

GUARDIAN ORDER

GO 23
Continental AGs/DGs

16 December 1970

CONFIDENTIAL - MAIL SECURITY

All mail from Continental AGs/DGs to the Guardian WW is to be sent to:

Mrs D. Crundall
The Bungalow
Courtlands
Sharphorne
Sussex
England UK

Mail is to be stamped, not franked. There is to be no return address on the envelopes.

Each Continental AG/DG will send a new confidential mailing address to the Guardian Communicator WW. This needs to be an address that is not connected with Scientology and hasn't been used for Guardian mail before (stamps will also be used for mail from Guardian WW to Continental AGs/DGs)

This must be a secure address, and one that can receive large packets of mail if no one is at home and be safe.

Each Continental AG/DG will institute a mail log system, as below.

Mail Slip

To: _____	Log _____		
From: _____	Date _____		
From (Post)	Title	Priority	Date of despatch
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The mail slips will be in numerical order.

One copy will be included in each mail packet. A carbon copy will be kept by the Continental AG/DG. If a packet is lost, it is thus easy to reconstruct.

The same system will be instituted by the Guardian Comm WW.

The envelopes used for Guardian mail are to be stronger quality than those being used now. (Packages have been arriving at WW ripped). Packages are to be thoroughly celotaped up.

Mail packets are to be small. Instead of 1 large packet, send 2 or 3 small ones. Large and bulky packets rip easier than a small one, and more despatches are lost if a large packet is lost than if a small one is lost:

The DG Comm US is to put in the same mail system as above between US AGs and DGs US due to recent trouble with mail in the US.

Lexio Ramirez
Guardian Comm WW

for Jane Kember
The Guardian WW