

MISSION

The mission of the Area 27 Archives is to document permanently the work of Alcoholics Anonymous in Area 27, to make the history of the organization accessible to A.A. members and other researchers, and to provide a context for understanding the progression, principles and traditions of A.A through Area 27.

PURPOSE

Consistent with A.A.'s primary purpose of maintaining our sobriety and helping other alcoholics achieve recovery, the Archives of Area 27 will:

- Receive, classify, and index all relevant material, such as administrative files and records, correspondence, and literary works and artifacts considered to have historical importance to Area 27.
- Hold and preserve such material.
- Provide access to these materials, as determined by the archivist in consultation with the Archives Committee, to members of Alcoholics Anonymous and to others who may have a valid need to review such material, contingent upon a commitment to preserve the anonymity of our members.
- Serve as a resource and laboratory to stimulate and nourish learning.
- Provide information services to assist the operations of Area 27 and A.A. as a whole.
- Promote knowledge and understanding of the origins, goals and programs of Area 27.

The Area 27 Archives is administered by the Area 27 archivist. The policies, procedures, and projects of the Area 27 Archives is overseen by the Area 27 Archives Committee (which meets four times per year).

For more information about the Area 27 Archives collections, projects, and services, see the Archives Workbook, or contact the state committee chair at archive@aa-louisiana.org . You can also contact us anytime with specific questions. You will find our contact information at www.aa-louisiana.org.

THE ROLE OF THE AREA 27 ARCHIVES COMMITTEE

The Archives committee is responsible for establishing policies, budgets and procedures. Through its group conscience, it undertakes and maintains final responsibility and authority for the use of the Archives. In all of its actions, the Archives committee needs to be guided by A.A.'s primary purpose. Thus, if non-A.A. friends are asked to serve on the committee, which may be desirable due to their interest and special knowledge or expertise, they ought to be people who are thoroughly familiar with our primary purpose, as well as all of our A.A. Traditions.

One of the most important functions of the Archives committee is to establish a Collection Scope, defining and describing what your archives will and will not collect, and why. These parameters will guide the archivist in gathering material of historical significance and will reduce the amount of time and space spent collecting and preserving relatively insignificant materials. For an example of a defined Collection Scope, please see below.

THE ROLE OF THE AREA 27 ARCHIVES COMMITTEE CHAIR

Area 27 appoints the Archives Committee Chair and serves a two year rotation. The Archives Committee Chair is responsible for working with the archivist and the Archives committee and reporting the work at the Repository to the Area Assembly. The chair is also responsible for working with archivist and the committee budget. Additionally, the chair creates displays for workshops, assemblies, and conventions. Finally, the chair works with districts, groups, and other area committees to aid in research.

THE ROLE OF THE ARCHIVIST

The area appoints the archivist. It takes a considerable amount of time and money to become trained and familiar with the collection of historical information. Therefore, it is a non-rotating position; the archivist may hold this role for many years.

The archivist is the person responsible for the collection, including documents, books, recordings, and artifacts. He or she maintains the physical integrity of the collection, and also develops an index, inventory, and/or finding aid, to

provide easy ways to search and access the collection. The archivist is also responsible for ensuring the protection of the anonymity of members, and the confidentiality of all Area 27 records. In most cases, the archivist regularly reports Archives Committee Chair who supports the work, giving updates on current projects. It is desirable that the archivist take at least an introductory course in archival science or library science, have a membership in a local archivists' organization, and attend the National A.A. Archives Workshop.

The function of the archivist can be considered therefore to be twofold: primarily, a custodial responsibility for assuring the physical integrity of the collection and its availability to persons with a valid reason for study; and also a parallel and critical role of information gatherer. The archivist gathers facts and documentation, from both the distant and recent past, to preserve A.A.'s message. Bill W. urged that archives are needed "so that myth doesn't prevail over fact." In a real sense, Area 27 archivists are "keepers of the past."

AREA 27 ARCHIVES COLLECTION POLICY

The Area 27 Archives is a repository for official and unofficial records that document A.A.'s history in Area 27. These include personal collections, manuscripts, correspondence, publications, photographs and memorabilia related to the origin and development of the A.A. Fellowship. It is the obligation of the Area 27 Archives to care for these records permanently and to provide proper facilities and procedures to ensure their preservation.

COLLECTION SCOPE

The Area 27 Archives collects materials in any format that has long-term value documenting the work of Alcoholics Anonymous in Area 27. The Archives' acquisition priorities include, but are not limited to:

- *The Grapevine* magazine and other materials produced by The A.A. Grapevine, Inc. as it relates to Area 27;
- Materials published outside A.A.W.S. that describe the program of A.A. as it pertains to Area 27, the problem of alcoholism generally, or that otherwise have significance to the organization, such as books, articles, speeches, reviews, television and media programming, and more;
- Audiovisual collections including: photographs, videos, and sound recordings of Area 27 districts, central office/intergroups, Area assembly, state convention, and committees significant to Area 27. Speeches and talks by members of Area 27;
- Minutes and other documentation of Area 27 Assembly, their committee meetings, conferences, and conventions, as well as, districts, central office/intergroups and other service boards that fall within Area 27;
- Personal papers of Area 27 delegates, trustees, and other significant figures, both alcoholic and non-alcoholic, including early A.A. pioneers – these may include correspondence, journals, diaries, scrapbooks, photographs, manuscripts, speeches, obituaries, awards and artifacts;
- Oral histories and stories of figures significant to Area 27;
- Group and area histories, and selected reports and newsletters of Area 27.

ACCEPTANCE OF DONATED MATERIALS

The Area 27 Archives is happy to accept donations of archival materials that fit the above collection scope. Anyone wishing to donate items of archival value should contact the Area 27 archivist or archives committee to discuss the donation and determine the items' suitability for donation to the Area 27 Archives.

Any collection we accept commits us to the task of organizing and preserving it, which involves hand labor and costs for archival supplies. Donations that require expensive conservation, special housing, intensive processing, or other excessive demands on the Archives' resources will be left to the discretion of the committee.

The donor will be asked to sign a Deed of Gift, transferring his or her property over to the Area 27 Archives. We prefer that title to the property be transferred without restriction. If appropriate the donor may also be asked to sign an Assignment of Copyright form.

The Area 27 Archives does not do monetary appraisals for donors and will not comment on the financial value of any material. If a monetary appraisal is necessary, it is recommended that such appraisals be done by a disinterested third party before title to the material is conveyed to the Area 27 Archives.

The Area 27 Archives generally does not purchase archival records, books, or artifacts. The Area 27 Archives generally does not accept items on loan.

EXCLUSIONS

Similarly, the Area 27 Archives generally does not seek to acquire collections developed outside Area 27.

In cases where the collection would be a better fit in a different archives collection, the Area 27 Archives will work with the donor to place it in the appropriate repository.

The Area 27 Archives also generally does not collect the following types of documents:

- Drafts, raw statistical data, or incomplete documents;
- Three-dimensional artifacts such as framed artwork, T-shirts, mugs, jewelry, etc.;
- Multiple copies of any one item.

RETENTION AND DEACCESSION

In most cases, a maximum of three copies of any item will be retained.

The Archives may decide to digitize, microfilm, or otherwise reformat donated collections for preservation purposes. In these cases, the original material may be kept by the Archives, sent to off-site storage, or removed from the collection.

Usually, donated archival materials are considered extremely important and are intended to be kept permanently. However, no individual or institution can predict or govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures.

The Archives reserves the right to reevaluate historical material and to carefully and judiciously deaccess and dispose of certain items from its collection in a manner consistent with professionally accepted standards. The Archives may decide to deaccess an item if any of the following conditions are present:

- The item is not relevant to Alcoholics Anonymous or to the Archives' mission and purpose;
- The item would be more appropriately housed in a different archival repository;
- The item has deteriorated beyond usefulness;
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the Area 27 Archives's staff and/or visitors;
- The Archives is unable to continue to provide care and storage for the object in keeping with professionally accepted standards;
- The item's care and storage are far more expensive than the value of the object as it relates to the Archives mission and purpose;
- The item may be replaced with a similar object of greater significance, quality, and better condition;
- The item is subject to legal and ethical standards requiring its removal.

Complete records will be maintained on all deaccessioned items and their subsequent disposition. A deaccessioned item may be disposed of in one of the following methods (in order of desirability):

- Transfer to another more appropriate Alcoholics Anonymous archives repository, at the level of the region,

intergroup/central office, area, district, or group;

- Donation to an appropriate non-A.A. archives or scholarly institution;
- Return to the original donor;
- Destruction of the item.

ACCESS TO RECORDS

All records are accessible to members of Area 27 A.A. by appointment. Contact the committee chair person at archive@aa-louisiana.org.