

# Virginia Area Archives Guidelines

## Purpose:

The purpose of the Virginia Area Archives is to preserve the experience, history and memorabilia of the Al-Anon fellowship. The Archives should be preserved to be available to the membership and researchers, within the framework of our Traditions for the good of Al-Anon as a whole.

The Archives is a repository of information that captures the business, decision-making and events of importance to Virginia Area Al-Anon. Archives material may come from officers, committees and members.

The extent of Archival holdings depends on space. Common sense is a key factor in determining which items are significant, and which can be discarded.

## Storage:

- The Archives will be stored in the location that the Area has designated for them. This will be a climate controlled location.
- Items will be kept in acid free page protectors and put in file folders/ binders, identifying the contents.
- Photos will be kept in acid free photo sleeves with the event name, location of event, person/persons names and date recorded on the back of photo for identification, following Al-Anon's spiritual tradition of anonymity.
- The Archivist will work in conjunction with the Area Secretary and Alternate Secretary to have all Archives current and stored in digital format.
- The Archivist will work with the Area Secretary for the naming convention for files to be used on digital files for ease of research. All digital files will be backed up.
- **The Contents: What to keep and build on**
  - Minutes from the meetings of the Area Officers, VAWSC, and Assemblies
  - Motions that have been approved or denied
  - Reports from Delegates
  - Policies, procedures and guidelines developed by Committees and Coordinators
  - Programs from conventions and conference
  - Area Assembly, convention or event fliers
  - Photos of important events. Anonymity of members will be protected when displayed at events.

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- Papers notes etc. from trusted servants
- Public outreach presentation produced for local education purposes.
- Editions of Area Newsletter ( if the Area has a Newsletter Coordinator)
- Refer to the Job Description of the Area Archivist
- Audio Files