

GUARDIAN ORDER

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Info Bureaus

CONFIDENTIAL

CIC SERIES NO. 5

Reminder line

Because of the amount of traffic that passes by on the executives line daily, and because of difficulties caused in filing, a reminder line is to be used after names mentioned in reports. The reminder line works as follows:

A report is sent to WW and in it, it states: "Joe came into the org again today and we discussed the same thing we went over last week." To the person writing the report this may make total sense but to the persons at WW reading it, the following questions may arise. First, who is Joe, and second, what is talked about? The fact that a report was sent to WW the week before makes no difference as WW Info Bureau handles hundreds of such reports a day. Also even if the executive reading the report did remember the scene, the staff in CIC probably wouldn't.

So, to help orient the people reading the report to the scene and to aid CIC in getting the data correctly and quickly into the files, the reminder line is to be added. Thus the report goes like this: "Joe M. Blow, the reporter from the "Whatever Tribune", came in again this week and he still wants to do the article on Scientology, etc." Or, "James C. Smith, attorney for ABC Company, called and mentioned thatetc." Or, Neils P. Anderson, the staff member who set fire to the receptionist desk, is nowetc."

In other words, you have now familiarized the person reading the report with the scene so that he doesn't have to look for further data. This obviously doesn't need to be used every time the person's name is mentioned in the report and in some cases would not be used due to lack of data by the person writing the report but it should be used as often as possible.

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