

GUIDELINES FOR OREGON AREA ARCHIVES Tentative

August 21, 2012 (updated October 11, 2012)

The objective for collection, storage and preservation in the OAA is to encourage interest in the history of the Oregon Area; to preserve Oregon area history; and to establish and maintain a system to make records accessible to all.

What Do We Keep in the Archive?

The following items are to be maintained in the Oregon Area Archive indefinitely:

- Minutes of Oregon Area Assembly, AWSC and related meetings
- Group histories
- Delegate Reports (current and future reports)
- Treasurer Reports
- Audit Budget Reports
- State Speaker Meeting Notebooks
- Responses to the Long Timer Questionnaire
- Archives coordinator reports 1981-2003 notebook
- Earlier Delegates' Reports & Letters
- 50th year gratitude notebook
- Recordings
- Flyers – (include with minutes of related meeting/event)
- Financial reports & budgets from prior years
- TEAM Notebook
- Al-Anon Growth in Oregon 91948-1983)
- Al-Anon Growth in Oregon by District
- Oregon Area Communicators 1971-1984
- Statewide and District Meeting Lists (1963-2000)
- Pictures
- Adhoc Committee for Alateen Safety Guidelines Reports
- Oregon Area Archive Coordinator and Committee Reports (1982-2002)
- Skits, Songs & Plays notebook
- CD made in 12/06 – Interview with Helen Woodward who started first Al-anon meeting “The Dry mates Group” registered 9/22/1952
- Oregon Area Al-Anon general and voting sign-in book

Archival Standards

- Only one instance of each item will be archived;
- Only Oregon Area Al-Anon material will be archived, not AA or other recovery literature;
- Information available in literature, from WSO, or elsewhere will not be archived.
- Items will be archived in the form in which they were originally created. They will be stored on an “Oregon” owned flash drive kept at two different locations. Oregon Area needs to be diligent about upgrading electronically stored items as technology changes.
- Scanning will be done beginning with the oldest documents and moving forward. Archive Coordinator will track which items have been scanned and note where future scanning should commence.
- If financial reports & budgets included in minutes, discard; otherwise retain

Archival Storage & Preservation

- Try to ensure that the storage area is cool, dry, ventilated and smoke free
- Use paperclips to hold material together initially – do not use staples
- Gently remove any tape that is found.
- Use black ink or type
- Date all items
- Use polyethylene sheet protectors for documents. Polyethylene material is inert, translucent, has lower static charge and light filtration, is more flexible, and thicker. In other words, Polyethylene sheet protectors minimize fading, scratching, dirt buildup and damage by molds and mildews.
- Limit 2 pages in each sheet protector; remove any paperclips, rubber bands, or any staples before placing sheets in protector
- Place sheets in notebooks & then place them horizontally in file cabinets
- Burn recordings to CD
- Newspaper stock is highly acidic and deteriorates fast. If the newsletters are made of this material, it is best to make a photocopy on acid-free paper and substitute the original with the copy.

