

ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT
Activities Completed in December 2021
January 14, 2023

Chair: *Marcia J. Iowa USA*
archives@adulthoodchildren.org

Vice-Chair: *Alicia L. CA USA*
archivesvc@adulthoodchildren.org

Policy and Structure CC
 Charlie H.

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

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Objective 3: Create materials to help Regions, Intergroups and Meetings archive their historical documents.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

1. The budget was revised to add money for a tall fire-proof cabinet at Signal Hill to house paper and print Archives.
2. The following motions were made and approved to take to the P & S Collaboration Committee.

Motion: To create and implement document retention for archival purposes (including digital information) at WSO and committee levels.

Second: Erin L.

Background: Not everything has to be available to everyone. But it needs to be retained historically. We are dealing with the “don’t talk” rule. This involves email as well. This will be ongoing. Archives can start this discussion.

Decision: Motion passed unanimously.

Motion: Access to Preservica be made available to the fellowship as each section is ready.

Second: Erin L.

Background: We had previously decided with input from the Preservica Advisory Group to wait until the archives were all in Preservica and organized. However, this is an impossible goal. Therefore, we are hoping to be thorough with each section and make them available as they are ready.

Decision: Motion passed unanimously.

ORAL HISTORY SUBCOMMITTEE: Chair Ingrid D.

- Release form is approved by the collaboration committee and available on Google docs

Submitted by: Marcia J.