

## Archives Task Force 2016

### Report for AWSC February 2017

Task Force Members: Michael D (Chair), Doris M., Mark F., Lucy M., Carolyn H.

Background/Historical Info: Our history and archives is very important to all of us in Area 9. Maintaining a viable Archive is of great value. However, we cannot continue to store an increasing volume of items that are not usable and with current technology changing all the time, we have new options.

Our current Archives Coordinator has some interesting and innovative ideas and also lots of experience with our actual archived material. This task force will go over those ideas, using our Legacies, Service Manual and other Al-Anon materials.

**Charge:** Discuss the Archives plan as outlined below. Using the spiritual principles of our program, and taking in to consideration the spirit of KBDM and the five pertinent questions, please make a recommendation on Archives at the February 2017.

Archives Plan as outlined by Michael D.

- *Convention books: For several conventions dating back to late 1990's there are as many as 7 books per convention. This accounts for the greatest volume of stored 3 ring notebooks in our storage unit. I propose retaining one book for every five years of history since 1990 for Florida North while scanning all books to be retained in our digital Archives. This is based on anniversary years in AFG being at five year intervals. In addition, one book per convention for the past five years would be retained so there would be five recent physical Convention books available in addition to the vast library of digital books for convention planning by the host District. These five recent books would be kept in a container for easy transport to the host district at AWSC or Assembly.*
- *The most recent scanned Service Workshop Books are currently contained in a messenger bag. There are more we have not yet dealt with as an Archives Committee. We are making good progress. We propose the same scheme of 5 year intervals in Area 9 Florida North history and the five most recent books being retained physically in addition to scanning all.*
- *We found an unused messenger bag and have put together an Alateen Event bag with most recent Alateen Conferences and Roundups. We are discovering these books as well as we continue our work. We propose the same scheme of 5 year intervals in Area 9 Florida North history and the five most recent books being retained physically in addition to scanning all.*
- *Summary: Our goal is to scan 100% of all holdings while reducing the physical inventory to historically significant anniversary years beginning with 1990 as our first year as Florida North. We have also been proactive in bringing these materials to event chairs and communicating with them about their needs for past information.*

#### **KBDM Questions considered by Thought and Task Force:**

- **What do we know about our members' wants, needs and preferences regarding Archives?**
- Searchable, Digital library would be ideal (*expressed by many*)
- More expertise is necessary (esp. regarding 3 dimensional material)

- History of our group is important. Seeing that others have gone through the same things.
- Digitizing makes our archives accessible via password protected site.
- **What do we know about our resources regarding Archives?**
  - We do have limited funds and space
  - Once digitized things should be shredded
  - We need back up and back up of back up
  - Collaborate and don't keep duplicates, esp. of paper
  - Downsizing is a good idea, but need lots of input on what is important
  - Prefer one place for Area Archives
  - It's a process to both downsize and preserve our history
  - It might be good to have a smaller storage unit with lower monthly rent.
  - Digitizing gives member immediate access to materials for research.
- **What do we know about our Area environment as relates to Archives (ease of moving materials, etc)?**
  - Don't know enough about this or what has worked in the past
  - Members really like the displays of non-digitized keepsakes and materials
  - Members like knowing information about other groups – how long in existence, how many members, etc.
  - Members would like Archives to be available, however that works out
  - Perhaps Archives Coordinator can use highlights and info in their report
  - I like seeing tangible things that are us
  - Maybe some things from Archives could be borrowed by Districts or Groups?  
Maybe we could look into this?
- **What spiritual principles should we use to guide us in making decisions?**
  - Traditions of unity and autonomy guide us in following WSO guidelines
  - Growth along spiritual lines is evident in archives
  - Discontinued CAL is part of our history
  - There is more to be learned about how to manage archives especially with moving to digital. We should keep the conversation going.
- **What do we wish we knew, but don't?**
- **Vision to foresee how we might archive materials 10 or 20 years from now.**
- **How do other Areas manage and store their archival holdings?**
- **Discovering what materials in particular interest members.**

- **Making a renewed effort to ask longtime members to either complete a questionnaire or a video interview of their experience, strength and hope**

#### **Task Force Summary / Findings:**

- It is absolutely clear that we support scanning all holdings in archives storage that are able to be scanned (2 dimensional) while cataloging all items including memorabilia.
- Included is the effort to protect older books and pages while organizing all of our holdings with the Archives Committee's assistance.
- I have scanned 25 books since Assembly and will continue to scan to optimize our offerings on the Archives portion of our Area 9 website. This empowers members to do their own research and exploration with reduced dependency on the coordinator.

#### **Task Force Recommendation:**

- Our goal is to present organized, contained, preserved history to the best of our abilities and budget before the end of 2017.
- Recommend that the Archives Coordinator for Panel 58 continue the discussion and work with Technology Coordinator and members of the Area to refine the needs and scope of Archives