

**Archives Committee Guidelines**  
**Area 08 – San Diego / Imperial Area**

**1. Purpose**

- 1.1. To receive, classify, and index all relevant material, including, but not limited to, administrative files and records, correspondence, and literary and artifactual works considered having historical import to Alcoholics Anonymous.
- 1.2. To hold and preserve such material, making access possible, as determined by the Archivist in consultation with the Archives committee, to members of Alcoholics Anonymous, and those of the public who may have a valid need to review said material.

**2. Committee Responsibilities and Composition**

- 2.1. The Archives Committee is responsible for establishing policies, budgets and procedures. It undertakes and maintains final responsibility for the use of the archives, and exercises its group conscience in regard to matters of general policy. In all of its actions, the Archives Committee will be mindful of and guided by AA's primary purpose and all of our AA Traditions.
- 2.2. The Archives Committee shall be composed of nine (9) voting members. {AAS&G}
  - 2.2.1. A quorum for the Archives Committee shall be five (5) voting members.
- 2.3. The Archives Committee will meet monthly.
- 2.4. The Archives Committee Chair and Alternate Chair will be elected by and from the existing Archives Committee for a two (2) year term. {AAS&G}
  - 2.4.1. The Chair and/or Alternate Chair will attend the monthly Area Committee meetings and the Area Assembly meetings and make reports as directed.
  - 2.4.2. The Chairperson's term will commence on Jan. 1 of the odd numbered years. {AAS&G}
  - 2.4.3. The Chair will vote only in case of a tie in the committee vote. {AAS&G}
- 2.5. The Area Archivist is a voting member of the Archives Committee and Area Assembly.
  - 2.5.1. The Archives Committee will advertise the position of Archivist in the Area Newsletter, all Inter-group Newsletters, and to the Districts for a period of 90 days.
  - 2.5.2. The Archives Committee will participate in the screening process as detailed in Section 3.2.
- 2.6. The Archives Committee shall assist the Archivist, as required, on a volunteer basis, such as "Open House" or display functions such as at Area Assembly.
- 2.7. Committee members will be drawn from the Area Assembly and shall serve for a period of two (2) years, corresponding with his/her GSR term. {AAS&G}
  - 2.7.1. Voting members will become volunteers (no vote) if they miss two consecutive meetings without notifying the Committee.
- 2.8. The Archives Committee may also allow volunteers to serve on the committee but they will not have a vote on committee matters. {AAS&G}
  - 2.8.1. If the volunteer is a non-AA friend of the fellowship, due to interest and/or special knowledge or expertise, then said volunteers shall be thoroughly familiar with AA's primary purpose, as well as all of our AA traditions.
    - 2.8.1.1. {G.S.O., Box 459}

**3. Area Archivist**

- 3.1. The position is called "Area Archivist" and is a voting position at the Archives Committee and Area Assembly.
- 3.2. Selection of the Archivist will be made by the Area Committee. The following procedure will be used:

**Archives Committee Guidelines**  
**Area 08 – San Diego / Imperial Area**

- 3.2.1. Archives Committee will advertise the position per its guidelines.
  - 3.2.2. A Screening Committee composed of three (3) to five (5) representatives from the Archives Committee, Area Officers, and past officers with Archives experience will review applications.
  - 3.2.3. The Screening Committee will make recommendations with supporting rationale to Area Committee, where final selection will be made by Area Committee vote.
  - 3.3. It is suggested the Archivist have ten (10) years sobriety and have held several service positions at Area and Inter-group level. It is desirable for the Archivist to have some familiarity with archival procedures and the willingness to learn the basics of such procedures by attending appropriate workshop(s).
  - 3.4. The Archivist position is a non-traditional rotating position for a period of four years, so as to overlap two chairpersons and not rotate until the current chair has at least 6 months (12 preferable) of experience. The Archivist's performance will be reviewed every two years by the Archives Committee for approval of continued tenure. At the end of the four (4) year term, renewal for a second term of two years is permitted following such a review. The Archivist should act as a voice of experience to provide continuity. He/she may not hold a concurrent position in the Area Assembly nor Inter-group.
  - 3.5. While the Archivist may have a previous personal collection of archival material, during his/her tenure, the Archivist may not collect nor add to his/her personal collection. All donations to the Archivist during his/her term are donations to the SDIAA archives by definition. An archivist may not circumvent this policy by encouraging a spouse, partner or live-in companion to receive donations instead. Under no circumstances will SDIAA archives be maintained at the personal residence, storage space or business of the archivist. An exception to this is temporarily holding the archives display for an upcoming presentation, not to exceed twenty (20) days.
  - 3.6. Funding for Archivist activities will be through the Archives Committee budget
  - 3.7. Archivist—with the Archives Committee—will establish and maintain a suitable and complete index of all material deemed appropriate by the Archives Committee Guidelines.
  - 3.8. Archivist and the Archives Committee Chair will have access to the archives acting as custodian of the records. The Archivist may delegate temporary access as needed—observing Alcoholics Anonymous policy on anonymity.
- 4. Ownership of Material**
- 4.1. The archive material is the property of the SDIAA and should be recorded in a written inventory.
  - 4.2. It is the policy of the Archives Committee that all donated materials be accompanied by a written "Deed of Gift." All donations to the Archivist during his/her term are donations to the SDIAA archives by definition.
  - 4.3. In addition to the property owned by the Area, if there is any archival property that is, in fact, owned by the Archivist, but has been made available to, or is "on loan" to the archives, that property will also be listed, together with an attached, signed statement, describing who the rightful owner is.
  - 4.4. Copies of such statements, with original signatures, will be maintained in the Area files, the Archives file and with the Archivist personal papers.
  - 4.5. If, upon his/her death or incapacitation, the Archivist or other custodian wishes to donate to the Area those materials that have been on loan to the Archives, then such a request

**Archives Committee Guidelines**  
**Area 08 – San Diego / Imperial Area**

must be made as a bequest provided in a will or other document appropriate for the effecting the transfer of ownership.

**5. Financing of Archives**

5.1. Funding is derived from the overall budget of SDIAA.

5.2. The Archives Committee Chairperson—with input from the Committee—prepares and annual budget for submission to the Area Finance Committee.

**6. Research in Archives**

6.1. The Archives will remain as open as possible so that AA members and others who may do research may have access to the legacy of the content.

6.2. Any AA member may view the originals of any material that have been previously printed or published.

6.3. The Archivist will nonetheless maintain strict rules about accessibility and ensure that everyone adheres to them.

6.4. The screening of applicants by the Committee is desirable to relieve the Archivist of the sole responsibility of granting access to materials.

6.5. The Committee shall consider each request individually to determine the seriousness and appropriateness of the request and to grant or refuse permission.

6.5.1. Researchers granted permission will fill out an application form stating a) the date of the application, b) how long they intend to spend on the project at the archives, and c) the exact needs of the materials being used.

6.5.2. The researcher will be given all the information needed to clearly understand the procedures and policies concerning the use of the archives, including the current interpretations of copyright laws. In addition, the following apply:

6.5.2.1. There is to be no photocopying of private correspondence or photos of AA members.

6.5.2.2. Such access to be provided only during business hours.

6.5.2.3. The researcher will be mindful toward the anonymity of AA members.

**7. Amending Guidelines**

7.1. The Archives Committee Guidelines may be amended by a quorum vote of the Committee at any duly-noticed meeting, provided that the proposed amendment(s) have first been made available to each Committee member and read at a previous Archives Committee meeting.

**8. Other Responsibilities**

8.1. Publication and distribution of the booklet "The Story of Alcoholics Anonymous in San Diego County"

8.1.1. Updating of History Book

8.2. Maintenance and availability of Archives Display at various appropriate AA functions.

8.3. Sponsoring the annual "ROOTS" (Remember Our Old Timers' Stories) meeting.