

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
OFFICE OF THE FIRST PRESIDENCY
47 EAST SOUTH TEMPLE STREET, SALT LAKE CITY, UTAH 84150-1200

March 24, 2010

To: General Authorities; Heads of Organizations and Departments

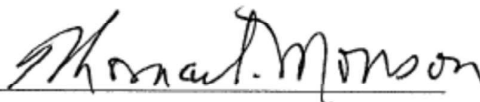
Dear Brethren and Sisters:

Correlation in the Church


We reaffirm the responsibility and governing principles assigned to the Correlation Department by the First Presidency and Quorum of the Twelve. These responsibilities and principles are contained in the attached Correlation Commission. This commission constitutes the organization, policies, and practices of the Correlation Department.

For clarification we have added the following policy: All department materials for distribution to the field or across departments, whether intended as internal or not, are to be reviewed and approved by the Correlation Evaluation and Correlation Intellectual Property Divisions. The types of materials to be reviewed are listed on the back of this letter.

Sincerely,







The First Presidency

Department correspondence or communications to individuals or for administrative purposes do not require Correlation review. Department materials for general use in all formats—printed, Internet, Video (broadcasts), and digital—do require Correlation review. These materials include:

- Department bulletins or newsletters.
- Instructional and resource materials.
- Training and presentation materials (such as video, e-learning, PowerPoint, and handouts).

CORRELATION COMMISSION GIVEN BY
THE FIRST PRESIDENCY AND QUORUM OF THE TWELVE

Correlation Committee

The Council of the First Presidency and the Quorum of the Twelve Apostles constitutes the Correlation Committee of the Church, which is responsible for establishing and approving all Church policies, programs, and procedures. (FP Letter December 7, 1990)

The First Presidency has issued the following statement to guide correlation efforts:

The family and the home are the foundation of the righteous life. The priesthood is the power and the priesthood line is the means provided by the Lord to support the family. The Holy Scriptures and the teachings of the prophets and apostles are the basis of all curriculum materials. The scriptures and approved materials are provided to instruct individuals and families in God's ways. The Church auxiliaries are organized to assist the individual, the family, and the priesthood in realizing divine expectations. However, each must be correlated carefully with the others so that order may be maintained and revealed doctrine kept pure. (FP Letter December 7, 1990)

Correlation Executive Committee

The Correlation Executive Committee assists in the administration of all correlation matters by reviewing proposals received from Church executive councils and committees and by monitoring doctrinal accuracy, compliance with approved policy, unnecessary duplication, and similar issues. (FP Letter December 7, 1990) In this regard accountability for the product ultimately rests with the General Authorities assigned to Correlation. (FP Memo May 21, 2001)

Communications Review Committee

This committee, chaired by the Executive Director of the Correlation Department and comprised of secretaries to the First Presidency, the Twelve, the Seventy and the Presiding Bishopric, and serves as a final review of communications and correspondence prior to being sent to the field. All proposed communications for general circulation from Church headquarters are to be submitted for review. (FP Memo May 27, 1997) The committee is not a policy-making body and refers unresolved concerns to the Correlation Executive Committee. (C12 Letter January 24, 1992; Q12 Letter May 13, 2005)

CORRELATION DEPARTMENT

The Correlation Department assists the Correlation Executive Committee with assigned evaluation, research, and monitoring responsibilities. This department has also been assigned intellectual property, data privacy, and Approved List duties with a special commission to track the impact of proposed programs and materials on the time and money requirements imposed upon Church members. (FP Memo December 7, 1990; FP Letter June 6, 2006; FP Letter May 3, 2007)

All identifiers, logos, style guides, and similar items for Church use are to be reviewed and approved by the Correlation Evaluation and Correlation Intellectual Property divisions of the Correlation Department. (FP Letter February 26, 2008)

The Correlation Department will not establish any policies, rather it will ensure that policies approved by the First Presidency and the Council of the Twelve are consistently and uniformly applied. (FP Letter June 21, 1982)

Evaluation Division

The Evaluation Division of the Correlation Department is responsible for the review and evaluation of all proposed activities, programs, policies, procedures, practices, plans, terminology, and other materials intended for use throughout the Church to ensure that they are consistent with doctrine and with approved policy and procedure. These materials include, but are not limited to handbooks, course materials, supplements, notices (Q12 Letter September 16, 1991), magazine articles, seminar materials (FP Letter June 4, 1991), Internet (FP Memo November 7, 1996; FP Memo

April 30, 1998), and audiovisual materials (FP Letter June 21, 1982). The responsibility of the Correlation Department has been expanded to include content review of general Church communications utilizing electronic and digital technologies. (FP Memo May 11, 2001) All of these items, prepared by the general Church departments and organizations and intended for use throughout the Church, are without exception to be submitted for review and evaluation. (FP Letter June 21, 1982; FP Letter June 30, 1987)

The Approved List is the responsibility of the Correlation Department. (FP Letter December 7, 1990) The Approved List officially begins the established process governing the production of materials. All reviews and approvals from concept approval to final production are to be accounted for and recorded. (See: FP Letter November 13, 1984; FP Letter December 16, 1988; FP Letter April 20, 2006)

Materials are evaluated by the Materials Evaluation Committee (FP Memo February 21, 1989) and the staff of the Correlation Evaluation Division. The members of these committees are approved by the Council of the First Presidency and Quorum of the Twelve. In addition at least two General Authorities review new products. (FP Memo May 21, 2001)

Intellectual Property Division

The Intellectual Property Division of the Correlation Department has the responsibility for all intellectual property and data privacy matters of the Church. (FP Letter June 6, 2006; FP Letter May 3, 2007) The Intellectual Property Division is charged to protect the Church's "most essential materials to the maximum degree the law allows" (FP Memo February 5, 1997) and protect the Church from infringing upon intellectual property rights of others. The Intellectual Property Division is also assigned to maintain a comprehensive electronic database of the Church's intellectual properties. All Church departments and organizations are required to document and report intellectual property ownership and permissions for all materials or products they produce prior to their release. (FP Letter January 28, 2009)

Intellectual Reserve, Inc. is the holding company for all of the intellectual property of the Church. (Q12 Letter August 20, 1998)

Research Information Division

By assignment, the Research Information Division:

- ▶ Provides timely, relevant, and reliable information to General Authorities and Church Administrators;
- ▶ Coordinates the gathering of all Church related research involving contact with local leaders, members, missionaries, and nonmembers (this includes contact to conduct surveys, interview, focus groups, evaluations, testing efforts, etc.);
- ▶ Conducts "a regular assessment of Church programs," with emphasis on the time and financial demands on members. (FP Memo September 14, 2001)

Annually, the Research Information Division submits a description of the research requested by councils, committees, and departments to the Correlation Executive Committee (CEC) for concept approval. The CEC forwards this list to the First Presidency and Quorum of the Twelve for subsequent approval and minute entry. (FP Memo May 21, 2001)

The gathering of research information by any headquarters organization, or outside contractors, other than the Research Information Division must be approved by the appropriate executive council or the Presiding Bishopric. Information gathered then must be coordinated and monitored by the Research Information Division under guidelines established by the Correlation Executive Committee.

After presentation of research findings to the requesting organization, (FP Memo May 21, 2001) the Research Information Division reviews these findings with the Correlation Executive Committee. The CEC forwards any significant findings from either program review or requested studies to the First Presidency and the Quorum of the Twelve.

After review by the Correlation Executive Committee, relevant information is made available to General Authorities (See: FP Memo May 21, 2001) and Area Presidencies. (FP Letter November 24, 1992)