HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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Remimeo
HGC Admin Hat

HGC ADMIN

POINTS ON HANDLING PC FOLDERS

1. A folder is provided for each pc. The folder is fools-cap size, light card, usually blue or green in color.

2. The pc's name and Grade is printed (using a fat felt pen) on the front of the folder and also along the spine to facilitate ease of identification when folders are stacked.

3. When a new folder is started a copy of the Pc Case Progress sheet is stapled to the inside front cover.

4. Folders of pcs at Adv. Course levels are marked "Confidential" and striped on the front cover with green tape.

5. When a folder gets too fat a new folder is started. The Case Progress Sheet, Folder Summary, and Programmes are all carried forward into the new folder and stapled to the inside front cover. Don't let the folders get too fat as this wrecks the folder and makes handling difficult.

6. A rubber band or elastic garter is placed around each folder to prevent loss of contents and make for easier handling.

7. Old folders and those of pcs not currently on auditing lines are filed in alphabetical order in a store room.

8. Folders are never handed to the pc. They are handled as per C/S Series No. 25.

9. When pc folders are sent to another Org (such as an AO or Flag) the folders are checked for completeness, packaged securely, and tied with string which is sealed.

10. A log book of pc folders is maintained. This includes the number of folders for each pc (and where stored if not in current use).

Tech Prod Off

for

Training & Services Aide

for

L. RON HUBBARD
FOUNDER