



# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

September 20, 1995

TO ALL BODIES OF ELDERS

Dear Brothers:

We continue to be interested in helping congregations organize their system of filing letters received from the Society. Presently the congregation's permanent file is divided into 12 basic categories. Often elders write the Society asking for direction on matters that have already been dealt with in various letters to congregations or bodies of elders. In addition, experience has shown that brothers have difficulty in deciding which of the 12 categories letters should be placed and then in accessing information contained in the letters.

We are pleased to provide an index that lists the Society's printed letters according to subject. This will allow for easy reference when letters are needed by elders. Also included is a list of the letters that should be kept in the permanent file. In view of this adjustment, it will be necessary for you to reorganize your letters by putting them in date order for quick reference. Any letters not on the enclosed list can be kept in another file. That file can be arranged according to the judgment of the elders. Some may wish to maintain that secondary file in the 12 categories formerly used.

Printed letters that you receive from the Society throughout the year can be placed in your permanent file in date order. Letters that are not of a permanent nature, such as letters dealing with the district conventions, the annual pioneer meeting, and unassigned territory, can be placed in your secondary file. Periodically, the Society will issue an updated index.

During this reorganization of your filing system, you may find that some letters are missing from your file. As you know, it is not permissible to copy letters from the Society. At this time, however, an exception is being made for the purpose of completing your permanent file. If you are missing a letter, or letters, please check with a neighboring congregation to see if you can make **JUST ONE** copy for your files. No other copies should be made. If you are not able to obtain missing letters from a neighboring congregation, ask your circuit overseer for copies of these letters during his next visit with your congregation. Of course, you will want to promptly return the letter you have borrowed so that it is not lost. Please note that the Society is not in a position to supply printed letters that are missing from congregation files. Also, please be reminded that neither Society letters nor the Index itself should be put into computers, either by direct entry or by scanners.

We wish to offer the following **caution**. There are many older letters that are referred to in this index. In some cases a few of these older letters may contain just one or two policy matters that currently apply. The other points in the letter may have been revised. Thus, it may be that while researching a specific point in one of the Society's older letters, you notice other

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policy matters that may or may not still apply. Therefore, exercise care in using these older policy directives. If these points of policy are not referred to in the "Index to Society Letters," please verify that this information still represents the current way of handling matters by referring to the *Watchtower Publications Index*, Kingdom Ministry School textbook, and so forth.

At this point we might add that all congregation files and records should be kept locked in a safe and secure place. If the Kingdom Hall is in any way vulnerable, then such records may be kept in the home of a responsible elder, such as the secretary, under lock and key to prevent unauthorized entry.

It is our hope that this arrangement will be helpful to you in locating direction that has been given by the Society on various matters. We appreciate the efforts you brothers put forth in looking after the flock. We are glad to send a warm expression of our Christian greetings.

Your brothers,

*Watchtower B. V. S. Society*  
OF NEW YORK, INC.

cc: Traveling overseers