

**SOUTH FLORIDA**

**AREA 15**

**ARCHIVES WORKBOOK**

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## INTRODUCTION

Like the A.A. program itself, the chapters that follow are neither rules nor laws. They are offered as suggestions only. These guidelines are to aid in deciding what to collect, how to preserve and classify, and how to make these materials available. This Manual has been a combined effort of District Archive Committees' experiences, and the GSO archives handbook, and is subject to whatever modifications may be necessary for your particular set of circumstances.

In the Area 15 Book of Current Practices has a section for the Area 15 Archives Committee. This can also be a very useful tool in running the Committee. As it changes more frequently it is not included in this document.

## CHAPTER 1- AREA ARCHIVES COMPOSITION, SCOPE AND PROCEDURE:

### Composition:

The Archives Committee has three elected officer positions, 1) Committee Chairperson, 2) Secretary/Treasurer and 3) one elected non-rotating position of Archivist. All positions are elected in Committee by a modified Third Legacy Procedure in even years and presented for approval at the Area business meeting that year in the month of October. The remainder of the committee is comprised of all of the Area 15 District Archives Chairpersons who are elected in their own Districts.

### Scope:

Provides a forum for Districts to share experience among the archivists in Area 15. The scope of Area 15 Archives collection will include:

- An archival history of the actions of the Area 15 Committee transacted at its business meetings, as recorded in the printed minutes (per Area Current Practice, printed minutes are retained in perpetuity). The Committee currently maintains two sets of minutes. The original set is locked in special boxes stored in the Archives storage locker. The second set, also stored in the Archives storage locker is brought to Quarterlies for display.
- A media type recording of each Quarterly Area business meeting will be retained for a minimum of six (6) months.
- The Archives Committee retains five (5) years plus the current year's financial records.
- The Committee permanently retains all Area 15 documents and Area 15 financial records associated with the International Convention.
- The Area 15 Treasurer and the Archives Committee are responsible for destroying the financial records older than five (5) years by June 1st of each year, except the financial records associated with the International Conventions.
- Area minutes, historical material and artifacts pertinent to Area 15 will be retained and preserved. Other appropriate history will be preserved when requested by other Area Committees.

### Procedure:

The Committee meets at each Area 15 Quarterly. The Chairperson will report Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. The Secretary/Treasurer will present the Committee's Treasurer's Report at the Area business meetings unless the Archives Chair is requested to do so, provide Minutes of Committee Business to its members and other interested individuals, and provide the Area Finance Committee with an annual request for funds at budget time. The Archivist will be responsible to bring copies of the Area minutes and if possible traveling displays with a representative sample of other material and artifacts pertinent to Area 15.

## CHAPTER 2 - THE PURPOSE OF DISTRICT ARCHIVES

There is both a need and an obligation to preserve the experience, history, and memorabilia of the fellowship within our Districts. Our existing records consist of group histories, District and area reports, written or recorded stories of

our long time members, beginnings of our central or intergroup offices, and they also include display items including books, newspaper articles, photos, family trees, and other factual collectibles.

The information found throughout the cities and counties on the formation our fellowship is not only interesting, but also very informative. It can provide insight as to where we have been and in what direction we are headed. These items need to be preserved and made available for guidance, use and research of A.A. members, not only for the present but also for generations to come.

Bill Wilson wrote in 1957; "We are trying to build up extensive records which will be of value to a future historian... It is highly important that the factual material be placed in our files in such a way that there can be no substantial distortion... We want to keep enlarging on this area for the sake of the full length history to come".

The main purpose of the Area and District Archives, consistent with A.A.'s primary purpose, is to keep factual records so that the myth does not predominate over fact as to the history of the fellowship. One of the best ways to assure the future of the A.A. fellowship is to protect its past. We do this with the study of and appreciation for those who have carried these gifts to us. AA's primary purpose remains of course, to carry the message of hope to the still suffering alcoholic. We can never become merely custodians of A.A. history. We can however, renew our own sense of purpose by collecting and preserving the rich and meaningful heritage of our past.

## **CHAPTER 3 - GUIDELINES FOR DISTRICT COMMITTEES**

The District Archives Committee serves to catalogue, preserve and make available the artifacts that have been collected throughout each District.

### A. Archives District Chairperson:

The Archives District Chairperson is elected either through nomination or by standing for the position during elections every two years. In some Districts there may be a provision that the Archives Chairperson may stand for a second two year term, but that no person serve for more than 2 consecutive two year terms. Other Districts have the chair position for a four-year term. It may vary from each District. Usually the chairperson has previously served on the Archives Committee or has been a past or present GSR, DCM, ACM, or previous chair of another standing committee. The Chairperson should have service experience and no less than 2 years sobriety.

The Chairperson is responsible for presenting the monthly report at District meetings and Quarterly reports to the Area. The Chairperson is also responsible for the collection of District artifacts, along with other important information concerning the District. The Chairperson is also responsible for the storage of his or her District Archives collection.

### B. Archives Secretary/Treasurer

This position would be for a two year term. The nomination and selection is to be held by the Archives Committee. The committee member should be actively serving or have served as a GSR, ACM or DCM. Responsibilities include standing in for the Archives Chairperson when such person is not available. Additionally, the committee member handles the finances, the archives collection, and the storage of the archives collection.

### C. Forming an Archives Committee:

Some suggestions might be:

- a. Make announcements at District meetings;
- b. Make announcements at local A.A. meetings;
- c. Place an explanation of the Archives Committee (see sample) in local intergroup and District newsletters;
- d. Pass out flyers at A.A. functions and meetings.

(Remember attraction makes the best impression. Any sober A.A. member should be eligible for your committee).

## D. Archive Committee Suggestions:

Here are some topics to discuss during committee meetings.

- a. Categorize materials.
- b. Acquire Grapevines for current calendar year.
- c. Interview and record Old-timers, making sure that all participants fill out and sign a copy of the attached Waiver form.
- d. Help with the upkeep of the Speaker Recording Lending Library.
- e. Host an Old-timers meeting (if this is a function assigned to the Archives Committee in your District.
- f. Maintain a current list of old-timers with phone numbers (if this is a function assigned to the Archives Committee in your District.
- g. Set up Archive display at A.A. functions.
- h. Keep Family Tree and group histories updated.
- i. Keep inventory list current.

The Archives Committee receives funds through the District for expenses for a storage facility, blank tapes or cd's, copy costs, etc... Some committees must rely on functions and donations to meet their expenses. This will vary from District to District.

Some committees choose to make flyers to explain the committees' responsibilities and create enthusiasm. Some of the information included may be:

### WHAT DOES THE ARCHIVES COMMITTEE DO?

The Archives Committees within A.A. have been established to preserve materials by which our history is written. Bill W. asked that we preserve these materials as part of preserving A.A. for the future, so A.A. will continue to exist for the alcoholic who has yet to find us.

### WHAT HAPPENS TO DONATIONS TO THE ARCHIVES COMMITTEE?

Items are stored with the permanent collections in an environmentally controlled storage facility. They become the property of A.A. in the District for use by A.A. members. (Individuals making donations can stipulate further conditions.)

### WHO IS DISTRICT ARCHIVIST?

The District Archivist is chosen by the District General Service organization and serves as head of a standing committee. The committee is comprised of A.A. members who are interested in the History and Traditions of A.A. You do not have to be a General Service Representative to serve!

### HOW CAN MY GROUP GET AN ARCHIVES PRESENTATION?

Have your group's GSR contact the District Archives Committee! It's that simple. We will ask your group to select what's displayed and help with setting it all up. In addition, we collect material that is unique to A.A. in our home District, and A.A. related material that is donated to us by A.A. members who live in our area. We make our collection available for events, and we present Archives programs for interested A.A. groups and significant events held within the District.

## **CHAPTER 4 - DISTRICT ARCHIVES COMPOSITION**

Bill Wilson once said, "We know only a little and more will be revealed." As Archivists we have the privilege and responsibility of collecting and recording our founder's recollections as well as our District archive legacies. The first consideration in developing a District Archives collection is to determine what history or memorabilia there is on hand and what more is needed. Usually there are at least a few old meeting schedules or past records of District reports around that can serve as the foundation of the collection. Keep in mind that, although all past A.A. material is interesting and inspiring, our main purpose is to collect material pertaining to our own District. Tracing the formation of A.A. in your area can be an exciting and rewarding adventure. Here are some ideas on the composition of a District Archives collection:

- A. Past World Directories (pertaining to your area)
- B. Local Newspaper articles
- C. Correspondence with GSO (The beginnings of meetings)
- D. Oral and written histories
- E. Group histories
- F. District newsletters
- G. District Business and Treasury reports
- H. District functions (flyers on workshops, old-timers meetings, gratitude dinners, etc)
- I. District book of resolutions/current practices
- J. Area Archive reports
- K. Area business reports (quarterly)
- L. Intergroup or Central Office (the formation)
- M. Recordings of Old-timers speaker meetings, Conventions workshops
- N. Local Pamphlets

Anything pertaining to your District may be considered of value for collection. Here are some suggestions on how to build up your District Archives:

- A. Solicit, acquire and accumulate historic material and information about the fellowship from early members.
- B. Materials can be obtained for members via the local A.A. Newsletter or Intergroup Bulletins.
- C. Place a notice that an Archive Committee is being established and ask if members would like to contribute any letters, old bulletins, books, etc.
- D. Along with the District Archives you may want to include other A.A. artifacts such as:
  - a. A.A. books and pamphlets
  - b. Photographs
  - c. GSO bulletins
  - d. Conference reports
  - e. Films
  - f. Magazine articles
  - g. Grapevines, etc.

GSO Archives has made available a wide range of materials to encourage the study of A.A. history and its relevance to our lives today. Some of these include:

- A. Voices of Our Co-Founders and audiocassette of five talks by Bill and Bob;
- B. Markings on the Journey, a filmstrip presentation of A.A. history;
- C. A scrapbook collection of compelling newspaper articles on early A.A. (1939-42);
- D. A photocopy of the pre-publication version of Alcoholics Anonymous and a set of 8x10 black and white photographs of individuals and places involved in helping to establish A.A.

There is a suggested \$12.00 contribution for the manuscript and \$5.00 for the photos. The other items can be obtained from the GSO literature order form. In the interest of preservation and safety, the Trustee's Archives Committee suggests the Area Archives consider sending particularly rare historical documents to the General Service Office and retaining a duplicate.

Collecting and storing artifacts is an on-going process. Therefore we must always take into consideration our storage capabilities when collecting historical items that are not District related.

## **CHAPTER 5 - STORAGE AND CARE**

In Area 15 we have a very harsh climate because of extreme sunlight and high humidity, both of which contribute to the deterioration of paper, pictures and other memorabilia. Other contributing factors include: temperature, dust, insects, handling of items (sweat, skin, oils), transparent tape, adhesives, glue, plastic bags, paper clips, staples and pins. The key to preserving our material is an acid free environment.

Here are a few suggestions for storing and caring for our collections:

## Storage

Store items in a climate controlled environment. This will keep a constant temperature and low humidity. Maintain documents in file cabinets. This will help keep out sunlight or ultra violet reflected light and fluorescent light. This also helps cut down on dust particles. If possible a fireproof cabinet should be used. It is very important that when storing, displaying, mounting and framing these items, we do so in an as acid free environment as possible. We should copy all our newspaper articles on acid free paper, since newspaper deteriorates very quickly. There are archival quality mats, mounts, framing materials and storage containers available from several manufacturers and distributors specializing in acid free archival supplies (check before you buy).

## The enemies of paper:

The enemies of paper are multiple and insidious in their destruction.

- A. Acids – acids are the archenemy of paper but seem to be used in abundance in its manufacture.
- B. Atmospheric conditions – atmospheric conditions can also cause acid
- C. Accumulations in paper. Sulfur dioxide, present in small amounts in most
- D. Industrial areas, is not in itself harmful to paper. However, in combination with small amounts of iron or copper used in some papers, the sulfur dioxide changes to sulfuric acid, which rapidly destroys the fibrous structure and renders the paper brittle.
- E. Alum – Alum, which is strongly acid, is almost universally used in paper making
- F. For almost all grades of paper. One of its many functions is sizing.
- G. Inks – Iron gall ink, which was thought to have been used as early as the second century, is the type of most concern to paper conservators. Over a long period of time and under the right conditions, this ink can eat right through a sheet of paper.
- H. Light – the universal destroyer of organic matter is ultraviolet light, and paper is no exception. Light causes ink or paper to fade. This includes direct sunlight, reflected light and fluorescent light.
- I. Temperature – since paper like wood is organic, its fibers expand with moisture and contract when dry. Paper exposed to temperatures of 75° or more and humidity of 30° or less dries and becomes brittle, and the aging process is speeded up considerably.
- J. Dust – the sharp edges of dust particles penetrate the paper with a cutting and scouring effect, and once embedded, cannot be removed. Dust also carries microorganisms that can infect the paper.
- K. Insects – book lice, silverfish, termites, woodworms and cockroaches can all be destructive to paper, and they are not always after the paper. Some prefer the glue used in bindings, stamps, envelopes and other paper items to any other kind of food.
- L. Man – inadvertent though it may be, man contributes to the destruction of paper. Each time a piece of paper is handled by unprotected hands, it deteriorates a little. Sweat and skin oils contribute to the damage. Man's penchant for transparent tape and other adhesives, glue, plastic bags, paper clips, staples and pins is also a contributing factor to deterioration

Preserving paper collectibles. The key to preserving paper items is to strive for an acid free environment. A relatively acid free environment can be created when displaying, storing, mounting and framing paper items by using archival quality mats, mounts, framing materials and storage containers. These can be obtained by mail order from several manufacturers and distributors specializing in archival quality supplies – all should be acid free. Stamp collecting supplies are acid free, and many of them are adaptable to other paper items. Some dealers in paper memorabilia – comic books for example –also stock acid free supplies. Some photographic supplies and the sheet protectors available at stationery stores and counters are not acid free. Check before you buy.

Suppliers of archival materials may be found on-line. Please contact GSO for more information. You may also wish contact your local historical society, museum or library.

## **CHAPTER 6 - CATALOGING**

Cataloging documents is a method of organizing the materials that were collected.

Cataloging and classifying materials segregate them into more manageable categories. Some major categories that can be used to sort and catalog materials are:

- A. Books such as Big Books and Twelve and Twelve
- B. Grapevines
- C. Newsletters including Box 459 and Intergroup
- D. Audio Recordings
- E. Video Tapes/DVD's
- F. District Materials
- G. Convention Materials for local, state, and international: including flier, badges, buttons and books.
- H. Intergroup materials include minutes and workbooks
- I. Pictures - without faces of AA members.
- J. Non-conference approved materials include Hazelden and other books.
- K. Articles such as newspapers and magazines
- L. Early spiritual books such as: Emmet Fox, Upper Room, etc.
- M. Cartoons

These are suggestions to facilitate a logical and workable format. Adopt a format that works for your District.

## **CHAPTER 7 - MAKING ARCHIVES AVAILABLE**

Displaying the Archives is a great way to show newcomers that there is an underlying reason why we do things the way we do. It also gives the old-timers the opportunity to reflect upon the past and to help them to see the growth, both within themselves and A.A. as a whole. Making the Archives available is a very important aspect of the Archives Committee's duties.

Displays: Each District has its own set of Archives. Within this chapter are simple guidelines or suggestions as to how to display them.

- A. Places to display Archives:
  - a. Home Groups - generally a small display such as the District family tree or old books and pamphlets or even old Grapevines. These displays usually bring out a lot of interest in the history of A.A.
  - b. Special functions - such as an ice cream social, gratitude dinner.
  - c. District function, workshops and quarterlies. These displays are generally larger than the displays at home groups and may possibly include everything in the Districts collection.
- B. Ways to display archives: This section deals with how to display materials yet protect them from loss or damage.
  - a. Display cases: these can be in various shapes and sizes. The basic idea is to let people view the materials, yet not let them be handled. NOTE: the oil in the skin is very corrosive to old papers (see chapter 3). Generally, cases can be made out of wood with either glass or Plexiglas overlaid for viewing.
  - b. Archival Quality Storage Materials: Supply firms (several of which are listed above) carry a wide variety of archival materials designed to allow display of books, documents, photographs, and other materials while at the same time protecting them from abuse, loss or contact with acidic materials.
  - c. Financing: Each District has its own method of funding the ongoing operations of the Archives Committee. The most common way is for the Committee to submit its operating budget request to the District Finance Committee for approval. The Finance Committee will likely require that the budget request stipulate the uses to which the requested funds will be put. In some Districts, fundraising activities, such as Old Timers Dinners or workshops may be permitted ways in which to raise funds for Archive Committee functions.



Recordings: Here is another important vehicle by which we can get the message of A.A. history out. Recording old-timers can give the newcomer some perspective on why this program works. Seeing the written word is certainly important, however, hearing an old-timer tell his story including what A.A. was like 30 or 40 or even 50 years ago can be a great inspiration.

A. Starting a speaker lending library: the hardest part is getting started.

- a. Purchase a small tape recorder/digital recorder, or perhaps someone may donate one.
- b. Ask throughout the fellowship for copies of old Bill Wilson or other old-timer prerecorded items.
- c. Get copies of other District library recordings.
- d. Purchase or get copies of past convention and conference recordings.
- e. Record old-timers when they speak at A.A. meetings or special functions.

B. Lending out recordings: sharing the message is very important.

- a. Make sure you keep a master copy of each recording that will be lent out. The master should be kept in a safe place.
- b. Catalog or make a record of recordings that will be in your library
- c. A 3x5 card for each recording can be made to write down whom the recording was lent out to. Alternatively, a ledger can be used.
- d. Most Districts require a deposit to insure getting the recording is returned. Generally \$2.00 is sufficient.
- e. Setting a time limit, (30 to 90) days is good and if the recording is not returned then the deposit can be used to make another copy.

District Trees:

Why are trees an important part of the Archives? They show the expansion of A.A. in your District. They also show in what year and/or decade had the highest or lowest growth rate, and they are more interesting than a paper graph or chart. For a group's name to be on the tree, they usually fill out a Group History Form. (See chapter 8). If someone doesn't see their group posted on the tree, they may be prompted to find out why, thus getting them more involved. District Trees or Family Trees are great to display at home groups and other A.A. functions. It allows new members to see that A.A. is everywhere not just in their home group or town. When your committee decides to make a District tree you need to consider how tall, how wide, what colors and what materials will be used. Remember to consider the committee members who will be handling it and the means of transportation and display.

## **CHAPTER 8 - Old-Timers**

Introduction:

Old-timers are a pleasure to know, meet and speak with due to their many experiences in life as well as in A.A. Normally old-timers are very willing to share their history. Old-timers have been defined several ways within the South Florida Area. In some Districts an old-timer is any A.A. member with more than 34 years of sobriety. Members with 25 to 34 years of sobriety are considered early timers. This may vary from District to District. Sharing can be anything from an intimate interview, to an old-timers meeting where several members speak in an open meeting format.

A. Oral Histories:

The interview is frequently conducted in the home of the old-timer, where they enjoy discussing their experiences over coffee. We ask the member prior to our arrival if he/she is comfortable with the interview being recorded. Rarely are we denied. Most interviews are conducted using the questionnaire "Group and Individual History" (see example) but feel free to make your own. Many old-timers will expound on the basic questions and an in-depth story is shared with great enthusiasm. Once the history is recorded, a copy should be made and sent to GSO along with a signed copy of the copyright form. (Sample attached).

B. Old-timers meetings:

The old-timers meetings are a great experience to be involved with. A meeting location, date, and time is generally selected prior to contacting the old-timers in order that this information can be provided to the potential speakers. Some examples would be: church fellowship hall, A.A. clubhouse, or large meeting facility. Speakers could be selected from the committee's confidential list of old timers. Schedule speakers time according to length of meeting and how many speakers you have sharing. A letter of confirmation is normally sent to the speaker at least two weeks before the meeting along with a copy of the flyer detailing the location, date, and time of the meeting. In addition, since some old-timers health is in question, a phone call is normally made a few days prior to the meeting just to confirm each person presence. One suggestion would be to purchase a couple of Big Books, have your speakers sign them and give them as gifts to the winning tickets that would be given away at the door (no charge). Flyers should be put on display at the clubs and meeting places and also passed out at District and intergroup for the event. Also the flyer could be published in the intergroup and District newsletters. A sample of a meeting format is included as a guide. After the meeting you could send a letter of thank you to each speaker, along with a copy of the recording. Many districts choose to host a more formal dinner. A financial report detailing revenue and expenses would then be prepared and read in the Archives report at the monthly District meeting.

### Anonymity:

It is vital to protect the anonymity of A.A. members, living or deceased. On page 11 of the GSO handbook the following question is addressed. "In writing up local histories, or providing correspondence which will be shared between area and GSO archives, how should the anonymity of A.A. members be handled? We are often asked by members if, in collecting and writing up their local or area history, full names should be used of group founders, early members or group officers, regardless of whether the manuscripts are to be retained in the area only, or are also intended for sharing with GSO, and other area archives. Development of procedures seems to be a matter of local policy decision by the archives committee, but the necessity for protecting the correspondence is, without question, an important consideration and a trust that falls upon all A.A. archivists and committees." At GSO the group histories and correspondence files (going back to 1939) contain full names and addresses. When new material arrives at GSO from groups and individuals, we continue to protect the anonymity of individuals by placing the incoming material in its classified category and monitor each occasion when research permission has been granted a person to review the history files. Also, while adhering to the tradition of first name and last initial may be preferable, confusion can occur where two or even three people have the same first name and last initial. It has been pointed out that our GSO publications, as well as Box 459 and the Grapevine, carry only first name and last initial identification. This precaution is especially necessary because these journals may reach outside the fellowship, whereas our classified archival material is not normally available to either A.A. members or the public. We cannot be too careful about the protection of the anonymity of our members. According to the Statement of Policy in the GSO Archival Handbook, Oral History recordings and transcripts are listed as classified, with access requiring a review and approval of the trustees' archives committee. Therefore, we must be very careful as to who is to be allowed access to this material. The final decision is left up to the District Archive committees.

### Oral History Guidelines and Forms

This is a sampling of forms used by the Washington State Area A.A. Archives and GSO. Each archive will want to develop their own forms, questionnaires and releases, depending upon size and type of holdings, needs and use.

### Suggested Guidelines for recording members for archival files

(Developed by Washington State Area Archives)

The purpose of recording members is to memorialize the recollections of senior members in the District with emphasis on their reminiscences of how AA was practiced when they first came into the District. Members can be recorded by means of individual interviews or group round tables.

- A. Tape cassettes are an hour in length, so allow 45 minutes for taping. CDs are of varying length. Try to arrange for a location without distraction, perhaps someone's home, and free of distracting noise.
- B. Before you begin recording, explain that our primary interest is in A.A.'s role in the person's story. The emphasis is on sobriety, rather than drinking. Perhaps the member(s) can begin his/her stories with his/her initial contact with the program.
- C. Please begin the recording by identifying yourself (last name optional) and giving the date of recording. Then introduce the member(s).
- D. The member may prefer to simply reminisce, but if he/she prefers to answer your questions, here are some things we would like to know as relates to their AA experience in the District:
  - When and where was their first A.A. contact made?
  - How did he/she learn about A.A.?
  - How many groups or meetings were in existence?
  - What individuals were especially prominent in his/her sobriety?
  - What kind of 12th step work was going on?
  - Did he/she have any contact with GSO?
  - What special occasion does he/she recall (assemblies, opening intergroup office, etc.)?
  - Did you have a sponsor; if so, how did it help you as a newcomer?
  - What contributions did you yourself make to the fellowship's groups: and don't be unnecessarily modest!
  - When was A.A. started in your town or area? Where meetings were held?
  - By whom? Were there early members who especially contributed to the growth and success of the group?
  - How were they started: i.e., offshoot of the parent group, quarrel or split with first or main group, one person starting group
  - What was A.A. like in the early days in your area?
  - How did you contact new members? How was 12th step work done?
  - Did you seek cooperation or local community and professional agencies: Ministers, doctors, law enforcement agencies?
  - Who were the founders and group officers of the early groups?
  - How often were meetings held, what kind of meeting format was used? Speakers, open meetings, closed discussion, any public meetings?
  - Were there special problems that arose during the early years: growing pains etc.?
  - What was the groups' first name: did it change, if so when? More than one change of name? What is the present name of the group?
  - Do you know how the community received the first group when it was started?
  - Do you think your group or groups' has/have had influence in your community?
  - Has attitude of your local professional people, particularly towards alcoholism, been changed by contact with the local members?
  - Conferences or conventions held? When started, now often held, well attended?
  - When did clubhouse (if you have one) get started, wand under what circumstances? Any problems developed? How solved?
  - Was there any opposition to A.A. or intergroup feuds in your area: would you elaborate?
  - Intergroup or Central Office in your area or community? Do you know when it was started? How? Any problems?
  - Do you celebrate anniversaries, individual and group? How?
  - Is there Al-Anon in your community? Good relations? Alateen?
  - Have you experienced growth in your groups, in your area?

- Who approaches A.A. today: more young people, women, and/or minorities: are all welcome? Any special problems?
- "Outside Agency" in your area; what is your relationship with it? Many referrals, any problems with these? Do you participate in state or regional get-togethers: conventions, conferences, forums, etc.?
- How has A.A. changed, if it has, since you came in?

Above all, we want this to be a comfortable, rewarding experience for everyone involved. If the member doesn't want to talk for the full hour, 10 minutes will be sufficient. Be certain the person interviewed reads and signs the attached Waiver form. If, or when A.A.W.S. decides to publish this memoir in any form, it may copyright the transcript and/or recording in the name of Alcoholics Anonymous World Services inc., in the United States and elsewhere and obtain renewal of copyright of my oral history memoirs.

### Suggested letter to invitee to speak at an Old Timers meeting:

Date (Today's date)

Mr./Mrs. Old-timer

Address

Dear .....

Thank you for agreeing to speak at the upcoming Old Timers meeting which is scheduled for (Date of event) at (time of event) to be held at (location of event). Enclosed is a flyer announcing the meeting. The other speakers include: (list other old timers who are speaking). If you have any questions or would like to speak with me please call me at (your phone number).

In Love and Service,

(Your name)

Archives Committee District (#)

Be sure to let them know if you are planning to record the event and have them sign the waiver form prior to the meeting.

### Suggested Old Timers meeting format

Welcome

Moment of silence followed by the Serenity Prayer:

Definition of AA - Preamble

Readings (How It Works, 12 Traditions...)

Sobriety countdown

Speakers are introduced and given 10 minutes each to speak.

Thank the speakers and attendees.

Close with a moment of silence followed by the Lord's Prayer.

## **CHAPTER 9 - Group Histories**

Group histories are an important way to track AA activity in a District. Every group history should include certain important information.

1. How and when did the group start?
2. Who were the first members?
3. What kind of meeting was it? What is it now?
4. Where are when do they meet?
5. Name or previous name.

A photo of the meeting place is a nice touch. Group histories can be filed alphabetically for easy reference or by location. They need to be updated every couple of years, as groups change their location, format, members and

meeting time. This information needs to be recorded in order to keep a true and complete history of each group. Group histories are also the foundation for building a Family Tree for the District Archives.

## Group histories and general service:

Group history forms for the District archives. However, if a group does not have a GSR, this can be a good way for a DCM to stimulate discussions about general service and how their group fits into the District and AA as a whole. Group histories are also an important part of the archives display. People love to look up their home groups or meetings they have visited. To see the history of these groups gives AA's a sense of permanence and the feeling of belonging and being a part of something bigger. We have provided some samples for your guidance:

## Archives Home Group Information Sheet

The following are 3 examples of form outlines. They would need to be modified for your districts use. Be sure to leave ample space on your worksheet for writing the answers.

### **Sample #1**

I am updating the Archives files for the groups in the District. Please fill out this information sheet and return at your earliest convenience by mail, email or at one of the District meetings.

NAME OF THE GROUP:

TYPE OF GROUP: (OPEN, CLOSED, SPEAKER, DISCUSSION)

DATE ORIGINATED:

ORIGINAL MEETING PLACE:

PRESENT MEETING PLACE:

TIME/DAY OF MEETING:

FOUNDING MEMBERS:

(Original/first) (Present)

GENERAL SERVICE REP:

INTERGROUP REP.:

GRAPEVINE REP.:

TREASURER:

SECRETARY:

1. Is your group registered with New York GSO? I.D. #
2. Is your group involved in carrying the message in any other areas? (Detox, other institutions)
3. Was your group an offshoot from another group?
4. Is there any other interesting information about your group?

Form completed by:

Date:

Thank you!

Archives committee

Please return to: address / E-mail

### **Sample #2**

DISTRICT (#) ARCHIVES COMMITTEE GROUP HISTORY

1. Name of group:
2. Location:
3. How did the group start?
4. Who were the original members?
5. How many members?
6. Date group started: Year Month Day
7. Type of meeting:
8. History of group:

9. Original Location:
10. How many members
11. Type of meeting
12. Update: Location
13. How many members
14. Type of meeting
15. Does your group support intergroup?
16. Does your group support General Service?
17. Does your group have an active General Service Representative?
18. Does your group have an active Grapevine Representative?
19. Do you know anyone that is not alcoholic (active or otherwise) who has any old AA books, pamphlets etc.?

In love and service,

(Name)

Archives Committee

Please return to: (Name, address, phone, email)

### Sample #3 - Group History

1. Name of Group:
2. Previous name:
3. Date Founded: Founder/founders
4. Early members:
5. Place of first meeting:
6. Time of first meeting:
7. Current meeting:
8. Present membership number:
9. Did the group move?
10. Where:
11. When?
12. Group history (such as anniversaries, special meetings, outside speakers, notes about the founders, etc):  
Please include any/all information you may be aware of, not asked for on this form, as it will result in a clearer or more factual account of your group
13. Other pertinent details:

Please return form to: (Name/address/email)

Archives committee

## CHAPTER 10 RESEARCHING MATERIALS

### A. Availability:

The Archivist should maintain strict rules about accessibility and have every researcher adhere to them. As an anonymous organization, access to materials should be controlled. Controls are necessary to ensure anonymity and to protect the materials themselves from loss, physical damage and from deterioration due to handling.

### B. Anonymity:

A.A.'s twelfth Tradition states that anonymity is the spiritual foundation of all our Traditions, therefore we must protect the anonymity of our living members as well as those who have passed on. Our goal is to remain as open as possible, while at the same time protecting the material itself from loss or damage and assuring the complete privacy of all members.

### C. Screening researchers:

To relieve the Archivist from sole responsibility the Archives committee may want to consider screening researchers to determine the seriousness of their research and decide among the committee as to give or refuse research permission. Here are some suggestions with respect to working with researchers:

- a. Make information about the Archives and policies available for researchers.
- b. Researchers should always be familiar with A.A.'s tradition of anonymity and how it is applied to writing A.A. history.
- c. An application form listing the date, how long he/she intends to spend on the project and the exact need of the materials being used, is a good suggestion. This would give the committee all the information needed for screening researchers.
- d. Copyright laws: The Archivist and the Archives committee should be familiar with current copyright regulations pertaining to fair use and privacy.

### D. Duplicating materials

In deciding what to make available for duplication, attention should be paid to any anonymity connected with duplication. The Archivist and the Archives committee should have complete responsibility and jurisdiction over the use of all Archives materials, keeping in mind the loss, damage and deterioration duplication causes.

### E. Retrieval and cataloging of archives materials

An inventory/catalog of materials should be taken and maintained as they accumulate, this will be helpful in coding and keeping records in an orderly fashion and serve as an initial index guide.

**AREA 15 LOCAL WAIVER FORM FOR INTERVIEWS AND RECORDING**

I, \_\_\_\_\_ (name of speaker), hereby give permission to be recorded on  
(insert date) \_\_\_\_\_, on the occasion of \_\_\_\_\_

Please check one to indicate how you prefer this recording to be used:

I transfer to the [name of recording person and/or the name of the Archives interviewer, as appropriate] legal title and all literary rights, including copyright. I understand the interview may be made available for research and such programming as the [include name] may determine. I transfer all of the above rights without limitation upon the condition that I, and any other A.A. member I identify, remain anonymous at the level of the public media, (including, but not limited to, any newspapers, internet, radio, television, I-pod, press, or other existing or future form of communication which would be available to the general public, rather than just to members of AA)

I transfer legal title and literary rights, including copyright, but I request the following additional restrictions on the use of this recording:

I ONLY permit this recording to be placed in the [include name] Archives, for historical purposes only, with the following caveats/conditions:

**Speaker's Signature** \_\_\_\_\_

Printed name of speaker \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Date \_\_\_\_\_

Interviewer's Signature \_\_\_\_\_

Printed name of Interviewer \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Date \_\_\_\_\_

Designated Recording Company Signature \_\_\_\_\_

Printed name of Recording person \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Date \_\_\_\_\_

Comments: (Continue on reverse side if necessary.)



**ARCHIVES COMMITTEE DOCUMENT RECEIPT**

Date: \_\_\_\_\_

Donor: \_\_\_\_\_

Donating on behalf of:

Self (Y/N)

Other: \_\_\_\_\_

Materials Donated:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

Any restrictions on use of materials?

\_\_\_\_\_  
Donor (First Name, Last Initial)

# SOUTH FLORIDA AREA 15 ARCHIVES WORKBOOK

## AREA 15 ARCHIVES CHAIRPERSONS 1980-PRESENT

YEAR	NAME	DISTRICT	STATUS
1980	CAROL LEWIS	10	
1981	CAROL LEWIS	10	
1982	LILLIAN MILLER	9	
1983	LILLIAN MILLER	9	
1984	PAT SLORAH	1	
1985	PAT SLORAH	1	
1986	CATHY EATON	4	4/87 RESIGNED
1987	STEVE BIGLIN	6	
1988	STEVE BIGLIN	6	
1989	BOB KIRBY	6	
1990	BOB KIRBY	6	
1991	TIM DWYER	8	
1992	TIM DWYER	8	7/92 RESIGNED
Jul-92	MAUREEN MAY	9	
1993	MAUREEN MAY	9	
1994	MAUREEN MAY	9	
1995	BILL WERTZ	10	4/95 RESIGNED
Apr-95	SARAH GRIGGS	7	
1996	SARAH GRIGGS	7	
1997	BOB MAHONEY	9	
1998	BOB MAHONEY	9	
1999	HAZEL MONCE	1	
2000	HAZEL MONCE	1	
2001	T. CAREY THOMAS	8	
2002	T. CAREY THOMAS	8	
2003	MARIA HOFFMAN	1	
2004	MARIA HOFFMAN	1	
2005	DONALD FUCIK	9	12/05 RESIGNED
2006	CAROL HARRINGTON	6	
2007	CAROL HARRINGTON	6	
2008	CAROL HARRINGTON	6	
2009	KELLY LECLAIRE	7	
2010	KELLY LECLAIRE	7	
2011	JIM LAWS	5	
2012	JIM LAWS	5	
2013	KARLA KRUEGER	4	
2014	KARLA KRUEGER	4	
2015	BARBARA ROSS	15	
2016	BARBARA ROSS	15	
2017	BART CORRIGAN	9	