(Items marked "Display then discard" should be displayed on the literature counter so that the publishers are aware of their availability. If after a reasonable amount of time the items have not moved, they may be discarded.)

## **Monthly/Yearly Publications**

Title	Publication Symbol	Comments/Action
Awake! (individual copies)	g	Damaged or with yellowed pages: Discard immediately.
Awake!—On Compact Disc	cdg	Older than six months: Display then discard.
District convention badge card	bdg-cd	Discard immediately.
District convention handbill	CO-sf	Discard immediately.
Examining the Scriptures Daily	es	Previous years: Discard immediately.
Memorial invitation	mi	Discard immediately.
The Watchtower Announcing Jehovah's Kingdom (individual copies)	w	Damaged or with yellowed pages: Discard immediately.
The Watchtower Announcing Jehovah's Kingdom and Awake!—On MP3	mpm	Display then discard.
The Watchtower Announcing Jehovah's Kingdom—On Compact Disc	cdw	Older than six months: Display then discard.
Watchtower Library	cdly	Previous years: Discard immediately.
Yearbook of Jehovah's Witnesses	yb	Previous years: Display, offer to other congregations, then discard.

Items	Publication Symbol	Comments/Action
Any book published before 1985 except the following: "All Scripture is Inspired of God and Benficial" (si), Comprehensive Concordance of the New World Translation of the Holy Scriptures(cn), Knowledge That Leads to Everlasting Life (kl), My Book of Bible Stories (my/Smy), and You Can Live Forever in Paradise on Earth (pe)	Misc.	Display then discard.
Any brochure published before 1980	Misc.	Display then discard.
Any booklet published before 1990	Misc.	Display then discard.
Audiocassettes and videocassettes	Misc.	Display then discard.
Any book damaged or with yellowed, brittle pages	Misc.	If they cannot be used in the ministry or in libraries, discard immediately.
True Peace and Security-How Can You Find It?	tp	Display then discard.
Revelation-It's Grand Climax At Hand!	re	Discard all versions prior to 2006.
Worldwide Security Under the "Prince of Peace"	ws	Display then discard.

Title	Publication Symbol	Comments/Action
'Go, Make Disciples, Baptizing Them'	ds	If replaced by <i>Organized to Accomplish Our Ministry (om)</i> , destroy immediately.
Bible Topics for Discussion	td	If replaced by New World Translation of the Christian Greek Scriptures (bi7)  -Appendix, display then discard.
Elementary Bible Teachings	et	If replaced by 'Go, Make Disciples, Baptizing Them' (ds) or Organized to Accomplish our Ministry (om), destroy immediately.
How to Improve Your Speaking and Teaching Ability	ht	If replaced by <i>Benefit From Theocratic Ministry School Education (be)</i> , display then discard.
How to Start and Continue Bible Discussions	hw	If replaced by <i>Reasoning From the Scriptures</i> (rs), discard immediately.
Jehovah's Witnesses in the Twentieth Century	br78	Replaced by <i>Jehovah's Witnesses—Who Are They? What Do They Believe?</i> ( <i>jt</i> ). Display then discard.
Jehovah's Witnesses—Unitedly Doing God's Will Worldwide	je	If replaced by <i>Jehovah's Witnesses—Who Are They? What Do They Believe?</i> ( <i>jt</i> ), display then discard.
New World Translation of the Christian Greek Scriptures	bi7	If replaced by <i>New World Translation</i> of the Holy Scriptures (Hbi12), display then discard.
Organized to Accomplish Our Ministry	om	If replaced by <i>Organized to Do Jehovah's Will (od05)</i> , destroy immediately.
School and Jehovah's Witnesses	sj	If replaced by <i>Jehovah's Witnesses and Education (ed)</i> , display then discard.
Sing Praises to Jehovah (any size)	Misc.	If replaced by <i>Sing to Jehovah</i> ( <i>sn</i> ) (any size), display then discard.
Study Questions for "My Book of Bible Stories"	Qmy	If replaced by the 2004 revised edition of <i>My Book of Bible Stories (my/Smy)</i> with study questions, discard immediately.
Theocratic Ministry School Guidebook	sg	If replaced by <i>Benefit From Theocratic Ministry School Education (be)</i> , display then discard.
Watch Tower Publications Index	dx	One- to five-year indexes can be discarded once they are replaced by a larger volume.

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(Items marked "Display then discard" should be displayed on the literature counter so that the publishers are aware of their availability. If after a reasonable amount of time the items have not moved, they may be discarded.)

## **Monthly/Yearly Publications**

Title	Publication Symbol	Comments/Action
Awake! (individual copies)	g	Damaged or with yellowed pages: Discard immediately.
Awake!—On Compact Disc	cdg	Older than six months: Display then discard.
Convention badge card	bdg-cd	Discard immediately.
Convention invitation	CO-inv	Discard immediately.
Examining the Scriptures Daily	es	Previous years: Discard immediately.
Memorial invitation	mi	Discard immediately.
The Watchtower Announcing Jehovah's Kingdom (individual copies)	w	Damaged or with yellowed pages: Discard immediately.
The Watchtower Announcing Jehovah's Kingdom and Awake!—On MP3	трт	Display then discard.
The Watchtower Announcing Jehovah's Kingdom—On Compact Disc	cdw	Older than six months: Display then discard.
Watchtower Library	cdly	Previous years: Discard immediately.
Yearbook of Jehovah's Witnesses	yb	Previous years: Display, offer to other congregations, then discard.

Items	Publication Symbol	Comments/Action
Any book published before 1985 except the following: "All Scripture Is Inspired of God and Beneficial" (si), Comprehensive Concordance of the New World Translation of the Holy Scriptures (cn), My Book of Bible Stories (my/Smy), and You Can Live Forever in Paradise on Earth (pe/Spe)	Misc.	Display then discard.
Any brochure published before 1980	Misc.	Display then discard.
Any booklet published before 1990	Misc.	Display then discard.
Audiocassettes and videocassettes	Misc.	Display then discard.
Any book damaged or with yellowed, brittle pages	Misc.	If they cannot be used in the ministry or in libraries, discard immediately.
True Peace and Security-How Can You Find It?	tp	Display then discard.
Revelation—Its Grand Climax At Hand!	re	Discard all versions prior to 2006.
Worldwide Security Under the "Prince of Peace"	WS	Display then discard.

Title	Publication Symbol	Comments/Action
Knowledge That Leads to Everlasting Life	kl	If replaced by What Does the Bible Really Teach? (bh), display then discard.
Worship the Only True God	wt	If replaced by "Keep Yourselves in God's Love" (lv), display then discard.
'Go, Make Disciples, Baptizing Them'	ds	If replaced by <i>Organized to Accomplish Our Ministry (om)</i> , destroy immediately.
Bible Topics for Discussion	td	If replaced by New World Translation of the Christian Greek Scriptures (bi7)—Appendix, display then discard.
Elementary Bible Teachings	et	If replaced by 'Go, Make Disciples, Baptizing Them' (ds) or Organized to Accomplish our Ministry (om), destroy immediately.
How to Improve Your Speaking and Teaching Ability	ht	If replaced by <i>Benefit From Theocratic Ministry School Education (be)</i> , display then discard.
How to Start and Continue Bible Discussions	hw	If replaced by <i>Reasoning From the Scriptures</i> (rs), discard immediately.
Jehovah's Witnesses in the Twentieth Century	br78	If replaced by <i>Jehovah's Witnesses—Who Are They? What Do They Believe?</i> ( <i>jt</i> ), display then discard.
Jehovah's Witnesses—Unitedly Doing God's Will Worldwide	je	If replaced by Jehovah's Witnesses— Who Are They? What Do They Believe? (jt) or Who Are Doing Jehovah's Will Today? (jl), display then discard.
New World Translation of the Christian Greek Scriptures	bi7	If replaced by <i>New World Translation</i> of the Holy Scriptures (nwt, DLbi12, or Hbi12), display then discard.
Organized to Accomplish Our Ministry	om	If replaced by <i>Organized to Do Jehovah's Will (od05)</i> , destroy immediately.
School and Jehovah's Witnesses	sj	If replaced by <i>Jehovah's Witnesses and Education (ed)</i> , display then discard.
Sing Praises to Jehovah (any size)	Misc.	If replaced by <i>Sing to Jehovah</i> ( <i>sn</i> ) (any size), display then discard.
Study Questions for "My Book of Bible Stories"	Qmy	If replaced by the 2004 revised edition of <i>My Book of Bible Stories (my/Smy)</i> with study questions, discard immediately.
Theocratic Ministry School Guidebook	sg	If replaced by <i>Benefit From Theocratic Ministry School Education (be)</i> , display then discard.
Watch Tower Publications Index	dx	One- to five-year indexes can be discarded once they are replaced by a larger volume.

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(Items marked "Discard" may be discarded at your discretion. Items marked "Display then discard" should be displayed on the literature counter so that the publishers are aware of their availability. If after a reasonable amount of time the items have not moved, they may be discarded.)

### **Monthly/Yearly Publications**

Title	Publication Symbol	Comments/Action
Awake! (individual copies)	g	Damaged or with yellowed pages: Discard.
Awake!—On Compact Disc	cdg	Discard.
Convention badge card	bdg-cd	Discard after convention.
Convention invitation	CO-inv	Discard after convention.
Examining the Scriptures Daily	es	Previous years: Discard.
Memorial invitation	mi	Discard after Memorial.
Research Guide for Jehovah's Witnesses	rsg	Previous years: Discard.
The Watchtower Announcing Jehovah's Kingdom (individual copies)	w and wp	Damaged or with yellowed pages: Discard.
The Watchtower Announcing Jehovah's Kingdom and Awake!—On MP3	трт	Discard.
The Watchtower Announcing Jehovah's Kingdom—On Compact Disc	cdw	Discard.
Watchtower Library	dvly	Previous years: Discard.
Yearbook of Jehovah's Witnesses	yb	Previous years: Display, offer to other congregations, then discard.

Items	Publication Symbol	Comments/Action
Any book published before 1985 except the following: "All Scripture Is Inspired of God and Beneficial" and Comprehen- sive Concordance of the New World Translation of the Holy Scriptures	Misc.	Display then discard.
Any brochure published before 1980	Misc.	Display then discard.
Any booklet published before 1990	Misc.	Display then discard.
Audiocassettes and videocassettes	Misc.	Display then discard.
Any book damaged or with yellowed, brittle pages	Misc.	Discard.
My Book of Bible Stories	my and Smy	Discard all versions prior to 2004.
True Peace and Security—How Can You Find It?	tp	Display then discard.
Revelation—Its Grand Climax At Hand!	re	Discard all versions prior to 2006.
Worldwide Security Under the "Prince of Peace"	ws	Display then discard.

Title	Publication Symbol	Comments/Action
Knowledge That Leads to Everlasting Life	kl	If replaced by What Does the Bible Really Teach? (bh), display then discard.
Worship the Only True God	wt	If replaced by "Keep Yourselves in God's Love" (lv), display then discard.
'Go, Make Disciples, Baptizing Them'	ds	If replaced by <i>Organized to Accomplish Our Ministry (om)</i> , destroy.
Bible Topics for Discussion	td	If replaced by New World Translation of the Christian Greek Scriptures (bi7)—Appendix, display then discard.
Elementary Bible Teachings	et	If replaced by 'Go, Make Disciples, Baptizing Them' (ds) or Organized to Accomplish our Ministry (om), destroy.
How to Improve Your Speaking and Teaching Ability	ht	If replaced by <i>Benefit From Theocratic Ministry School Education (be)</i> , display then discard.
How to Start and Continue Bible Discussions	hw	If replaced by <i>Reasoning From the Scriptures</i> (rs), discard.
Jehovah's Witnesses in the Twentieth Century	br78	If replaced by <i>Jehovah's Witnesses—Who Are They? What Do They Believe?</i> ( <i>jt</i> ), display then discard.
Jehovah's Witnesses—Unitedly Doing God's Will Worldwide	je	If replaced by Jehovah's Witnesses— Who Are They? What Do They Believe? (jt) or Who Are Doing Jehovah's Will Today? (jl), display then discard.
New World Translation of the Christian Greek Scriptures	bi7	If replaced by <i>New World Translation</i> of the Holy Scriptures (nwt, DLbi12, or Hbi12), display then discard.
Organized to Accomplish Our Ministry	om	If replaced by <i>Organized to Do Jehovah's Will (od05)</i> , destroy.
School and Jehovah's Witnesses	sj	If replaced by <i>Jehovah's Witnesses and Education (ed)</i> , display then discard.
Sing to Jehovah (any size)	Misc.	If replaced by "Sing Out Joyfully" to Jehovah (sjj) (any size), discard.
Study Questions for "My Book of Bible Stories"	Qmy	If replaced by the 2004 revised edition of <i>My Book of Bible Stories (my/Smy)</i> with study questions, discard.
Theocratic Ministry School Guidebook	sg	If replaced by <i>Benefit From Theocratic Ministry School Education (be)</i> , display then discard.
Watch Tower Publications Index	dx	One- to five-year indexes may be discarded once they are replaced by a larger volume.

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(Items marked "Discard" may be discarded at your discretion. Items marked "Display then discard" should be displayed on the literature counter so that the publishers are aware of their availability. If after a reasonable amount of time the items have not moved, they may be discarded.)

### **Monthly/Yearly Publications**

Title	Publication Symbol	Comments/Action
Awake! (individual copies)	g	Damaged or with yellowed pages: Discard.
Awake!—On Compact Disc	cdg	Discard.
Convention badge card	bdg-cd	Discard after convention.
Convention invitation	CO-inv	Discard after convention.
Examining the Scriptures Daily	es	Previous years: Discard.
Memorial invitation	minv	Discard after Memorial.
Research Guide for Jehovah's Witnesses	rsg	Previous years: Discard.
The Watchtower Announcing Jehovah's Kingdom (individual copies)	w and wp	Damaged or with yellowed pages: Discard.
The Watchtower Announcing Jehovah's Kingdom and Awake!—On MP3	mpm	Discard.
The Watchtower Announcing Jehovah's Kingdom—On Compact Disc	cdw	Discard.
Watchtower Library	dvly	Discard all versions prior to 2017.
Yearbook of Jehovah's Witnesses	yb	Previous years: Display, offer to other congregations, then discard.

Items	Publication Symbol	Comments/Action
Any book published before 1987 except the following: "All Scripture Is Inspired of God and Beneficial," Comprehensive Concordance of the New World Translation of the Holy Scriptures, Life—How Did It Get Here? By Evolution or by Creation, Reasoning From the Scriptures, Watch Tower Publications Index	Misc.	Display then discard.
Any brochure published before 1980	Misc.	Display then discard.
Any booklet published before 1990	Misc.	Display then discard.
Audiocassettes and videocassettes	Misc.	Display then discard.
Any book, brochure, or tract damaged or with yellowed, brittle pages	Misc.	Discard.
Charitable Planning to Benefit Kingdom Service Worldwide	ср	Discard.
My Book of Bible Stories	my and Smy	Discard all versions prior to 2004.
Revelation-Its Grand Climax At Hand!	re	Discard all versions prior to 2006.
The Guidance of God—Our Way to Paradise	gu	Discard.

Title	Publication Symbol	Comments/Action
Knowledge That Leads to Everlasting Life	kl	If replaced by What Does the Bible Really
Time wedge Than Zealls to Zvertasting Zije		Teach? (bh), display then discard.
Worship the Only True God	wt	If replaced by "Keep Yourselves in God's
		Love" (lv), display then discard.
'Co Maka Disainlas Pantizina Thom'	ds	If replaced by Organized to Accomplish
'Go, Make Disciples, Baptizing Them'	as	Our Ministry (om) or Organized to Do Jehovah's Will (od), destroy.
		If replaced by New World Translation of
Bible Topics for Discussion	td	the Christian Greek Scriptures (bi7)—
Biote Topics for Discussion	ia	Appendix, display then discard.
		If replaced by 'Go, Make Disciples, Bap-
Elementary Bible Teachings	et	tizing Them' (ds) or Organized to Ac-
Ziemeinun's Ziete Tellenlings		complish our Ministry (om), destroy.
W C 11		If replaced by Benefit From Theocratic
How to Improve Your Speaking and	ht	Ministry School Education (be), display
Teaching Ability		then discard.
How to Start and Continue Bible Discus-	1	If replaced by Reasoning From the
sions	hw	Scriptures (rs), discard.
I.I. I.I. W. T. J. T. J. J.		If replaced by Jehovah's Witnesses—
Jehovah's Witnesses in the Twentieth	<i>br78</i>	Who Are They? What Do They Believe?
Century		(jt), display then discard.
	je	If replaced by Jehovah's Witnesses—
Jehovah's Witnesses—Unitedly Doing		Who Are They? What Do They Believe?
God's Will Worldwide		(jt) or Who Are Doing Jehovah's Will
		<i>Today?</i> ( <i>jl</i> ), display then discard.
New World Translation of the Christian	bi7	If replaced by New World Translation of
Greek Scriptures		the Holy Scriptures (nwt, DLbi12, or
Greek Scriptures		Hbi12), display then discard.
Organized to Accomplish Our Ministry	om	If replaced by Organized to Do Jeho-
Organizatio Hecompusition in Himsiry	om.	vah's Will (od), destroy.
Organized to Do Jehovah's Will	od	Destroy hardcover editions only if re-
organization and the control of the		placed by softcover edition.
School and Jehovah's Witnesses	sj	If replaced by Jehovah's Witnesses and
	~,	Education (ed), display then discard.
Sing to Jehovah (any size)	Misc.	If replaced by "Sing Out Joyfully" to Je-
, ,		hovah (sjj) (any size), discard.
Study Questions for "My Book of Bible		If replaced by the 2004 revised edition of
Stories"	Qmy	My Book of Bible Stories (my/Smy) with
		study questions, discard.
Theo quatic Ministry, Calcard Caridal, 1	sg	If replaced by Benefit From Theocratic
Theocratic Ministry School Guidebook		Ministry School Education (be), display then discard.
Watch Tower Publications Index	dx	One- to five-year indexes may be dis-
		carded once they are replaced by a larger volume.
	1	volunic.

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(Any books, brochures, magazines, or tracts with damaged or yellowed pages should be discarded. Items marked "Discard" below may be discarded at your discretion. Items marked "Display then discard" should be displayed on the literature counter so that the publishers are aware of their availability. If after a reasonable amount of time the items have not moved, they may be discarded.)

### Monthly/Yearly Publications

Title	Publication Symbol	Comments/Action
Any magazine on compact disc	cdg, cdw, and mpm	Discard.
Convention badge card	bdg-cd	Discard after convention.
Convention invitation	CO-inv	Discard after convention.
Examining the Scriptures Daily	es	Previous years: Discard.
Memorial invitation	minv	Discard after Memorial.
Watchtower Library	dvly	Discard all versions prior to 2017.
Yearbook of Jehovah's Witnesses	yb	Display then discard.

Items	Publication Symbol	Comments/Action
Any book published before 1987 except the following: "All Scripture Is Inspired of God and Beneficial," Life—How Did It Get Here? By Evolution or by Creation, Reasoning From the Scriptures, Watch Tower Publications Index	Misc.	Display then discard.
Any brochure published before 1980	Misc.	Display then discard.
Any booklet published before 1990	Misc.	Display then discard.
Audiocassettes and videocassettes	Misc.	Discard.
Charitable Planning to Benefit Kingdom Service Worldwide	ср	Discard.
How to Improve Your Speaking and Teaching Ability	ht	Discard.
Jehovah's Witnesses in the Twentieth Century	br78	Display then discard.
Jehovah's Witnesses—Unitedly Doing God's Will Worldwide	je	Display then discard.
Jehovah's Witnesses—Who Are They? What Do They Believe?	jt	Display then discard.
My Book of Bible Stories	my and Smy	Discard all versions prior to 2004.
Revelation-Its Grand Climax At Hand!	re	Discard all versions prior to 2006.
The Guidance of God—Our Way to Paradise	gu	Discard.

Title	Publication Symbol	Comments/Action
'Go, Make Disciples, Baptizing Them'	ds	If replaced by Organized to Accomplish Our Ministry (om) or Organized to Do Jehovah's Will (od), destroy.
All pocket-size (bifold) tracts	T-13 through T-27	Discard if tracts <i>T-30</i> through <i>T-34</i> are available.
Bible Topics for Discussion	td	If replaced by New World Translation of the Christian Greek Scriptures (bi7)—Appendix, display then discard.
Elementary Bible Teachings	et	If replaced by 'Go, Make Disciples, Baptizing Them' (ds) or Organized to Accomplish our Ministry (om), destroy.
How to Start and Continue Bible Discussions	hw	If replaced by Reasoning From the Scriptures (rs), discard.
Knowledge That Leads to Everlasting Life	kl	If replaced by What Does the Bible Really Teach? (bh), display then discard.
New World Translation of the Christian Greek Scriptures	bi7	If replaced by New World Translation of the Holy Scriptures (nwt, DLbi12, or Hbi12), display then discard.
Organized to Accomplish Our Ministry	om	If replaced by Organized to Do Jehovah's Will (od), destroy.
Organized to Do Jehovah's Will	od	Destroy hardcover editions only if replaced by softcover edition.
Research Guide for Jehovah's Wit- nesses	rsg	Previous years may be discarded when replaced by newer version.
School and Jehovah's Witnesses	sj	If replaced by Jehovah's Wit- nesses and Education (ed), dis- play then discard.
Sing to Jehovah (any size)	Misc.	If replaced by "Sing Out Joyfully" to Jehovah (sjj) (any size), discard.
Study Questions for "My Book of Bi- ble Stories"	Qmy	If replaced by the 2004 revised edition of <i>My Book of Bible Stories</i> ( <i>my/Smy</i> ) with study questions, discard.
Theocratic Ministry School Guide- book	sg	If replaced by Benefit From Theocratic Ministry School Education (be), display then discard.
Watch Tower Publications Index	dx	One- to five-year indexes may be discarded once they are replaced by a larger volume.
Worship the Only True God	wt	If replaced by "Keep Yourselves in God's Love" (N), display then discard.