

Archives Report March 2021 Area Assembly and AWSC  
Submitted to Secretary, Rachel B, on Sunday, March 7, 2021

Archives – Rebecca P.: archives@la-al-anon.org

Vision:

Archives for Area 22 will be organized, categorized, cataloged, scanned if deemed appropriate for posting on the Area 22 website, and filed or boxed appropriately.

Archives will be posted on the Area 22 website in the Archives Section as approved by the AWSC and available at the Baton Rouge AIS office for supervised viewing by Al-Anon members and other interested parties.

Archives may be requested to be brought to Area Assemblies or other workshops or meetings by the Archivist as deemed appropriate by the AWSC.

Current Activities:

- a. As Archivist, I have formed an Archives Committee of volunteer members who are skilled in the following areas:
  - i. Policies and Procedures – Rachel B to join to establish and/or update existing policies and procedures regarding the Archives collection, maintenance, and utilization of the Archives in compliance with all matters of general policy of the AWSC, what to keep and build on
  - ii. Photography – Jay P to join to take photos of items in our Archives for posting on the Area 22 website.
  - iii. Web posting and formation of an Archives section of the Area 22 Website – GW to join to securely post photos and PDFs of other interesting and valuable information password protected on the Area 22 Website
  - iv. Inventory and cataloging – former Archivists may join to assist in the transition to familiarize us with the current system
  - v. Alateen information – Steve G to join to review the existing Alateen information and determine a policy regarding the retention period of inactive Alateen Group Records and inactive AMIAS records and providing a secure storage area in the Archives for the new Alateen records.
  - vi. Utilization of a database and scanning and oldest paper records – Duke to join to scan as needed and transmit to Webmaster for housing on the Area 22 website
  - vii. Longtime member interviews or recordings – asking the LA Treasure Chest editor to join us for the purpose of interviewing and recording the voices of longtime members in Area 22 to become part of our Archives.
  - viii. Old collections of Forums – seeking any older preferably bound collections of The Forum magazines which may be donated to Area 22 Archives

- ix. Other interested volunteers are asked to reach out to me with their areas of expertise and their willingness to be of service on the Archives Committee.
- b. Archives on the website will be a focus so I will be slowly sending reports and other archival material will be scanned to the Webmaster to become part of the digital archives ongoing starting in March 2021
- c. Historical archival documents in the Archives Office will also be scanned and sent to the Webmaster ongoing starting in March 2021.
- d. I will be spending Thursday and Friday, March 11 and 12, 2021, at the Archives Office to meet individually with members of the Archives Committee to begin the work in earnest, with the goal of spending at least 2 days per month working on the Archives.
- e. The team at WSO will be of assistance in our efforts. Joe T., WSO Archivist; Karen, Software Engineer.
- f. I have searched the Archivist AFGConnects site for any updates to share with Area Assembly and AWSC from 2020 and 2021 to date:
  - i. March 5, 2021 – Archivist in Hawaii looking for any information that other states/areas may have about AI-Anon in Hawaii to help build their Archives
  - ii. March 1, 2021 – Job Posting for Director of Programs at WSO - not just for Archivists – this must have been posted on all AFGConnects
  - iii. March 1, 2021 – Archivist encouraging asking past Archives Coordinators to serve on our Archive Committee and long-time members who can offer recollections and even perhaps donate items to the Archives.
  - iv. February 28, 2021 – Archivist asking what lists we maintain; what software we use; what database; how deep do we catalog – box level, folder level, document level. What categories/descriptions do we use - box, folder, binder, loose document – contents, date, AI-Anon or Alateen related, newsletter, document, notes, CAL by WSO catalog code number, district number, group name/city.
  - v. February 28, 2021, - Archivist asking who comprises the Ad Hoc Archives Committee – any Area Board Member, Officer, Members, other.
  - vi. September 12, 2020 – Archivist looking for Power Point presentation on Lois for use at their virtual Area Assembly
  - vii. February 13, 2020 – Archivist requested information on who started Love Gifts in our Area to be sent to Delegates attending WSC
- g. I will be researching older AFGConnects information for reporting out at next Area Assembly/AWSC.