

Archives Coordinator Area 9

Accomplished:

I had a great into meeting w Technology and Area Chair to discuss/educate on Google Drives, a fantastic suggestion to utilize Acrobat to begin cleaning up scanned documents that have blank pages w intent to save on memory space. Mark was gracious to complete a few examples for my benefit.

Technology offered a google zoom training for area folks that provided basics on our google drive, great small setting that allowed attendees to ask questions. Thank you Ray!!

I attended the 2024 Area Archives Coordinator meeting: Sunday, March 24, 2024

Archives resources that may prove beneficial:

- [Archives webpage](#)
- [AI-Anon/Alateen Service Manual \(P-24/27\)](#)
- [Area Archives Guideline \(G-30\)](#)
- [AI-Anon Service Arms \(G-40\)](#)

It was time to jump into the Archive files and start “the clean-up”. I was hesitant to start, what if I do this wrong, what if I mistakenly delete a document, what if I cannot figure it out.... Help me Higher Power...

I kept asking questions, I kept going to the google drive and trying different things, it finally clicked 😊 to date six folders have been reviewed, w documents revised to remove blank pages, correct orientation layout. I am finding my groove and love contributing. Thank you for the opportunity.

There is a video on the archives folder that offers a tutorial on how to search the archives folders. I think it's good for now.

The RL/GL archives are in the archives google drive,

The To Do list:

Continue to review all folders on the archives google drive and the archives site on area website.

Prepare for when the cloud space is filled.

Confirm location of tapes and CDs were digitalized.

The Archives Coordinator guidelines need to be updated.

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