

**South Florida Area 15 Archives Committee**  
**Mission Statement | Functions | Collection and Preservation Guidelines**

**Archives Committee Mission Statement**

It is the mission of the Area 15 Archives Committee to collect, preserve, research and, where appropriate, display records and artifacts of continuing value to South Florida Area 15. The Area 15 Archivist is primarily responsible for fulfilling this mission statement according to the functions and guidelines listed below.

**Functions**

1. Catalogue the collection.
2. Preserve the collection.
3. Where appropriate, digitize the collection.
4. Make available special collections.
5. Provide workshops, training, and consultation to Districts, Area 15 committees, and other interested entities.
6. Create traveling exhibits from the collection.
7. Encourage Districts to create District histories and, where appropriate, share District archive materials with the Area Archives Committee.

**Collection and Preservation Guidelines**

The Area 15 Archives Committee should make every effort to collect and preserve:

1. All items pertaining to South Florida Area 15 General Service Assemblies (“quarterly weekends”).  
Where available, items should be collected in both English and Spanish. These items include:
  - a. Flyers
  - b. Programs
  - c. Agendas
  - d. Minutes
  - e. Treasurer reports
  - f. Budgets
  - g. Audio recordings of the quarterly weekend speakers, workshops, and business meeting
  - h. Other business documents
2. All items set forth in the South Florida Area Book of Current Practices
  - a. CP 293 – A single recording, not to be duplicated, of the Area Business meetings, along with the Recording Secretary's minutes be forwarded to the Area Archives Committee for permanent retention.
  - b. CP 315 – That the cassette tapes of the Quarterly minutes be kept in the Archives six (6) months after they have been typed and accepted and are forwarded from the Recording Secretary.
  - c. CP 484 – That South Florida Area retain 5 years past, plus current year's Financial records. All financial records for the period prior to 5 years past plus present current year's Financial records will be destroyed annually by the Archives Committee at the discretion of the Area Treasurer after June 1
  - d. CP 493 – That an executed (signed) copy of the Charter of South Florida Area 15 Conference of Alcoholics Anonymous as amended January 14, 2001, source document for Area 15's Application to Mail at Nonprofit Standard Mail Rates, Application for Recognition of Exemption Under Section 501 (c)(3) of the Internal Revenue Code and

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Application for Consumer's Certificate of Exemption (Florida Sales and Use Tax), be ratified and entered in the appendix of Area 15's Book of Current Practices and that a 'Duplicate Original' be maintained by the Area 15 Treasurer, Area 15 Archives Committee and the Accountant representing Area 15.

- e. CP 671 – The Historical Documents section be removed from the Current Practices binder, and turned over to the Archives Committee for permanent preservation. Also, a copy of this document will be added to the secured section of our area 15 website.
  - f. CP 736 – That the Area 15 Archives Committee permanently retain all Area 15 documents and Area 15 financial records associated with the International Convention and not be destroyed as indicated in CP 484\*.
- 3. All items relating to other activities and events held by Area 15:
    - a. Event fliers
    - b. Other documents, artifacts
  - 4. Conference agendas
  - 5. Conference reports prepared by the delegate
  - 6. GSO annual reports
  - 7. Any delegate holdings not provided to the delegate's district.
  - 8. Audio Recordings
    - a. Area events
    - b. Interviews with delegates and other Area 15 trusted servants
  - 9. Other items relating to Area 15 history
  - 10. Items relating to the history of Alcoholics Anonymous in Florida
  - 11. All items pertaining to South Florida Area 15 General Service Archive Committee. These items include:
    - a. Agendas
    - b. Minutes
    - c. Florida AA Archives Workshop flyers, programs, materials
    - d. Other documents, artifacts
  - 12. Other business documents