

2011 CHECKLIST FOR AUDIT OF FILE

The Congregation Service Committee should carry out this audit before December 31, 2011.

Everything stated below relates to information stored on paper or electronically.

Tick the boxes as you accomplish each task.

- Check with all elders to confirm that each one has destroyed from his **personal files**:
- ◆ All agendas and minutes of elders' meetings (other than business meeting minutes). Note: No elder should be given a personal copy of elders' meeting minutes. Checking for minutes has been included in case there has been an oversight in this regard and an elder has a set of minutes in his possession in error.
 - ◆ All personal notes taken at elders' meetings (except those based on discussions of outlines from "the faithful and discreet slave" and that do not mention any particular individual).
 - ◆ Any other personal records, notes, or correspondence that refer to particular individuals. If an elder believes something needs to be retained in the congregation file he should hand it to the Congregation Service Committee.

The above three points do not apply to the congregation file.

THE FOLLOWING APPLIES TO THE CONGREGATION FILE:

- Make sure that judicial records are in line with direction found in the following references: *ks10* 2:16, points 2, 3; 2:21, point 8; 5:39, 41, 62; 7:34; 9:2, 3.
- Make sure all records relating to child molestation are in harmony with *ks10* 2:16, point 3, and 5:39.
- Destroy all agendas of elders' meetings. Make sure that minutes are no more than simple notes of decisions in line with *ks10* 2:6.
- Check the file to make such that it does not contain any unnecessary letters or documents.

Date

Coordinator of the body
of elders

Secretary

Service overseer

DO NOT SEND THIS FORM TO THE BRANCH OFFICE. Make it available to the circuit overseer with the congregation file for his inspection during his visit that falls between February and August.