



WESTERN WASHINGTON AREA 72
ARCHIVES

**REPOSITORY
HANDBOOK**

**FOR THE ARCHIVES STEERING
COMMITTEE**

“...We are trying to build up extensive records which will be of value to a future historian. It is highly important that the factual material be placed in our files in such a way that there can be no substantial distortion. We want to keep enlarging on this idea for the sake of the full-length history to come...”

Bill W.—1957

Approved by the Area 72 Archives Steering Committee

**** Language from Western Washington Area 72 Handbook***

March 17, 2019

Repository Address:

3905 Steilacoom Boulevard Southwest

Lakewood, Washington 98499

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SECTION I – BACKGROUND

BACKGROUND:

This Handbook is developed so that members of AA in Western Washington Area 72 may find the policies and guidelines for our Repository in one reference. It is developed from the information established in the Area 72 Handbook, AAWS Archives Guidelines, and Archives Workbook. The guidelines in this handbook are written to support the Western Washington Area 72 Archives Policy with additional content.

The Archives Steering Committee meets the third Sunday of every month at 10:00 A.M. A work party begins after each committee meeting starting at 11:30 A.M. The meeting and work party are located at the Western Washington Area 72 Repository: 3905 Steilacoom Boulevard Southwest, Lakewood Washington 98499.

SECTION II – ARCHIVES POLICY STATEMENT & POSITION FUNDING

Purpose:

II. Archives Policy Statement

*The main purpose of the Western Washington Area Archives, consistent with AA 's primary purpose, is to keep the record straight so that myth does not predominate over fact as to the local history of the Fellowship. The Area Archives gives the Area a sense of its own past and an opportunity to study it. The Archives Committee exists to provide a safe and secure facility for the receipt, storage and preservation of archival material relevant to the past and present activities of Alcoholics Anonymous and its members within the Western Washington Area. It actively displays historical material so that the maximum number of members of the Fellowship may benefit. The Archives Committee assists and acts as a resource for district and other local archives activities. **

ARCHIVES STEERING COMMITTEE FUNDING:

*Steering committee members will be reimbursed for travel costs required in the performance of the responsibility of their position. Said reimbursements to cover costs (mileage, travel fees, lodging, and meals). Their communication expenses are funded under the Archives communication allocation. **

WESTERN WASHINGTON AREA ARCHIVES FUNDING:

*All funding for the Archives derives from the Western Washington Area Assembly. That is, the Archives will not participate in general fund-raising activities. The Archives may encourage non-monetary contributions for specific needs; i.e., historical materials, Grapevine binders, filing equipment and supplies. **

WHAT IS COLLECTED:

The committee collects historical items that are pertinent to Western Washington Area AA and items of general AA historical interest. This includes non-AA items, which are a

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*significant part of AA history. The Archives is the repository for all Area historical business and financial records. **

Additional details for what are collected is in an addendum to this handbook.

DISPLAY POLICY:

*To ensure that all parts of the Area can view the traveling display, steering committee members may assume responsibility for and show the display when the Archivist is not able to do so. Individual groups are not supported except in cases where they request the display for functions attracting a general AA audience from beyond their immediate group. In all cases, the steering committee will approve the temporary transfer of responsibility to other than steering committee members or the Area Archivist. The Archives display is never left unattended unless it is locked in a secure place. The traveling display takes several forms; compact for one-day or shorter showings and more extensive for multi-day showings such as the Area Assembly. It is not the intent to display as much of our holdings as possible; rather we should try for quality and maximum interest and information. **

In general, the Archives Steering Committee does not temporarily transfer responsibility for the display to other than Archives Steering Committee members or the Area Archivist.

CONFIDENTIALITY:

*Access to personal correspondence and sensitive materials should be monitored by the steering committee. Generally, access to these materials is based on need (i.e., the writing of a history, etc.) Copies of these materials which are displayed or sent for use of district archives (with steering committee approval) will have last names obscured. Original material is never altered—alterations are done only on copies. Books and articles containing autographs, etc. are displayed without alteration. **

SAFETY OF RESOURCES:

*Correspondence and reproducible paperwork can be safeguarded best by setting up a duplicate file kept in another location – possibly in the opposite side of the Area from the Archives itself. Tapes should be duplicated, and the duplicate set stored in a separate location. A duplicate set of negatives should be made of all photographs – they are to be stored in a separate, fire-resistant location. Valuable non-reproducible artifacts (Books, badges, etc.) should be stored in a fire-resistant cabinet. **

LOAN OF ARCHIVES MATERIAL:

*Material may be loaned only with the Steering Committee 's approval. The loan and distribution of Archives materials is the responsibility of the Steering Committee, not of the Archivist as an individual. **

CORRECTIVE ACTION:

The Archivist and the Steering Committee are directly responsible to the Western Washington Area; hence, the Assembly, or the Area Committee acting in their behalf,

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*may take any corrective action they deem necessary. Should a majority of the steering committee (not necessarily including the Archivist) see a need for any corrective action they may address the matter directly to the Area Chairman. **

SECTION III – TERM GUIDELINES

DISTRICT ARCHIVIST:

District Archivists are selected using the established process following the District's procedures.

ARCHIVES CHAIR:

*The Area Archives Chair participates in the Area Assembly and Area Quarterly Meetings as an Appointed Officer, chairs quarterly Archives Committee meetings, chairs monthly Archives Steering Committee meetings, Facilitates Repository site-selection decisions, and produces articles for the WWA72 Newsletter. The Archives Chair is selected using the established process for Appointed Officers. **

ARCHIVES STEERING COMMITTEE:

*The Archives Steering Committee consists of six members, each serving a four-year term. In each odd numbered year, three members will be replaced. This insures that there will always be some continuity of experience on the Steering Committee. The seventh member of the Steering Committee will be the Area Archivist. The eighth member of the Steering Committee will be the Area Archives Chair, who acts as chairperson of the committee. Candidates for the Steering Committee will send their resumes to the Steering Committee in the Fall of each even-numbered year. The committee will then review the candidates and select three members who are presented at the January Area Committee for ratification. It shall be possible for Steering Committee members to serve consecutive terms. **

*The Area Archivist is a member of the Area Archives Steering Committee. Other Area Archives Steering Committee members assist the Area Archivist in the task of collecting, organizing, storing, maintaining, and displaying historical files and materials pertinent to the Area and to A.A. in general. The Archivist relies upon the advice and counsel of the archives Committee in carrying out the duties of the Archivist, which include management of the Archives Repository. **

ARCHIVIST:

*The Archives Steering Committee will select, replace, or reappoint an Archivist using the currently established process, which requires ratification by the Area committee at the first Area Quarterly Meeting of each rotation. The Archivist serves a four to eight-year term (nominally 6 years) if reconfirmed by the Archives Steering Committee every two years. **

ARCHIVES CONSULTANTS:

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Are a past Area Archives Chair, former Archivist, or a former Archives Steering Committee Member. Archive consultants are selected using the established process during normal area rotation. Archive consultants will be contacted each rotation to determine if they wish to remain on the list as a consultant. Consultants can request to receive the same e-mail correspondence that the Archives Steering Committee members receive.

ARCHIVES VOLUNTEERS:

Submit a request as a volunteer. Volunteers at the Repository will always be accompanied by a Steering Committee Member, Archivist or Archives Chair. It is suggested that volunteers be actively involved in monthly Steering Committee Meetings or at Archives scheduled work parties.

SECTION IV – COMMITTEE MEMBER DUTIES

ARCHIVES COMMITTEE:

*The committee consists of the Area Archives Chair, the Area Archivist, the Archives Steering Committee, and District and other AA Archivists. The Area Archives Chair, the Archivist, and the Archives Steering Committee represent the interests of the local archivists to the Area Committee and to the Assembly although only the Area Archives Chair is a member of the Area Committee. **

ARCHIVES CHAIR DUTIES:

*The Archives Chair will participate in the Area Assembly and Area Quarterly Meetings as an Appointed Officer, chair quarterly Archives Committee meetings, chair monthly Archives Steering Committee meetings, facilitate Repository site-selection decisions, and produce articles for the WWA72 Newsletter. Works with Webmaster to ensure Archives Steering Committee members are added to the steering committee email distribution group and receive access to corresponding electronic shared files. **

Act as a liaison between the Archives Steering Committee and the Area Committee. Provide the new password to the archivist and the applicable ASC members(s) who are maintaining the digital archives. Appoints a Secretary as needed.

ARCHIVISTS DUTIES:

*The Archivist will have archival experience and will manage archives work parties, coordinate archives training efforts, maintain the digital catalog, maintain a consistent filing system, manage our repository, represent the Area at National AA Archives Workshops, and manage collections such as artifacts, paper, audio information, photographs, and videos. **

SECRETARY DUTIES

Assist the Archives Chair in preparing agendas and meeting notices for Archives Steering Committee meetings and Area Archives Quarterlies. Attends Archives Steering Committee meetings and Area Archives Quarterlies to record the proceedings for the minutes, using notes, audio recordings and written reports. Maintains a roster for the Archives Steering Committee members, volunteers and consultants. Assists with the maintenance of the District Archives Chair and Archivists roster.

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Prints, emails and makes copies of the minutes or other documents as needed. Ensure records of events, meeting minutes and pertinent documents are delivered to the Repository for archival purposes.

ARCHIVES STEERING COMMITTEE DUTIES:

The committee is available to consult, advise and assist in the discharge of the Western Washington Area 72 Archivist's duties. Management of the repository is best accomplished when duties are shared. No one individual can manage all the responsibility that encompasses the repository.

Steering Committee Members are available to assist on all matters pertaining to the storage, retrieval and display of the Western Washington Area 72 Archives. They shall periodically assess the safety of the Archives. They determine what type of material such as bulletins, minutes, correspondence, and publications are to be included in the Archives. They are available to assist the Archivist with the transport, setup, take-down and security of the WWA 72 Traveling Display. They are available to attend the WWA 72 Area Archives Quarterlies, Steering Committee meetings, Archives Workshops, WWA 72 Quarterlies and the annual WWA 72 Assembly.

All members support and participate in repository functions that include: Alternate Archivist; Secretary; Tape Librarian; Digital Librarian; Research Support; Filing Support; and other needs as identified. Specific assignments for these tasks may be appointed to an individual member with cross-training a priority.

SECTION V – REPOSITORY GUIDELINES

REPOSITORY ACCESS:

All persons entering the repository will sign in and out in the repository logbook. The Area Archivist is to be informed when any person visits the repository. No one is allowed at the repository unless accompanied by a Steering Committee member, Archives Chair or the Archivist.

Only the Archivist, the Archives Chair and Steering Committee Members are assigned keys to the repository access door. The Archivist will determine which steering committee members, in addition to the Archivist, will have keys to the safe and other locked doors.

Electronic equipment, i.e., computer, copy machine, recording equipment, is to be used by only the Archivist, Steering Committee Member or person(s) authorized and trained by one of the above. No materials shall be removed from the repository without permission from the Archive Steering Committee, or the Archivist. All materials loaned from the repository will be signed out when departing and signed in when returned.

Appointments to visit the Repository can be made by contacting the Area Archivist. Requests for access are reviewed. Scheduled hours are 8:00 AM. to 5:00 PM. Please

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provide sufficient contact information and include the time you would like to make the appointment.

PREFERRED METHOD OF CONTACT FOR APPOINTMENT REQUESTS:

E-mail address: archivist@area72aa.org.

ALTERNATE POINT OF CONTACT FOR APPOINTMENT REQUESTS:

Pierce County Central Service Office: 253-474-8897.

Repository Forms in use:

1) Repository Sign In/Out Log. 2) Repository Material Checkout/In Log. 3) Repository Items Removed Log. 4) Repository Key Assignment Log. 5) Repository service position.

ARCHIVES TRAVELING DISPLAY:

The purpose of the display is to show it at functions held in Western Washington Area 72. Requests for attendance are submitted by the Conference Committee to the Archivist. Requests shall be approved or disapproved by the Archivist. The Archivist and the Archives Chair shall be notified of a scheduled walk through prior to the event. A minimum of three individuals comprised of the Archivist and two Steering Committee Members should accompany the display at all functions.

Costs should be borne by the requesting conference for the Archivist. If registration is required, registration costs for the Archivist should be paid by the conference. Reimbursement costs include, lodging, mileage, travel fees, and meals. Expenses are determined on a case by case basis.

Reimbursement costs for the ASC members accompanying the traveling display not covered by the requesting conference are reimbursed by Western Washington Area 72. Only the Archivist and designated, experienced Steering Committee Members shall transport and set up the display. The display shall be transported in a manner that encloses and protects the display items from exposure.

It is important to know if the room will be shared with other parties. Requests for sharing the room will be reviewed by the Archivist. A locked room is a must for overnight exhibits. The area and number of tables available is essential information. It is suggested that the space accessible be large enough to support approximately 10 tables with adequate room to walk beside and around the display. The number of tables and area available will help the Archivist determine how much of the display can be presented.

In general, the Archivist and Steering Committee Members manning the display do not attend the conference or partake of the meals. Set up time should be around 12:00 PM on the first day of the conference. On the remaining full conference days display hours are 9:00 AM to 7:00 PM. Tear down occurs on the last full day of the conference at 7:00 PM, unless otherwise determined by the Archivist or Steering Committee Member present.

Annual accepted host committee invitations: 1) Blending of Time - February; 2) Burien Little Assembly - March; 3) The Capital Jamboree - June; 4) Freedom in Sobriety - July; 5) Step Ashore - August; 6) Western Washington Area 72 Annual Assembly - October; 7) Everett Conference - When Held. Annual attendance needs to be verified each year by the host committee.

ARCHIVED MATERIAL:

Two copies of all material will be kept. The Repository prefers paper copies. The following will be maintained as permanent records: 1) Treasurer and Alternate Treasurer

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Records; 2) Area quarterly Reports for 1st, 2nd, and 3rd Quarters; 3) Area Yearly Recap – Assembly Report; 4) Area Yearly Income Tax Report; 5) Area Elected and Appointed Income and Expense Reports; 6) Bank Statements – Quarterly and Year End; 7) Data supporting changes in the Area Treasurers Guidelines.

The items documented in Area 72 reports. Meeting minutes and the documentation from the Area 72 Board, the Area 72 Committee, the Area 72 Committee meetings, Area 72 Conferences and Conventions.

Delegate File: Specific information relating to the Delegates personal activities including Conference Workbook will be filed in the Delegates file, e.g. correspondence to other delegates; Documents relating to the Standing Committees (Area and District) will be filed in the Committee file. e.g. Corrections etc.

Publications released by Area 72, including books, fliers, directories, annual reports, Conference reports, surveys, booklets, pamphlets, magazines, newsletters, service pieces, public service announcements, press releases and other media relations materials, and more. *The Grapevine* magazine, and other materials produced by The A.A. Grapevine, Inc. Oral histories and stories of AA members. Group and area histories, and selected reports and newsletters of groups and areas.

The donor will be asked to sign a Deed of Gift, transferring his or her property over to the Area 72 Archives. We prefer that title to the property be transferred without restriction, but we are willing to work with donors who specify certain restrictions as a condition of the gift. If appropriate the donor may also be asked to sign an Assignment of Copyright form.

Repository items checked out need to be done so with a signature. Repository items removed for disposal or recycle need to be done so with a signature. These logs are confidential and will not be released or removed from the repository.

RESEARCH REQUESTS:

Research requests can be made by contacting the Area Archivist. Research requests are reviewed at the monthly Steering Committee Meetings. Please allow sufficient time for review of the request. Repository access hours are 8:00 AM. to 5:00 PM. Provide contact information and the explanation for your research request.

PREFERRED METHOD OF CONTACT FOR REQUESTS: E-mail address:
archivist@area72aa.org.

ALTERNATE POINT OF CONTACT FOR REQUESTS: Pierce County CSO: 253-474-8897.

RESEARCH GUIDE:

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Research requested and conducted at the Repository will use the Archives Workbook as a guide.

Because of the special nature of the materials in our collection, all researchers must learn and respect all A.A. traditions that may bear on their research; in particular, the preservation of anonymity of all A.A. members. The permission to conduct research is granted conditional on your agreement to strictly maintain the anonymity of all A.A. members, alive and deceased. No researcher is ever given permission to publish full names of individuals. Permission to access our materials and have copies made *does not* signify that a researcher has been given permission to publish, distribute, or further copy the material. Confidential materials will not be duplicated.

Research is performed by the Archive Steering Committee Members. If the physical condition of the materials will allow, all duplication will be done by Archives Steering Committee members. It is preferred that the researcher be present when the research is performed.

In general, hard copies are not made of the material authorized for reproduction. The Repository has the ability to scan the requested information on to a thumb drive. The thumb drive needs to be provided by the person requesting the information.

Revision History

Rev. #	Date	Description
1	9/17/2017 Page 10	Section V: Archives Traveling Display. Changes made for reimbursement costs for Steering Committee Members accompanying the Traveling Display. Language added stating reimbursement costs covered by WWA72 in accordance with Area Handbook Policy and Motions.
2	2/16/2019 Page 5	Background: Deleted first paragraph, redundant. Updated repository address, times of meeting and work party. Changed order of paragraphs to match Area Policy Handbook Added statement additional details found in addendum.
2	2/16/2019 Page 6	Display policy: Added in general statement concerning transfer of responsibility.
2	2/16/2019 Page 7	Area Archives Chair: Added language from 9.2 (77.8, 10.1, 12.1) Archives Steering Committee: Added language from 11.1 (77.8) Archives Consultants: Edited notification language from annually to each rotation.
2	2/16/2019 Page 8	Archives Chair Duties: Edited to match WWA72 policy language.
2	2/16/2019 Page 9	Edited grammar/spelling. No change to content of the subject matter.



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