Area 02 Archives

The "Who, What/How, Where, and Why" of it . . .

❖ Area 02 Archives Handbook

Adopted by the Archives Steering Committee in 2015

❖ Mission Statement

"The Archives Committee is committed to the collection, preservation and security of AA archives, and to ensuring the greatest possible accessibility by the Area 02 Fellowship."

❖ **Scope of Collection**

❖

❖ Repository Activities

- Collecting Oral Histories
- Labeling, Categorizing
- Transcribing / Digitizing
- Research
- Working with Visitors / **Fellowship!!**

❖ General Service Office Resources*

- The A.A. Archives, F-47
- AA Guidelines on Archives, MG-17
- Archives Workbook, M-44
- Archives Checklist, F-221

(Available for download from the G.S.O. site aa.org)*

Area 02 Archives – Who . . .

Area Committee Handbook, pages 4-5

C. ARCHIVES

1. Area Archivist
   a. Archives maintenance requires special expertise and the Archivist need not rotate.
   b. The Archivist is appointed by the Archives Steering Committee and ratified by the Area Assembly at the same time the assembly approves an incoming slate of committee chairs;
   c. In keeping with A.A.'s traditional "right of participation" the Archivist is a voting member at Area Assemblies; and
   d. Provide a written report at Area Assemblies.

2. Archives Steering Committee
   a. Responsible for establishing and implementing policies for the management and maintenance of the archives;
   b. Composed of five members, including the Alternate Delegate, who traditionally serves as chair of the committee. Each Area Chair, in rotation, shall appoint two members to four-year terms;
   c. Provide oversight and coordination of the financial plan for archivist functions, area Archives Committee and its steering committee; presenting a proposed financial plan to the Finance Committee in advance of the Financial Planning Assembly;
   d. Review and approve requests for the Archivist to attend and/or present archives displays at assemblies and A.A. events throughout the area; and
   e. Report to the Assembly on matters of policy change for the area archives.

3. Archives Standing Committee

In addition to the responsibilities identified in Section III.A., above, the Archives Committee includes the following additional responsibilities:

a. Assist the Area Archivist in collection and preservation of Area archives and historical documents from districts, groups, and events throughout Alaska;
b. Provide workshops and sharing sessions and promote the awareness of A.A. history in the Area;
c. Provide a written report at Area Assemblies, attending whenever possible to chair the Archives Committee roundtable at each Assembly; and
d. The standing committee chair is responsible for turning over a work history of committee activities during the term of service to the incoming Archives Chair.

Area 02 Archives – Where . . .

Repository

Anchorage Area Intergroup
615 E 82nd Ave., Suite B-8
Anchorage, AK 99518
Access to the archives room is available by appointment.

Digital Archives

Collected Area minutes, committee materials, district and group histories can be accessed digitally at the repository. Work is ongoing. . .
Help gratefully accepted!!

"Whenever a society or a civilization perishes, there is always one factor present: they forgot where they came from."

Carl Sandburg