

ACAWSO Archives Collection Policy

The mission of the ACA WSO Archives is to collect, preserve, and protect the organization's historical artifacts, as well as business and historical records in print and digital formats. These records and materials are made available in an organized and convenient manner to the ACA WSO Board of Trustees and other volunteers, special workers and the fellowship. They serve as a resource, providing information to assist fellowship operations. The cataloged information in the Archives will enable the fellowship to research our history in order to understand the origins, goals, and programs of ACA.

Collection Policy

The ACA WSO Archives serve as a repository for both official and unofficial records that document the history of ACA throughout the world. The Archives include personal collections, manuscripts, correspondence, publications, photographs, records of WSO and local service entities' activity such as minutes, agendas, reports, etc., and memorabilia related to the origin and development of the ACA Fellowship.

Collection Scope

The Archives collects materials in any format that has long-term value for documenting the work of ACA WSO and the fellowship. Acquisition priorities include, but are not limited to:

1. Publications released by ACA WSO including books, directories, annual reports, Conference reports, surveys, booklets, pamphlets, public service announcements, press releases and other media relations materials; and more;
2. *The Traveler* newsletter and any predecessors or successors. *The ComLine Newsletter and (later) Blog* and other such materials produced by ACA WSO;
3. Materials published outside ACA WSO that describe the program of ACA, the problem of Adult Children generally, or that otherwise have significance to the organization, such as books, articles, speeches, reviews, television and media programming; and more:
4. Audiovisual collections including: photographs, videos, and sound recording significant to ACA. This encompasses recordings of Annual Business Conferences (ABC), ACA World Conventions (AWC), International Gatherings, Meetings held by WSO, as well as other significant events, including speeches and talks by early ACA pioneers, ACA WSO Trustees, and other individuals; and more;
5. Minutes and other documentation of the ACA WSO Board, committees, Conferences, and Conventions;
6. Work papers, subject files, correspondence, reports, financial information;

7. Personal papers of ACA WSO Trustees, and other significant figures including early ACA pioneers. These may include correspondence, journals, diaries, scrapbooks, photographs, manuscripts, speeches, obituaries, and artifacts;
8. Oral histories and stories of figures significant to the global operations of ACA WSO;
9. Histories of Regions and Intergroups including pertinent reports and newsletters of meetings therein;
10. ACA Anniversary Medallions and the original designs from which they were created, Cover Design Art for ABC Delegate Manuals, ACA Book Illustrations, etc.

Acceptance of Donated Materials

The ACA WSO Archives welcomes donations of archival materials that fall within the above collection scope. Anyone wishing to donate items of archival value should contact the ACA Archivist through the main California Office. A decision will be made as to the suitability of the items and methods of transport.

Once items are accepted for donation, ACA WSO Archives is committed to organizing and preserving them, which involves manual labor and costs for archival supplies. Please note that donations that necessitate expensive conservation, special housing, extensive processing, or excessive demands on the Archives resources may not be accepted.

The donor will be asked to sign a *Deed of Gift*, transferring their property over to the ACA WSO Archives. While an unrestricted transfer of the title to the property is preferred, ACA WSO Archives is willing to work with donors who specify certain restrictions as a condition of the gift. Additionally, the donor may be asked to sign an Assignment of Copyright form, if applicable.

The ACA WSO Archives does not provide monetary appraisals for donors and will not comment on the financial value of any material. If a donor requires a monetary appraisal is desired, it is recommended that such appraisals be carried out by an impartial third party before title to the material is conveyed to the ACA WSO Archives.

The ACA WSO Archives generally does not purchase archival records, books, or artifacts, and generally does not accept items on loan.

Exclusions

The ACA WSO Archives does not typically acquire collections focused on local groups, Intergroups, or Regions. Many such local groups maintain their own vibrant archives collections for the benefit of their local fellowship. However, depending on the global relevance, we do accept area histories and certain other materials produced at the local level.

Retention and Deaccession/Removal

In most cases, a maximum of three copies of any item will be retained. ACA WSO Archives may decide to digitize, microfilm, or reformat donated collections for preservation purposes. In these cases, the original material may be kept by the Archives, placed in off-site storage, or removed from the collection. If items are removed, they may be returned to the original donor or their heirs, donated to an appropriate repository or disposed of.

Donated archival materials are considered highly important and are meant to be preserved permanently. However, no individual or institution can foresee or control the changing attitudes of future generations, and cannot guarantee permanence beyond the best available preservation methods.

The ACA WSO Archives reserves the right to reevaluate historical material and to carefully and judiciously dispose of certain items from its collection, following established professional standards. The ACA WSO Archives may decide to deaccession/remove an item from its collection if any of the following conditions apply:

1. The item is not relevant to Adult Children of Alcoholics or to the ACA WSO Archives' mission and purpose;
2. The item would be more appropriately housed in a different archival repository;
3. The item has deteriorated beyond usefulness;
4. 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 WSO staff and/or visitors;
5. The ACA WSO Archives is unable to continue to provide care and storage for the object in keeping with professionally acted standards;
6. The items' care and storage is far more expensive than the value of the object as it related to the ACA WSO Archives mission and purpose;
7. The item will be replaced with a similar object of greater significance, quality, and better condition;
8. The item is subject to legal and ethical standards requiring its removal.

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

- Transfer to another more appropriate ACA archives repository, at the level of the region, intergroup, or meeting;
- Donation to an appropriate non-ACA archives or scholarly institution;
- Return to the original donor;
- Destruction of the item.

Approved by the Board of Trustees on November 6, 2024.