

## Kentucky Area Archivist ~~Guidelines~~ and Responsibilities

PURPOSE: Collect and preserve the history and memorabilia pertaining to the Kentucky Area Al-Anon/Alateen fellowship. "Look to the past to protect the future."

The Archives Coordinator is appointed by the Area Chairperson for a three-year term. The Archives Coordinator serves as a member of and is responsible to the Area World Service Committee (AWSC).

The Archives Coordinator performs the following:

- Collects, inventories, and maintains the Area's historical data in a way that preserves and protects the collection.
- Communicates information from WSO Archives to the Area membership through reports at assembly ~~and the Area Newsletter~~.
- Appoints and chairs the Archives Committee as needed.
- Upon request, present and take archives display to Kentucky Area functions such as assemblies, conventions and conferences (this is a standing request for Area Assembly). This display could also be taken to other functions such as, but not limited to Alcoholics Anonymous Conventions with Al-Anon/Alateen participation.
- Upon request, prepare and present an Archives Workshop.

Archives Committee:

Committee members are appointed by the Archivist to serve a three-year term.

The Archives Committee:

- Reports to the Area Archivist and assists the Archivist in establishing guidelines and procedures for maintaining and preserving the Area Archives as necessary
- Exercises its group conscience in regard to any matters of general policy relating the Area Archives as deemed necessary by the Archivist.

Guidelines:

1. Area Archives is historical data and memorabilia, and is stored in a moisture free temperature controlled environment protecting anonymity and adhering to the suggestions of the WSO Guidelines, G-30.
2. Archival holdings depend largely on space. Common sense is our key factor for determining what is history, what will be history in the future, and what is to be discarded and/or returned to the district as applicable.
3. Inventory of Archives is maintained up-to-date.
4. All material is to be dated and identified (i.e. Group, District, and Function).
5. Photographs are to be identified by subject(s), name(s), and date(s).
6. Anonymity is not to be violated. All materials/documents remain as they are given. Blacked-out names on copies are only for display at events outside the Al-Anon/Alateen fellowship.

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Because we are not anonymous within the fellowship - these names and faces are our heritage, therefore, anonymity is not a concern at Al-Anon/Alateen functions

7. The Archivist or appointed volunteer will accompany ALL original archived material. Only COPIES will be loaned and will be stamped "Courtesy of Kentucky Area Archives." For extensive research beyond the Archivist's ability, the researcher or person making the request will meet with the Archivist at the location of the records to do the research.