

Central Michigan Intra-Area 32

Archives Committee Guidelines

1. Purpose

“The Archives Committee gathers, maintains and seeks to preserve historical material about the Alcoholics Anonymous fellowship. This material consists primarily of pictures, books, articles, buttons and Grapevine. This committee has and maintains possession of copies of the Grapevine dating back to 1951. This committee also transports a portion of these historical documents to conventions and meetings to share our A.A. history with others.”

Central Michigan Intra-Area Handbook

2. Goals

The goals of the Archives Committee are to:

- a. Carry the AA message to the membership of Area 32 and to the alcoholic who still suffers, consistent with our Fifth Tradition, through the preservation and communication of the history of Area 32 and of AA as a whole.
- b. Care for, organize and manage the archival holdings in a manner that will ensure their availability to present and future generations of AA members.
- c. Facilitate access to the holdings and sharing of information in a manner that is protective of anonymity and consistent with the first two goals.

3. Structure

The Archives Committee ("the committee") consists of the Archives Committee chairperson, the Area Archivist and any additional positions as needed. These may include committee secretary, conservationist, researchers, and volunteers who help with classification, filing, copying and other tasks. Training is provided as needed by the chairperson or Archivist.

a. Archives Committee Chairperson

- The Chairperson is responsible for leading the Archives Committee, holding regular committee meetings, ascertaining and carrying out the group conscience in all matters of significant potential impact to the archives, including setting of policies, requests for and disbursement of funds, and disposition of holdings.
- The Chairperson is responsible for proposing projects and priorities for approval and support by the committee and Area 32.

- The Chairperson is responsible for communicating the activities and needs of the committee to the Area Assembly and to the membership of Area 32.
- The position of Chairperson rotates on a two year basis, as with other Area committee positions.

b. Archivist

- The Archivist is a non-rotating position due to the training, technical expertise and experience required.
- The Archivist works under the direction of the committee to achieve the stated goals.
- The Archivist is responsible for organizing the archives' holdings and maintaining them in good condition, consistent with good archival practices.
- The Archivist is responsible for organizing and maintaining a system of classification for the purpose of facilitating retrieval of information.
- The Archivist works with the committee to create and provide informational displays to present AA history and carry the AA message to Area 32 meetings and other venues as directed by the committee.
- The Archivist takes all due care to keep any privately held materials he may own separate and distinct from the holdings of the Area 32 Archives. If they are displayed publicly, the privately owned materials are clearly marked as such and not commingled with Archives displays.

c. Secretary

- The Secretary is elected by the Committee from its rotating members.
- The Secretary is responsible for taking notes of Committee meetings and disseminating them to the members.
- The Secretary is responsible for Committee correspondence as directed by the Chairperson and the Committee.

d. Treasurer

- The treasurer is elected by the Committee from its rotating members.
- The Treasurer is responsible for keeping a running account of the expenses of the Archives Committee, providing this information to the Committee and to the Finance Committee for reimbursements and for tracking the Committee's seed money.
- The Treasurer may manage a bank checking account if needed, with the Chairperson also having access.

3. Holdings

a. Ownership: All archival materials, displays and supplies donated to or purchased by the committee are owned by Central Michigan Intra-Area 32 ("CMIA32") and shall be managed to preserve them for future generations. Ownership shall be clearly designated in a manner consistent with good archival practices.

b. Access: Archival materials shall be made accessible to AA members in a manner consistent

with good archival practices for the purpose of carrying the message of recovery. Materials shall be provided on request to researchers in AA history with the approval of committee. Consistent with GSO guidance, anonymity of all AA members, past and present, living and deceased, will be preserved in displays or access by non-members.

- c. Sharing:** Historical information and copies or digital scans of archival materials may be shared with other AA archives consistent with good archival practices for the purpose of carrying the message of AA. Original materials shall not be transferred or loaned except by approval of the committee in cases where the materials do not pertain to the history of Area 32 or AA in general and are to be transferred to an AA archives in an Area, District or Intergroup where they more properly belong. In cases where the materials do not pertain to the history of Area 32 or AA in general and are to be transferred to an AA archives in an Area, District or Intergroup where they more properly belong, such transfer will be approved by the committee. Example: Minutes of AA meetings in Detroit would more properly belong with the Area 33 archives.
- d. Acquisitions:** Archival materials, including books, pamphlets, photographs, sound recordings, films and videos, letters and other documents, shall not be purchased using Area 32 funds. Donated materials are considered to be under the ownership of Area 32. Donated materials are not appraised as to monetary value.
- e. Copyright:** Usage rights of all holdings are held to be subject to U.S. copyright law, as applicable. Historical information obtained from public or private sources, including copies of documents, publications, photographs, sound recordings and videos shall be used in compliance with copyright restrictions and written permission obtained as needed.
- f. Storage:** All original archival materials shall be stored and displayed in conditions of controlled light, temperature and humidity consistent with good archival practices and the nature and condition of the materials. Storage shall be in a secure location to prevent theft or unauthorized access. Whenever possible, storage should be in a location other than a private home.

4. Finances

- a. Approval:** All expenses over \$50 shall be approved in advance by the Archives Committee as a whole. In rare cases where that is not practical, approval up to \$100 may be given by the Chairperson, the Delegate or the Finance Committee. Expenses submitted for reimbursement must be documented by receipts.
- b. Reimbursable Expenses:** In recognition that AA's trusted servants are stewards of funds provided by individual members and groups for the purpose of carrying the AA message, expenses should be limited as much as possible. Examples of reimbursable expenses include:
- Supplies for the storage and conservation of archival materials;
 - Computer equipment for classifying, storing and retrieving digitized archival materials and related records such as finding aids;
 - Materials for construction of educational displays about AA history;
 - Registration costs for AA conferences and conventions at which the Archives will be

- presenting displays or participating in panel discussions or workshops;
- Registration costs for educational meetings and workshops sponsored by non-AA groups on archival methods and related topics;
- In fairness to other Districts and groups, travel expenses for taking Archives displays to a District workshop should be reimbursed by the District as part of its workshop budget. The Committee may choose to reimburse such expenses on a case by case basis but only with prior approval.

5. Oversight

- a. Reports:** The Chairperson and/or Archivist shall report to the Area Assembly at each scheduled meeting on the activities of the Archives.

- b. Annual Review:** The Chairperson shall make a report annually to an Archives Review Committee consisting of the Area 32 Chairperson, a Past Delegate and another member of their choosing. The purpose of the review will be ensure the Archives Committee is managing the Area 32 holdings in a responsible manner and striving to adhere to AA's singleness of purpose in its activities.

6. References

- a. A.A. Guidelines - Archives** , publication MG-17, Alcoholics Anonymous General Service Office, revised 2/2012