

# **The Organization Executive Course**

by  
**L. Ron Hubbard**

**EXECUTIVE  
DIVISION**

**VOLUME  
7**

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To be Enforced by  
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*IMPORTANT*

**LEGAL, TAX, ACCOUNTANT AND SOLICITOR  
MAIL INCOMING AND OUTGOING**

(Amends HCO PL 3 Feb. 66, Legal, Tax, Accountant  
and Solicitor Mail Incoming and Outgoing.)

Any legal, accounting or governmental communication must be xeroxed (duplicated) upon receipt with copies sent to the board of directors and the addressee **BEFORE** the original is routed to the Legal Officer. The responsibility for such xeroxing and routing is directly that of the Internal Comm Flow Section.

This responsibility for routing and informing of all terminals involved by xerox copies is being turned over to the Internal Comm Flow Section, as it has been seen that a breakdown within the Legal Section itself can cause urgent matters to be neglected and unhandled. This, therefore, changes the HCO PL 3 Feb. 66 where such xeroxing was the responsibility of the Legal Clerk.

No legal, accounting or governmental communication can leave the organization which has not been approved by the Legal Officer **AND SIGNED BY THE SECRETARY OF THE BOARD OF DIRECTORS**. A copy of such communications is sent to the addressee. This changes HCO PL 3 Feb. 66 in which the Legal Officer approved such communications and such communications were then signed by the originating terminal. Now, no matter who originates such a communication, it is to be signed only by the secretary of the board of directors as a communication from the board of directors, all directors knowing about such.

In this way the board of directors and the addressee can be certain that **ALL** incoming matters of a legal, accounting or governmental nature have been received and handled and that outgoing communications on these subjects are according to policy.

L. RON HUBBARD  
Founder