General Service Archives Committee Guidelines District 16 – Windsor Essex

The Archives 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."

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

1. **Mission:** The mission of the District 16 Archives is to document the work of Alcoholics Anonymous in the Windsor Area, to make the history accessible to A.A. Members and other researchers and to provide an understanding of A.A.'s progression in our Area.

2. **Purpose:** Consistent with AA's primary purpose of maintaining our sobriety and helping other alcoholics achieve recovery, the District 16 Archives will:
   - Receive, classify and index all relevant material such as administrative files and records, correspondence and literary and artifactual works considered to have historical significance to the development of the A.A. Fellowship in the Windsor Area.
   - Hold and preserve such material.
   - Provide access in accordance with the Archives Committee's policies to members of A.A. And to those of the public who may have a valid need to review such material with a commitment to preserve the anonymity of our members.

3. **Collection Scope:** The District 16 Archives collects material in any format that has long-term value documenting the work of A.A. in the Windsor Area. The Archives' acquisition priorities include, but are not limited to:
   - minutes, records and other documentation of District service committees.
   - audiovisual collections, including photographs and sound recordings significant to A.A. in the Windsor area.
   - oral histories and stories of members significant to the history of District 16.
   - group histories, selected reports, newsletters and correspondence related to District 16
   - some artifacts/display items relevant to District 16.
   - A.A. literature and pamphlets relevant to our area.
   - non-A.A. literature and personal memorabilia not recommended to be included.

4. **Acceptance of Donated Materials:** The District 16 Archives accepts donations of archival materials that fit the above collection scope. Anyone wishing to donate should contact District 16 Archives Committee to discuss the item's suitability. Any collection we accept commits us to the task of organizing and preserving it, which involves physical labour and costs of archival supplies and storage.

Donations that require expensive conservation or considerable storage space may not be accepted. Donations are only accepted without restrictions. The District 16 Archives does not do monetary appraisals and does not accept items on loan. 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, 2 years sobriety required.

(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 DCM 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

(f) To organize travelling displays which will be made available, under supervision, to groups and subcommittees for special occasions. (e.g. Anniversaries, workshops).

(g) Review Archives contents annually to characterize and catalogue these contents as they relate to the Collection Scope.

The Archives will continue to grow to capture our ongoing historical record. A list of material should include:

(a) All new material pertaining to District 16 history.

(b) At least two updated District meeting lists per year.

(c) Newspaper or magazine articles about Alcoholics Anonymous pertaining to District 16.