

ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT

October 8, 2022

Chair: Marcia J. Iowa USA
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Vice-Chair: Alicia L. CA
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Policy and Structure CC

<ul style="list-style-type: none">• Alicia L. CA USA	<ul style="list-style-type: none">• Erin L., CA USA	<ul style="list-style-type: none">• Kadri Liisa M., Estonia
<ul style="list-style-type: none">• Sally P. CT USA	<ul style="list-style-type: none">• Laura L CA USA emeritus	<ul style="list-style-type: none">• Kathleen S., CA USA

Goal 1: Gather and process documents and recordings.

Objective 1: Scan all documents in our possession.

Objective 2: Sort and process all documents and recordings in our possession.

Objective 3: Continue search for missing documents and recordings.

Goal 2: Make archival materials available to the fellowship.

Objective 1: Set up and activate Preservica as an ACA Archives Library

Objective 2: Decide on cataloging policies and create an accessible ACA Archival Library

Objective 3: Create materials to help Regions, Intergroups and Meetings archive their historical documents.

Goal 3: Safe storage of archival materials at Signal Hill

Objective 1: Take inventory of archival print materials and memorabilia held at Signal Hill.

Objective 2: Decide if materials are safe from water, fire, or other natural disasters.

Objective 3: Research methods and materials needed to preserve items safely.

During September

1. An organizational plan for the Preservica archives was developed by Marcia J. and Sue V.
2. Marcia continued to research controlled vocabulary for search refinement. This will make searching for information easier for the end user.
3. A cataloging worksheet for Dublin Core as well as committee abbreviations were created and refined for the monthly TC reports.

Oral History Subcommittee

Chair: Ingrid D. NY
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Vice Chair: Michelle R.
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Content Development CC:

<ul style="list-style-type: none">• Joe C. CT	<ul style="list-style-type: none">• Laura L CA USA emeritus	<ul style="list-style-type: none">• Janis E. VA
<ul style="list-style-type: none">• Gary M.	<ul style="list-style-type: none">• Lenette H. VA)	<ul style="list-style-type: none">• Aimee M.

Statement of Purpose: The Oral History Subcommittee is charged with interviewing members of the fellowship to provide historical information for ACA.

During September:

1. A release form was finalized and awaits approval.
2. Work was done on a workflow document prepared by Janis E.