

# TESTIGOS CRISTIANOS DE JEHOVÁ

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SA September 24, 2012

TO ALL BODIES OF ELDERS

Re: Confidential records involving disfellowshippings and disassociations

Dear Brothers:

When registering a disfellowshipping or a disassociation, it is standard procedure for the branch office to date-stamp the S-79b card and send it back to the congregation. This card is placed into a sealed envelope (with relevant information typed on the front of the envelope) and kept in the congregation's confidential file. All other notes and reports regarding the case are destroyed. From now on, we request that you also place the person's *Congregation's Publisher Record* card (S-21) into the sealed envelope. **This card must contain the person's signature**, authorizing the use and preservation of his personal data. Any other publisher cards and records may be destroyed.

We kindly ask all elders to take note of this new instruction and to ensure that it is carefully observed when handling disfellowshippings or disassociations. Please accept our warm Christian love and greetings.

Your brothers,

*Testigos Cristianos de Jehová*