

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO BULLETIN OF 13 SEPTEMBER 1971
Issue II

All Tech
Qual
Adv Courses

FOLDER SUMMARIES

(Ref HCOB 16 March 1971 Issue II Folder Admin)

To facilitate correlation of HGC and Advance Courses pc folders and to give an adequate summary of a pc's progress, the Folder Summary stapled to the inside front cover of the pc's HGC folder requires the following data:

1. Session date, what run (with an EP beside each action taken to EP in session,) length of time of session, admin time, and either indicating F/N at examiners or BER if Bad Exam Report. If TA was HIGH or LOW at exam, it can also be noted.
2. ATTESTS – Date and what attested. If pc sent to attest but did NOT this is noted.
3. ADVANCE COURSE DATA – Date started Advance Course, Level, Date attested to Completion (The individual solo sessions are NOT noted but should be entered on a separate Folder Summary in the Advance Course Folder.)
4. MEDICAL DATA – When pc reports sick. Date and brief statement of illness. Then a further entry when pc OFF M.O. Lines.

A BLUE or BLACK pen is used for normal entries. A RED pen is used to mark any BER, flubbed attest, or Medical Action.

In the HGC the Auditor is responsible for keeping up this summary after each session and Immediately on receipt of a Medical Report or pc volunteered BER. It is a standard part of the Auditor's Session admin.

When the pc goes into Advance Courses, all folders (HGC and any Advance Course folders) go to the Advance Course C/S who keeps the Case Progress Sheet and Folder Summary in the HGC folder updated as outlined above.

The solo auditor keeps updated the separate solo Folder Summary on the inside front cover of his current solo folder.

Folder Summary Sheets are stapled to the inside front cover, earliest at the bottom to most recent on the top. When a new pc folder is made ALL Summary sheets are removed from the old folder and advanced to the inside cover of the new folder so that the complete Folder Summary of the case is always in the current HGC folder.

The folder summary sheets are foolscap, divided into two columns. Below is an example of how the folder summary is kept:

<p>1 Jan 71 M/O PC hurt elbow (red)</p>
<p>2 Jan 71 R3-R NARRATIVE ON ELBOW INC. TRIPLE TO EP</p> <p>R3-R PAIN IN MY ELBOW F 1, 2, 3 to EP Sess 3 hrs 20 min/admin 20 min F/N</p>
<p>2 Jan 71 pc off M/O lines (red)</p>
<p>3 Jan 71 HF cont. R3-R "FEAR" F-1 to EP F-2 Boggled BER (red) Sess 2 hrs 40 min/admin 15 min</p>
<p>3 Jan 71 L-3B on F2 FEAR F2 to EP,FEAR F3 to EP FEAR sess 1 hr 50 min/admin 15 min F/N</p>
<p>4 Jan 71 Reassessed R3-R lists. All F/Ned sess 10 min/admin 10 min F/N</p>
<p>4 Jan 71 DECLARE CASE COMPLETION</p>

(When pc is later on Advance courses the F/S would look like this):

<p>10 Nov 71 OT I started</p>
<p>14 Nov completed, declared</p>
<p>17 Nov 71 OT II started</p>
<p>28 Nov 71 pc bogged on OT II BER (red)</p>
<p>29 Nov 71 L-7 Assessed and handled F/N Sess 1 hr 5 min/admin 10</p>

Flag Board of Investigation
(FCO 1429)
for
L. RON HUBBARD
FOUNDER