

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
THE PRESIDING BISHOPRIC
50 EAST NORTH TEMPLE STREET, SALT LAKE CITY, UTAH 84150-1300

July 20, 2005

To: General Authorities, Area Seventies; Stake, Mission and District Presidents; Bishops and Branch Presidents

Dear Brethren:

Training Lessons for Church Record Keeping

A Church record-keeping training course is now available and can be accessed in the "Serving in the Church" area of www.lds.org. Priesthood leaders, clerks, and stake auditors should review the lessons that apply to their callings. They may also use these lessons to train ward and branch clerks and to help solve specific record-keeping problems.

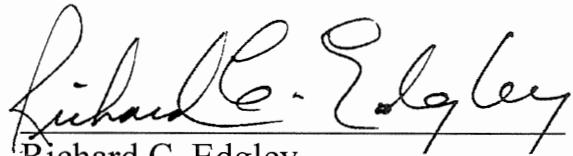
Priesthood leaders and ward clerks should direct record-keeping questions to stake clerks. If the stake clerks cannot resolve these issues, they may contact the administration office.

Sincerely,

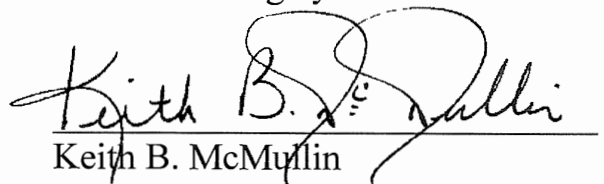
The Presiding Bishopric



H. David Burton



Richard C. Edgley



Keith B. McMullin

This letter is being translated and will be distributed to units identified as Albanian, Armenian, Bulgarian, Cambodian, Chinese, Croatian, Czech, Danish, Dutch, Estonian, Fijian, Finnish, French, German, Greek, Hungarian, Icelandic, Indonesian, Italian, Japanese, Kiribati, Korean, Latvian, Lithuanian, Mongolian, Norwegian, Polish, Portuguese, Romanian, Russian, Samoan, Serbian, Slovak, Slovenian, Spanish, Swedish, Tahitian, Thai, Tongan, and Ukrainian units. Distribution in these languages will be complete within two weeks. Leaders of units in the United States and Canada may request copies from the Salt Lake Mail Operations Center (ext. 21990). Leaders in other areas of the world may request copies in these languages from local service centers. If leaders need it in languages not listed above, they may contact the Area Presidency who can forward requests to Project Coordination at Church headquarters (ext. 22933).

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