

(title not written on original copy)

POLICY: P/Ls on Backlogs.

SITUATION: Vital Intelligence data not getting into files but sitting 'pending' handling causing files to be out of date.

STATS: There has been a backlog of filing in Bureau IV ever since September 1968 which with fluctuations and minor handlings has been steadily growing for 5 years currently reaching enormous proportions. Stats for the activity are false.

DATA: There are currently 23 piles of backlog. 5 larger piles are entirely newspaper clippings. 9 of the piles are 30% - 50% clippings. 2 of the piles are 10% clippings. 2 piles have no clippings. The remaining piles are uninspected but by label would be 50%, 50%, 20%, 50% clippings, e.g. by averages of piles only, 53% is clippings including traffic on route to files. Clippings were found for crossfiling under general subjects, names, areas, etc. etc. Xeroxers state that most time consuming action is xeroxing clippings. Time is also used clipping clippings (3/4 hr. to 4 hrs per day), marking clippings, mounting clippings and filing clippings. Piles of clippings are mixed, e.g. clippings on Scientology and clippings on subjects plus Intell reports etc. Time is also used up hunting for clippings for PR etc. The only extant data on clippings is:

HCO P/L March 1, 1966, that clippings are filed on subjects.

HCO P/L 14 May 1960 which outlines how to handle clippings on Scientology.

CS-G Dispatch 26 May 1968 indicating you clip and cross file data on a located source of antagonism.

GO 907 indicating you cross file clippings after locating the source or area of antagonism.

The only other data was a hat write-up by Former Int Chief WW, Brian Day, who set this line up.

The big outpost here is Altered Importance.

Work 1, Clippings 24, Reports 1.

WHY: The clipping of newspapers and the handling of clippings have been given equal importance to collecting Intelligence data and cross filing the data.

ETHICS: Local Policy by previous Int Chief bought uninspected and re-inforced by current D/G Info.

IDEAL SCENE: Clippings on Scientology, clippings on subjects, clippings on individuals and reports given their correct relative importance per policy on clippings.

RIGHT IDEA: Locate all piles of subject clippings older than 1 year and all piles of unmoving newspapers and burn them as a demonstration for Bureau IV staff.

PLAN: Indicate the why and demonstrate it graphically, then get the correct policies in and reduce the flow of clippings.

- 1. Immediately call on all hands B.4 to get only vital Intell reports etc. into the files with no further delay. Work out a schedule for all hands action and wipe out the backlog.

D/G Info WW \_\_\_\_\_

- 2. Continue all current filing activities.

CIC Dir \_\_\_\_\_

- 3. Star rate checkout the above references in the data.

D/G Info WW \_\_\_\_\_

- 4. Indicate the Whys to B. IV staff.

D/G Info WW \_\_\_\_\_

- 5. Gather together piles of unmoving newspapers and 1 year-plus old clippings and burn them with staff present.

D/G Info WW \_\_\_\_\_

- 6. Write a proposed G.O. giving the exact significance and handling of

- (a) Clippings on Scientology
- (b) Clippings on subjects
- (c) Clippings on individuals.

D/G Info WW \_\_\_\_\_

- 7. Ensure that every Info person trained at WW gets a copy of the Guardian Order.

D/G Info Comm WW \_\_\_\_\_

- 8. Enforce that volume of clippings comes down to manageable proportions.

D/G Info WW \_\_\_\_\_

CIC Dir \_\_\_\_\_

Mo Budlong.