

# BOARD POLICY LETTER

14 APRIL 1969R

Remimeo

Revised & Reissued 1 July 1975 as BPL

CANCELS  
HCO POLICY LETTER OF 14 APRIL 1969  
SAME TITLE  
AND  
HCO POLICY LETTER OF 25 JANUARY 1966  
Issue III  
"Distribution of Mimeo Issues"

## BULLETIN AND POLICY LETTER DISTRIBUTION

The following is the policy on Distribution of Bulletins and Policy Letters issued from Flag.

These are the standard mimeo distribution symbols:

Remimeo  
General Non-Remimeo  
Limited Non-Remimeo  
SH  
AO  
Mission  
Students  
BPI  
MA (Magazine Article)

Other *special* distribution may be indicated such as SHSBC or Class VIII or Dissem Sec, etc.

### REMIMEO

Remimeo means mimeo copies to be made by the org. This indicates main technical or Policy material.

When a fair copy is sent to an org from Flag, copies are run off for their staff, and for the staffs of their nearby orgs and for their students as they wish. They keep the stencil on file for additional copies as needed. They file copies in their Master and general files in each org including the receiving org.

The orgs receiving fair copies have considerable discretion in how many copies they run off, how many they send to smaller orgs (but they must ensure 1 copy for each staff member in the local org of Remimeo issues), and whether they issue to students or not. But they *must* keep the stencil for reuse and file it in their own Master files along with a copy clearly stamped MASTER COPY.

### ORGS NON-REMIMEO

Non-Remimeo means Bulletins and Policy Letters which are intended for use but only by executives and therefore are of limited distribution. It means not to be mimeoed again by the receiving org.

There are two classes of Non-Remimeo: General Non-Remimeo and Limited Non-Remimeo. *General* Non-Remimeo distribution is based on 1 copy for Master Files, one copy to LRH Comm, one copy to the Guardian or A/G, one copy each to the FR, ED (CO), HES and OES, one copy to the Qual Library reference files and one copy to

the reference files of all Bulletins and PLs kept in Reception for staff, one copy to the Div Head(s) and the Department Head(s) concerned and one copy to the post(s) in the Department(s) concerned.

General Non-Remimeo issues usually deal with broader points of Admin or Tech of interest to one or two production departments as well as the LRH Comm, FR, the Guardian or A/G, HES, OES and ED (CO).

They are never strewn about or broadly re-published as they could be misunderstood.

*Limited* Non-Remimeo means that copies only go to Master Files, LRH Comm, the Guardian or A/G, HES, OES, ED (CO) and FR.

It is usually important that this does not get wide distribution as it has to do with org know-how, planning, etc., and could be misunderstood. So it is not Remimeoed or strewn about. It may be taken up in Staff Meetings but that is about all. One *never* republishes a Limited Non-Remimeo in a magazine.

### MISSION

Missions receive (for a small fee) technological materials up to their level of classification. The Mission Officer WW keeps one copy of an issue for his files and sends one copy to each Mission Director. See BPL 20 Feb 69R "Materials to Missions", for local org supply lines, and BPL 17 May 71 "Mission Issues".

### BPI

Broad Public Issue (BPI) is a designation that sometimes appears on a Policy Letter or HCO B. This follows the same distribution procedure as for Remimeo, with the exception that it may also be put in "The Auditor" and Cont or org magazines.

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In recapitulation, mimeos may not be issued except as designated, extra copies may not be furnished except for *cash payment*, and paper and postage waste must be kept reduced. Fewer pieces make faster lines.

### PERMISSION TO MIMEO

Nothing may be mimeoed or distributed on these lines unless it has been okayed and issued from Flag. This will prevent extraneous traffic from jamming the lines.

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Jim Keely	Qual Sec WW
Bruce Glushakow	HAS WW
Ad Council WW	
Jane Kember	The Guardian WW

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Approved by the  
Commodore's Staff Aides  
and the  
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for the

BOARDS OF DIRECTORS  
of the  
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