

Al-Anon Area 22 January 2022 Assembly/AWSC, January 15, 2022  
Archivist/Archives Coordinator Report  
Submitted by Rebecca P, Archivist, January 13, 2022  
850-420-0469  
Email: [archives@la-al-anon.org](mailto:archives@la-al-anon.org)

At the local level –

- The Power Point presentation PDF of the Area 22 Archives Room housed in the Baton Rouge AIS Office will be updated in February 2022
- Binder is being created to house photos of the detail pages of all the CAL in the showcase for use while viewing the collection and a digital archive will be created to be housed in the Archive Section of the Area 22 website.
- Binder is being created to house the pamphlets in the showcase so that they may be viewed without being handled.
- A digital archive of the pamphlets will be created to be housed in the Archive Section of the Area 22 website.
- A digital archive of the listing of the contents of the showcase as well as items located around the Archives Room will be created to be housed in the Archive Section of the Area 22 website.
- Archives is creating guidelines/instructions for how to apply to have information included in the Area 22 Archives prior to sending/dropping off boxes – goal is to have those ready for the March Area Assembly.
- GRs and others, please invite your founders and longtime members to grant you an interview using the “Longtime Member Interview Form” located on the Area 22 website in the Archives Section.
- GRs and others, you may utilize an audio recording if you wish and submit these as soon as possible to me at [archives@la-al-anon.org](mailto:archives@la-al-anon.org) in order to capture the recollections of our founders for posterity.
- GRs and others submitting to the Archives, please remember to submit the paper items (non-CAL) also digitally by scanning them and emailing them to me as an attachment.
  - Please use this naming system: District number. Group number.Item.Name.month.day.year.
  - Example: District 6.Group 5507.Interview with longtimer.Jane R.12.14.2016

At the WSO level –

- AFGCONNECTS dialogue is suggesting that Archivists check the local laws as to document retention – any state guidelines.
- AFGCONNECTS dialogue is suggesting that Archivists create a task force to create guidelines for document retention and proper destruction, so I am asking for volunteers to serve on the task force. Please let me know by email to [archives@la-al-anon.org](mailto:archives@la-al-anon.org)
- AFGCONNECTS dialogue is collecting a list of technology used by Al-Anon from the telephone to search engines and ZOOM, WebEx Hybrid, e-Communities, and many others are included on the ever-growing list and they are asking for additional input from Alateens.
- AFGCONNECTS had issued a call for copies of the first 5 Membership Survey Reports. Please let me know if you have access to any of this so that I can share it with WSO, and I will complete my commitment to look through our boxes and files to try to locate the Survey Reports which may be part of the information sent to us from past Delegates.

Archives still needs volunteers to assist in delving into the approximately 12 boxes yet to be reviewed and classified –

- GRs, past Delegates, and others dropping off boxes in the last 4 years, please consider volunteering to join the team to classify and file the contents.
- Please volunteer to help us organize the contents of the already donated boxes as we transfer them into the appropriate boxes, label them as to contents with the goal of getting the contents into uniform, clearly labeled boxes or into the filing cabinets.
- As we return to face to face events, please consider sending a digital event notice to the Archives for historical preservation of our return post pandemic.

- GRs and DRs in Area 22, please utilize (on the Archives Section of the Area 22) the Archival Event Form 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.
- We will be developing a schedule for scanning the documents once they are inventoried and categorized.

My 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 encourage those submitting items 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 possibly digitizing parts of 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.

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

Rebecca P, Archivist, Area 22, Panel 60