

District 3 Archives Guidelines

"[WSO] Archives are a repository of the documented historical record of the AI-Anon fellowship.... Special emphasis is placed on preserving the records of AI-Anon founders, early groups, beginning days of the clearing house and the organization of AI-Anon Family Group headquarters." www.al-anon.org/for-members/wso/archives

The goal of District 3 Archives is to document a historical record of the AI-Anon fellowship within our district. District 3 has limited physical storage space in the rented closet at the Penman Road Clubhouse. These guidelines should be used to determine what materials should be kept in Archives and what materials should not be kept in Archives.

- **Previous Panels** - Items from previous panels should be saved digitally when possible to minimize the physical items stored in the closet at Penman.
- **Electronic Storage** - Once items are saved electronically, they should be added to the Archives on www.jaxafg.org, and the paper documents destroyed in a safe manner to preserve the anonymity of AI-Anon members. The Archivist should work with the Technology chair if assistance is needed.
- **Duplicates** - There should be no duplicate items stored (electronically or paper). If duplicates are found, they should be destroyed in a safe manner to preserve the anonymity of AI-Anon members.
- **WSO publications** should not be stored in our district archives unless there is a historical significance of that publication, i.e., a write up about an event in District 3 that could be of interest to members in the future. Any WSO publications which do not meet the criteria above should be discarded. Any member needing information about a WSO publication or event may request a search of the WSO archives by going to the WSO website www.al-anon.org.
- **FORUM Magazine** – District 3 Archives/storage should not retain historical copies of the Forum magazine or AI-Anon Faces Alcoholism. It is recommended that copies already in District 3 Archives be offered to groups to use for a lending library, to individuals for personal use and/or to public outreach. Once a copy has been removed from archives, it should not be returned.
- **Area publications** should not be stored in District 3 archives unless there is a historical significance of that publication, i.e., a write up about an event in District 3 that could be of interest to members in the future. Any area publications which do not meet the criteria above should be discarded. Any member needing information about an area publication or event may check the area archives which may be found on the Area 9 website www.afgarea9.org
- **Order Forms** - All outdated order forms should be discarded.
- **Event Flyers** – Archives Chairperson will decide which flyers to keep for the panel. Historical flyers should be kept if they are for events in our district. No flyers for events which happened in other districts or at the area level should be kept in District 3 archives
- **Personal stories** from District 3 members should be kept in archives.

- **Convention binders** should only be kept when District 3 was the host district for the event. All other convention materials- flyers, bookmarks, notices, etc. should only be kept if District 3 was the hosting district and those items are not already in the binder.
- **Group histories** - ideally groups would maintain their own historical records. If a group is unable to maintain this information, then it should be kept in Archives keeping in mind that only information about the group would be kept. Any flyers or information such as WSO, Area, District publications and events would not be kept as part of the group histories and would only be kept in district archives if they meet the criteria listed above for retention.
- **What to Archive** - As the Archivist is determining what current information to add to the District Archives and what should not be kept, answering the following questions may help:
 - Does the item have significance to District 3, historical or otherwise?
 - Was this a special event or a one-time occurrence that may be of interest to duplicate in the future?
 - What is the probability that anyone will care about this document in the future?
 - Should we keep an item that records a liaison between the Area and the District? Is there a personal story attached or is it just the business portion of the collaboration?