Area 02 Archives Handbook

MISSION STATEMENT – ALASKA AREA 02 ARCHIVES

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.

ARCHIVES COLLECTION PARAMETERS

1) Area
   a) Rosters
   b) Reports
   c) Minutes
   d) Agenda
   e) Guidelines
   f) Newsletters
2) Districts
   a) Group names/histories
   b) Minutes
   c) Oral histories/pictures/personal letters
   d) Obituaries
   e) Formats and schedules
   f) Intergroup reports/minutes
3) Early AA
   a) Bill W
   b) Dr. Bob
   c) Lois W (articles, photos)
   d) Alcoholic Foundation/AA
   e) Nonalcoholic friends of the Fellowship
   f) Oxford Group
   g) Washingtonians
   h) Works Publishing
4) General Service Conference
   a) Conference Final Reports
   b) Service Manuals
   c) Box 459
   d) Directories
   e) Guidelines
   f) Advisory Actions Book
   g) Markings – Archives Newsletters
5) Grapevines
   a) Magazines, 1944 – present
   b) Correspondence (historical)
   c) Grapevine Misc.
6) Publications
   a) Books
   b) Pamphlets
   c) Directories
   d) Newsletters
7) Regional Forums
   a) Reports
   b) Forum Misc.
   c) Internationals
8) PRAASA Materials
   a) Reports
   b) Pictures
   c) Memorabilia
9) Scrapbooks
   a) Special AA Events Flyers
   b) Scrapbooks
10) Memorabilia
   a) Tapes
   b) Maps

FINANCES

1) Use the Archives and Finance Guidelines to guide our thoughts and actions regarding financing
2) Prepare a budget by April of each year for presentation to the Area Assembly at the Summer Assembly
3) Submit receipts and reimbursement form for approved expenses to the Area Treasurer within one week
4) Review actual expenses against budget quarterly to ensure we do not exceed our budget
5) Non-cash gifts – shelving, sheet protectors, binders, picture frames – may be accepted, but should be reported to the fellowship so they know what it takes to maintain our Archives
6) Use of baskets in the repository or old-timer events etc. for contributions is not within the Archives Guidelines from GSO

ARCHIVES EXHIBIT REQUEST PROCEDURE

1) Hosting event prints Archives Exhibit Request Form off www.area02alaska.org website
2) Fill out as much of form as possible, sign and submit to Archives Steering Committee Chair at least 60 days prior to the event
   Archives Exhibit Requests shall be considered by the Archives Steering Committee under the following guidelines:
   - The size and nature of the Archives display requested. Original archival material will be attended by the Archivist or a member of the Archives Steering Committee.
   - Security Measures
   - Request lead-time – 60 days
   - Exhibit related expenses that are not from an Alaska Area 02 hosted event shall be the responsibility of the event host
   - Transportation
   - Dates pertaining to delivery and return of archival material
   - Event's host contact information
3) Archives Steering Committee along with Archivist and Archives Standing Committee Chair review the feasibility of providing requested archives; secure additional information needed; and signs off if appropriate

SAFETY

A proposal for safeguarding area archives and continuity of archivist service

The archives steering committee will use the following guidelines in the event of unforeseen circumstances

1) In the event of actual or imminent damage to area archival material, the following steps should be taken:
   a. at first word of any problem, the following people shall be notified; area archivist, area chair, archives steering committee chair, archives committee chair, Anchorage Intergroup chair
   b. the above people shall take immediate steps to access the archives storage facility and determine the extent of damage or threat to archival material
   c. those responding shall determine a course of action to correct the problem and put this action into immediate effect; reporting back to those listed in a) and so that the archives steering committee chair can report all details of the event at the next area assembly
2) In the event of any occurrence that creates a hardship for the area archivist to serve, the following steps shall be taken:
   a. the area chair and archives steering committee chair shall determine the apparent duration of the archivist's unavailability

i. if the period of unavailability is under 3 months, there shall be no action
ii. if the period of unavailability is 3-12 months, the archives steering committee, in consultation with Area Archivist and members of area archives standing committee shall choose a temporary archivist
iii. if the period of unavailability is more than 12 months, steps shall be taken to install a new area archivist
iv. the area chair, in consultation with the archives steering committee and other members of the area committee, shall conduct a search and select a candidate for archivist to be presented to the next area assembly for ratification

REPOSITORY ACTIVITIES

1) Labeling
2) Categorizing
3) Transcribing
4) Working with Visitors
5) Research

ARCHIVIST RESPONSIBILITIES

See Area Handbook & MG-17 Archives AA Guidelines

ARCHIVES STEERING COMMITTEE RESPONSIBILITIES

See Area Handbook

STANDING COMMITTEE ACTIVITIES

See MG-17 AA Guidelines – Archives and Archives Committee Workbook
See Area Handbook

RESOURCES

- Area 02 Guidelines
- Area 02 Handbook
- AA Service Manual *combined with* Twelve Concepts *for* World Service
- MG-17, AA Guidelines – Archives
- MG-15, AA Guidelines – Finance
- F-3, Self-Support: Where Money and Spirituality Mix
- Area 02 Website – the Forms/Documents tab is reviewed annually to ensure we have the latest version of Archives forms available, and that whatever other information is on website, like our Collection Scope or material needs, are updated