in having a Reprint Required log, counting the issues taken and putting a Files there that serves the org.

A Mimeo Files not so oriented, working on the wrong stat and product will continuously demand orders and changes in line up, because it is stuck in a sub-product -- the bulk of the files, rather than the real product of particles issued for use.

L. RON HUBBARD
FOUNDER

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