

The Organization Executive Course

by
L. Ron Hubbard

**EXECUTIVE
DIVISION**

**VOLUME
7**

Published in the USA by
Bridge Publications, Inc.
4751 Fountain Avenue
Los Angeles, California 90029

ISBN 0-88404-598-6

Published in all other countries by
NEW ERA Publications International ApS
Store Kongensgade 55
1264 Copenhagen K, Denmark

ISBN 87-7336-757-5

© 1991
L. Ron Hubbard Library
All Rights Reserved

No part of this book may be reproduced
without the permission of the copyright owner.

DIANETICS, SCIENTOLOGY, HUBBARD, E-METER, FLAG, HCO, LRH, KEY TO LIFE,
LIFE ORIENTATION, FEBC, MARK V, ARC STRAIGHTWIRE, FALSE PURPOSE RUNDOWN,
METHOD ONE, NED, NEW ERA DIANETICS, PURIFICATION RUNDOWN, PURIF, STUDENT HAT,
CLEAR CERTAINTY RUNDOWN, OEC, OT, SHSBC, THE BRIDGE, *Ability* magazine, *The Auditor*
magazine, BOOK ONE, HQS, INCOMM, L. RON HUBBARD, the SCIENTOLOGY Symbol, the
DIANETICS Symbol in Circle and the Standard Admin Symbol are trademarks and service
marks owned by Religious Technology Center and used with its permission.
SCIENTOLOGIST is a collective membership mark designating members of the
churches and missions of Scientology.

Printed in the United States of America

Editor's Note: In 1982, LRH gave the trademarks of the Scientology Religion to RTC. The purpose of RTC is to protect the trademarks of the Scientology religion and to ensure that the Dianetics and Scientology technology remains in good hands and is properly used. Since 1986, the copyrighted works of LRH have been owned by the L. Ron Hubbard Library.

THE FOUNDING CHURCH OF SCIENTOLOGY
1812 19th Street NW, Washington, DC

FOUNDING CHURCH POLICY LETTER OF 8 JUNE 1957

(Convert also to a HASI Policy Letter)

VALUABLE DOCUMENTS, HANDLING OF

All valuable documents are to be stored in a safe under the control of the Treasurer and the Organization Secretary. These include contracts, notes, official papers, awards, etc. The criteria of "valuable" is "Would their loss financially or publicly embarrass the organization?"

All such documents shall be photostated in duplicate or triplicate when received. In case of backlog, these shall be done now.

Boards, solicitors, accountants or officers of the corporation shall not *use* the originals. These persons shall use only photostats.

The originals shall not leave the safe save only to be photostated and then shall be at once returned with *one* photostat of it attached to each.

"The valuable document file" shall be another file than the safe, shall be kept by the Org Sec and shall consist only of photostats in folders which say what the document in the folder is so that removing the last copy shall not thus injure the file. A duplicate "valuable document file" shall be forwarded to the president. (In London, agent for GB.)

It is the responsibility of the Org Sec to see that all such documents are collected and that their disposition thereafter shall be as above.

L. RON HUBBARD
Founder