

Al-Anon Area 22 May 2021 Assembly/AWSC
August 7, 2021
Archivist/Archives Coordinator Report
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The Power Point presentation PDF of the Area 22 Archives Room housed in the Baton Rouge AIS Office is in the process of being updated keeping anonymity in mind. It will be re-posted to the Archives section of the Area 22 website www.la-al-anon.org as soon as it is completed. It will include new photos of the Archives Room and the items now added to the display.

Much work has been done by our informal Thought Force/Task Force on the Archives Collection since the last Area Assembly:

- 1) CAL on display in the showcase is now housed in acid free archival sleeves and shown on small tripod easels for easier viewing.
- 2) The CAL on display is now identified uniformly on small cards beside each item in the collection.
- 3) Framed items are now hanging on the walls for easy viewing.
- 4) The boxes to be reviewed are now organized and stored to make it easier to begin that work.
- 5) The posters have been organized and repaired so that they are back to their original state as nearly as possible and many of the posters have moved to their display location on the walls of the room.
- 6) The Forums have been consolidated in a central single location in the room for ease of reviewing and organizing in accordance with the WSO Guidelines.
- 7) A small donated bistro table and two chairs is now set up in the room so that future face to face visitors can rest a moment while viewing the collection.
- 8) The table features a Swedish Ivy plant which the committee volunteers will maintain.
- 9) The table also features a beautiful book of photos of the collection which an Al-Anon fellow made and donated.
- 10) Steps and Traditions banners are now hanging in the room as are framed slogans and a framed Serenity Prayer.
- 11) New signs are now made and on display with the suggestions as to how to safeguard the archives while visiting the Archives Room.

Our next steps area as follows:

- 1) We will be to begin to organize the boxes and label them as to contents with the goal of getting the contents into uniform, clearly labeled boxes or into the filing cabinets.
- 2) We are also focused insuring that the GRs and DRs in Area 22 are aware of the tools in the Archives Section of the Area 22 website for them to use to record their group's history and to interview founding members and record for historical purposes the beginnings of their groups.
 - a. Please take a look in the Archives section for the Archival Event Form and feel free to use it to systematically memorialize your group/district/area events and submit them to the Archives Coordinator and we will include them in a special section of the Archives Room.
 - b. Please take a look in the Archives section for the Al-Anon Longtime Member Questionnaire. Please feel free to assist the Archives Committee by utilizing the form to and feel free to use it to assist us as we "Look to the Past to Protect the Future". Please submit the interviews to the Archives Coordinator for inclusion in a binder dedicated to our fellows who were instrumental in starting our meetings. We will have this binder on display in the Archives Room as we collect submissions and find other submissions which may be filed in the cabinets or in the boxes that have not yet been reviewed.

- 3) We will be reviewing, categorizing, organizing, and labeling the folders currently housed in the two file cabinets located in the Archives room to gain an understanding of the current system to continue and build on it
- 4) We will be developing a schedule for scanning the documents once they are inventoried, categorized, and evaluated.

As your Archivist I am also charged with the responsibility of keeping up to date as to the discussions taking place on the WSO AFG CONNECTS thread for Archivists. Currently there are ongoing discussions of the following:

- 1) Disposition of paper items once they are digitized/scanned – keep, shred, etc.
- 2) Disposition of old Forum magazines – keep them all or only the ones with articles from members in our state.
- 3) Utilization of the Longtime Member Questionnaire and possibly converting it into a “fillable” document which is in the works.

As your Archivist I also stay in touch with the WSO Archivist, Joe T, as to any updates on the revision of the G-30 Guidelines for Archivists and he has encouraged me to be active in the AFG Connects for Archivists which have done and will continue to do by reporting out our progress in Area 22.

My overarching goals remain as follows:

- 1) Clearly identify material with the date of origin and photos should have names and dates written on the back. I will be sure to date everything to make it easier for future Archivists.
- 2) Interview area pioneers and encourage GRs and DRs to do so as well as soon as possible and record their recollections of early group development and their personal recovery stories.
- 3) After the Archives are organized, research possible systems for organizing the collection in a searchable system to locate material in the collection, building on what already exists and enhancing it as appropriate.
- 4) Protect the anonymity of our fellows as the archives collection is consolidated, organized, and maintained.

I am again extending the invitation to any AI-Anon member with expertise in library science or digital archives to assist me as a member of the Area 22 Archives Committee, so let me know if you or any of your group members have such expertise and are willing to join the committee.

A special thank you to Steve G who joined the committee this past month and for Jay P, GW, Rachel B, and the past Archivists, like Clara and Vicki, for their work in past panels.

To the GRs and DRs in Area 22, thank you in advance for your participation with regard to preserving our fellowship's history and events and for your support of the efforts of your Archives Coordinator and Archives Committee.

Although the task sometimes seems a bit daunting, in this fellowship we learn to take one day at a time and to pause, pray, prepare, plan, and proceed.

Thanks so much for the opportunity and privilege to serve as Archivist for Area 22 Panel 60.

Rebecca P, Archivist, Area 22, Panel 60