




## Responsibilities for Preparing the Annual History

<p><b>Stake presidents and bishops</b></p> 	<ul style="list-style-type: none"> <li>• Oversee the preparation and submission of ward histories and the stake Annual History.</li> <li>• Assign a clerk to compile a history.</li> <li>• Provide guidance and direction so the assignment can be completed.</li> </ul>
<p><b>Clerks</b></p> 	<ul style="list-style-type: none"> <li>• Make notes and collect photos, letters, newspaper articles, or other items throughout the year that should be included in the history.</li> <li>• Near the end of the year, prepare the stake or ward history, which includes a narrative summary and an Officers Sustained form.</li> <li>• Prepare and submit accurate and complete histories. Ward histories are delivered to the stake clerk by January 15. The stake history and each ward history are sent to the administration office by January 31.</li> </ul>
<p><b>Organization secretaries</b></p> 	<ul style="list-style-type: none"> <li>• Submit historical information from their organization as requested by the bishop or stake president and the organization president.</li> </ul>



For more training about record keeping and auditing, please go to [www.lds.org](http://www.lds.org).