

ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT
November 12, 2022

Chair: Marcia J. Iowa USA
archives@adultchildren.org

Vice-Chair: Alicia L. CA
archivesvc@adultchildren.org

Policy and Structure CC
 Charlie H. and Liz C.

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|--|---|---|
| <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 |

STATEMENT OF PURPOSE: The Archives Committee collects and preserves the business and historical records and artifacts of ACA in the form of digital records, and written documents. The committee makes the information and materials available to the Board of Trustees, the employees of the Distribution Center and the fellowship of ACA in an organized and convenient manner.

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- Objective 3:** Create materials to help Regions, Intergroups and Meetings archive their historical documents.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

1. Alicia agreed to work on our web page for acawso.org

Oral History Subcommittee

Chair: Ingrid D. NY
ohchair@acawso.org

Vice Chair: Michelle R.
ohvicechair@acawso.org

Content Development CC:

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|---|---|---|
| <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 October:

1. A release form was finalized by Gary and Joe including committee input. Joe gave a rationale for the changed document and presented the document at the Content Development CC. It is awaiting board approval.

2. The group will start interviews when the document has been approved.
3. Work was done on a workflow document prepared by Janis E.
4. A secretary is needed.
5. Members will look at interviews previously completed.
6. Michelle agreed to represent the committee at Volunteer Day on November 6.