

Archives Committee Guidelines

The Archives Committee ought to conform to the principles of the Twelve Traditions, Twelve Concepts, the A.A. Service Manual, Archives Workbook and the A.A. Guidelines/Archives, as well as adhering to the primary purpose of Alcoholics Anonymous - “to *carry the message* to the alcoholic who still suffers”.

All material donated to the Archives is the property of Alcoholics Anonymous District #16, Area 86 -Windsor Essex. As such, any action not covered within these guidelines must be presented for approval at the regular monthly District meeting.

Due to the historical value of the material and the risk of loss or the disclosure of the identity of those who wish to remain anonymous, the Archives will not be used as a lending library nor will it be made available to members or the general public. Special requests from family members of deceased members of Alcoholics Anonymous and legitimate researchers should be given due consideration.

The District is currently providing the financing for a separate, secure, environmentally controlled rental storage facility.

The District Archives Committee should consist of the present Archivist (Archives Chair) and two other members of Alcoholics Anonymous who show an interest in preserving our historical heritage. The members chosen by the Archives Chairperson should have 2 years sobriety.

The Archivist will be elected by the District Committee, and will serve as a member of that body. The Archivist will inform the District six (6) months’ prior to his/her resignation.

The Archivist (Archives Chair) will be responsible:

- a) To recruit two members of Alcoholics Anonymous to assist him/her in the duties of the Archives Committee.
- b) i- Maintenance of storage facility, ensuring archives are separate, secure in an environmentally controlled location.
ii-use of facility, is for Archives material. Exceptions: USB records from sub committees
iii-books and papers in Archives to be stored in paper boxes, for preservation purposes
iv-binders in Archives to hold plastic archival sleeves, for preservation purposes
- c) The Archives chairperson and the D.C.M. for district 16 have the only keys to lock up the facility.
- d) To list, catalogue, and organize all archival material.
- e) Acquisition of one digitized copy of District monthly meeting minutes and budget, and to acquire one digitized copy of the Convention Committee meeting minutes.
- f) To organize traveling displays which will be made available, under supervision, to groups and subcommittees for special occasions. (e.g. anniversaries, workshops, roundups and conventions.
- g) Displays should be divided into “Conference Approved” and “Historical” material when appropriate.
- h) To work with the Convention Archives chair to organize a display at each annual convention. The Convention Archives chair will be responsible for taking reasonable precautions to protect the display at the convention as per Convention Roles and Responsibilities.

The Archives should expand annually. A list of material to be added should include:

- a) All new material pertaining to District 16 history, published by Alcoholics Anonymous World Services, and Grapevine books.
- b) At least two updated District meeting lists per year.
- c) Flyers and programs from each annual convention.
- d) Newspaper or magazine articles about Alcoholics Anonymous, especially those pertaining to District#16, the World Service Office, and International Conventions.