Northern Wisconsin

AREA 74 ARCHIVES

Upper Peninsula Michigan

Archives Committee Handbook

CONTENTS

MISSION

The mission of Area 74 Archives Committee of Alcoholics Anonymous is to document permanently the work of Alcoholics Anonymous of Area 74, to make the history of the Area accessible to AA members and other researchers, and to provide a context for understanding AA's progression, principles, and traditions.

PURPOSE

Consistent with AA's primary purpose of maintaining our sobriety and helping other alcoholics achieve recovery, the Archives of Area 74 will:

Receive, classify, and index all relevant material, such as administrative files and records, correspondence, and literary works and artifacts considered to have historical importance to Area 74.

Hold and preserve such material.

Provide access to these materials, as determined by the archivist in consultation with the Archives Committee and the Area Committee, to members of Alcoholics Anonymous and to others who may have a valid need to review such material, contingent upon a commitment to preserve the anonymity of our members.

Serve as a resource and laboratory to stimulate and nourish learning.

Provide information services to assist the operations of Area 74.

Promote knowledge and understanding of the origins, goals and programs of Area 74 of Alcoholics Anonymous.

1 MATERIALS TO BE COLLECTED

1.1 AREA MATERIALS

- Area Assembly Minutes
- Area Committee Minutes
- Now & Then Newsletters
- Committee Materials

1.2 DISTRICT MATERIALS

1.3 GROUP MATERIALS

1.3.1 Area 74 Group History Form

The Area 74 Archives Committee initiated a project in 2014 to encourage groups to gather information about their group's history. A copy is to be retained by the group for its records, and a copy is to be sent to the Area Archivist -- Area74Archivist@gmail.com -- if completed electronically or scanned. All groups in Area 74 are encouraged to find out how and when their group got started.

The group history form can be found on the next page.

1.3.2 Your Group is PART of Area 74 History

It is easy!! Please fill out the form and get input from your group for accuracy and interesting trivia. Remember, this is for your group to share their growth and experience with the whole AREA. You are encouraged to use full names. The originals will be edited for last names for display purposes. If your group is already in the file, please use this form to update any information or to add new details. Your group should keep a copy, as well as your district. *Thank you for your service, time, and energy.*

This is just an outline or guide for finding out about YOUR Group history to share with us.

1. Submitted: Month: Year: Submitted by:

2. Group Name: Registered? Yes / No

      GSO number:

3. Meeting Day(s):   Time(s):

4. Location (city, state, building-residence, church, clubhouse):

5. Average Attendance: Type of meeting (format):

6. Date of first meeting: Who started the meeting:

7. Meeting(s) that stem from this meeting:

8. Location changes and reasons if known:

9. Reason group was started—offshoot, split, hometown group:

10. How did group "publicize" meeting:

11. Composition of group—men, women, young people:

12. Group members participate in District, Area, or other service:

13. Group celebrations, anniversaries:

14. Cooperation with professional agencies--signing court papers, institutional meetings, hot line services:

15. Group participation in special events--workshops, conferences, forums, roundups:

1.4 GSO Materials

1.5 Outside AA materials

2 THE ARCHIVE INVENTORY

2.1 AREA 74 ARCHIVES PHYSICAL INVENTORY

This table shows the list of physical containers and equipment Area 74 owns. This table shows what one sees just by looking at the overall body of archive assets and gives an idea of how much room is required for storage.

ARCHIVES PHYSICAL INVENTORY - NOVEMBER 2015

#	Item	Vol	Qty	Space	Contents	
				118.1		
1	5-drawer file cabinet	14	1	14.1	assorted folders	
2	3-shelf bookcase	12	1	12	tapes, etc.	
3	stand-up glass covered display case	2.3	4	9.3	various displays	
4	glass covered, locked display case	2.6	1	2.6	valuable assets	
5	15 gal. clear plastic totes	2.6	16	42	archive material	
6	medium-sized, clear plastic totes	2	7	14.3	Grapevines and cassettes	
7	small clear plastic tote	0.6	1	0.6		
8	18-gal plastic tote without cover	3.7	1	3.7	waste	
9	multiple-picture picture frames		2		GSO photos	
10	Cash jar	0.3	1	0.3	$40 and $12.90	
11	box of books	1.5	1	1.5	Area 74 histories	
12	3 cases of empty plastic envelopes	2	1	2		
13	59 - 2", 3" and 4" three ring binders	13	1	13.3	empty	
14	7-inch reel-to-reel audio tapes		50			
15	5-inch reel-to-reel audio tapes		4			
16	audio cassette tapes		125			
17	audio CDs		188			
18	Blank CDs		90			
19	blank DVDs		30			
20	Reel-to-reel tape player/recorder		1	1.6	Does not work	
21	Olympus RR XR800 mp3 recorder		1			
22	Toshiba Satellite Computer C55 B5299		1	0.3	Ser. # SE236797P	
23	Software: Office 365 subscription		1		annual due on Oct.5, 2016	$69.99
24	Software: Norton Internet Security		1		annual due on Nov.15, 2015	$79.99
25	Software: Adobe PDF Pack, Annual		1		annual due on Nov.15, 2016	$89.99
26	Canoscan 9000F flatbed scanner		1	0.5		

2.2 AREA 74 ARCHIVES MATERIAL TABLE

There are twenty-one numbered plastic bins that contain the bulk of the Area 74 Archive collection. These bins of inventory are stored in a safe and dry environment in the Archivist's home. The Archivist acquisitions the contents of these bins by first sorting them into meaningful categories and then logging them into a specific inventory database, documented. All contents of the bins that are marked "Not Acquisitioned" have not been catalogued using this process.

The ten binders listed on the bottom of this table are not in plastic bins. These binders will be placed in bins or other storage components when enough material has been acquisitioned from existing bins or other storage components become available.

ARCHIVES MATERIAL TABLE - NOVEMBER 2017

Bin #	Material	2017
1	To be sorted	Not Acquisitioned
2	Display hardware and tools	Not Acquisitioned
3	Area Conferences, Regional Conferences, other Banquets	
4	District information	Not Acquisitioned
5	District information	Not Acquisitioned
6	Pamphlets and directories and meeting lists	Not Acquisitioned
7	District/Area/GSO workbooks and committee materials	Not Acquisitioned
8	Personal, Group, District, and Area histories, and scrapbooks	Not Acquisitioned
9	Box 459s 1966 - 2001 in binders, Exchange Bulletins 12/1962 - 10/1965 in binders	Not Acquisitioned
10	Books and articles used by AA's not conference approved	Not Acquisitioned
11	Photos and photo albums	Not Acquisitioned
12	GSO Conference materials	Not Acquisitioned
13	Personal, Group, District, and Area histories, and scrapbooks	Not Acquisitioned
14	Now & Then Binders 1971-1985	
15	Unsorted materials	Not Acquisitioned
16	Grapevines 1950s	
17	Grapevines 1960s	
18	Grapevines 1970s	
19	Grapevines 1980s	
20	Grapevines 1990s	
21	Grapevines 2000 +	
	Now & Then Binders after 1986-2015 (7)	
	Area Minutes Binders, hardcopy (3)	Not Acquisitioned

2.3 AREA 74 AREA MINUTES

Minutes of all Area 74 Service Meetings are to be forwarded to the Archivist. The Area 74 Archives has a large collection of minutes from Assemblies, Area Committee Meetings and Area Conferences dating back to the 1959 Spring Conference held in Eau Claire. However, there are gaps and some minutes are missing from the Area 74 Archives.

The table of minutes can be found in the Area 74 Archives Catalog. It shows all of the Area 74 minutes that should be available for the Area 74 archive. Those listed without date, number of pages or location are not resident in the Area 74 Archive Collection. (In other words, we are looking for them.) Those listed in the table with question marks (?) indicate that the Archivist is looking for missing information but the minutes are present.

If anyone has copies of the minutes that are missing from the Area 74 Archives, or has knowledge of the missing information, please contact the Area 74 Archivist -- Area74Archivist@gmail.com

All Area 74 Service Meeting Minutes are available to Area 74 members in the password protected area of the Area 74 website at www.area74.org

2.4 AREA 74 COMMITTEE MINUTES AND REPORTS

2.4.1 Area 74 Finance Committee

A Finance Committee was formed in the later part of 1992 and early 1993. Past Delegate Len D. (Panel 28) played a big role in forming this committee.

Currently, Finance Committee meeting minutes are not part of the Area 74 Archives collection.

2.4.2 Conducting Area Business Ad hoc Committee -- 12/2014 - 08/2016

The Conducting Area Business Ad hoc Committee was appointed by Area Chair/Alternate Kim R. in December 2014 to review Area 74 practices.

A table of documents sent to Archives by this Ad hoc Committee can be found in the Area 74 Archives Catalog. These documents include the original Scope document as approved by the Area Assembly, all CAB Ad hoc committee meeting minutes, and all reports presented at Area Committee meetings.

The CAB Ad hoc Committee was disbanded by the Area Committee in August 2016.

2.4.3 Area 74 Archives Committee Meeting Minutes – 6/2014 – present

The Area 74 Archives Committee has been meeting monthly via Conference Call since June 2014. Minutes have been sent out to District Archives chairs or designated contacts in each active district in Area 74.

A table of documents sent to District Archives chairs by the Area 74 Archives Committee can be found in the Area 74 Archives Catalog. These documents include the original Scope document as approved by the Area Assembly, all Archives committee meeting minutes, and all reports presented at Area Committee meetings. The hardcopy minutes are in the Archives Handbook and Catalog binder.

2.5 AREA 74 NOW & THEN NEWSLETTERS

The project to acquisition and digitize the Now & Then Newsletters was completed in 2016. The earliest Now & Then issue in the Area 74 Archive collection is from May 1958. There are some issues missing in the collection.

The Area 74 Archives Catalog lists each copy of Now & Then newsletters currently acquisitioned to the Area 74 archive collection. It shows how many pages each contains as well as the number of copies of each issue, and total number of pages for the issue. If there are multiple copies of an issue, then the total page count is the total number of pages in all copies of the issue (e.g.: 3 pages X 2 issues = 6 pages). If there is a partial copy of an issue (i.e., missing pages), then the page count is adjusted to reflect the partial issue (e.g.: 1 complete 3-page issue + 2 pages of a second copy of the issue = 1.67 copies of the issue = 5 pages). The purpose of this calculation is to aid in planning for sheet protector, binder and storage needs.

If a zero (0) appears in the pages column, it means that there is no copy of this edition in the Area 74 archive collection. If anyone has a copy of one of these missing issues, please contact the Area 74 Archivist -- Area74Archivist@gmail.com

It also shows, in the ".pdf" column, how many issues are in digital form.

2.6 AREA 74 CONFERENCE MATERIALS

In 2017, the collection of Area 74 Conference materials was acquisitioned and cataloged by the Area 74 Archives Committee. This collection includes conference programs, flyers, financial reports, banquet tickets and other items.

Conferences from 1963 – 2002 are tabled with information on type of conference, dates held, theme, location, city and host district. It can be found in the Area 74 Archives Catalog. A Power Point of these materials is also under development.

Additional Conference information is needed. There is no information in our Area 74 Archives on the more recent conferences. If anyone has materials from any of our Area 74 Conferences, please contact our Area 74 Archivist at Area74Archivist@gmail.com

2.7 GRAPEVINE COLLECTION

Area 74 has an extensive Grapevine archive. It included over 850 issues as of October 2015. The Grapevines are stored in 53 Grapevine Binders, and the Committee is in search of at least a dozen more to get the remainder of the collection housed.

The Grapevine was originally published in June of 1944. The earliest original issue in our collection is from November 1946. Area 74 needs about 100 issues of the Grapevine to make its collection complete.

Each year the Archives Committee includes money in its budget for a subscription to the Grapevine.

A list of Grapevine issues in the Area 74 collection can be found in the Area 74 Archives Catalog. Area 74 has also had a number of its members contribute articles to the Grapevine over the years. A list of the contributors to the magazine who came from Area 74 can be found in the Area 74 Archives Catalog.

If anyone has access to Grapevine Binders or any of the Grapevine issues missing from the Area 74 Archives Collection, please contact the Area 74 Archivist -- Area74Archivist@gmail.com

.

2.8 AUDIO MEDIA

Audio Media is defined as any information presented for which the intended mechanism of delivery is through an audio presentation, either in person as a talk that has been somehow recorded or as a recording intended to be distributed to an audience. Audio media can also be transcribed to other forms of audio delivery, i.e. a cassette may be copied to a CD or a real-to-reel tape may be copied to an mp3 digital file. It may also be transcribed to printed media as a printed transcript of a talk. In this second case, the media remains as audio media because its original intent is for the listener and not for the reader.

The Area 74 Audio Media holdings fall into the following categories:
- Reel-to-reel tapes
- Personal stories
  - Historical
  - Local
  - Conference Speakers
- Service Talks
- Archives Interviews

The holdings that belong to these categories may or may not have been acquisitioned by the Archives committee. Some of them the committee has decided to collect and maintain or even produce, others are given to the committee out of private collections. For the former it is assumed that, since the committee has gone to some effort to collect them that they are either acquisitioned or acquisitionable. For the latter, the committee must decide whether to keep them in the Area 74 Archive collection.

2.8.1 Digitized Audio Archive Materials

Many of the Area 74 audio archive materials have been digitized and are maintained on the Area 74 Archive Computer. A list of materials that have been digitized can be found in the Area 74 Archives Catalog.

2.8.2 Reel-to-reel tapes

As indicated in the Area 74 Physical Inventory, there are 50 - 7" reel-to-reel tapes and 4 - 5" reel-to-reel tapes in the archive holdings. There is a minimum of documentation provided with some of these and no documentation provided with most. The tapes have been sampled and there most are still playable. However, Area 74 archives does not own workable equipment to play them. As of this time (February 2016) we do have access to such equipment but the work of digitizing these tapes to computer files is very labor-intensive. The tapes were donated by an Eau Claire member (now deceased) along with a tape recorder. The recorder was not operational and recording hardware was acquired and made operational by the Archives Committee during 2017. Conversion of these old tapes is a labor-intensive process, but progress was made during 2017. It is taking approximately 10 hours per tape to convert, but the effort is providing good results.

2.8.3 Personal stories

There are three kinds of personal stories in the Area 74 Archive collection. A personal story can also be called an <u>AA Talk</u> and is characterized by the quote from <u>How It Works</u> as "Our personal stories disclose in a general way what we used to be like, what happened, and what we are like now."

2.8.3.1   Historical

An historical personal story is one given by an AA old-timer, usually a founding father or someone from the early AA membership who stresses their experience of old-time AA. These tapes or CDs are not part of the Area 74 Archive collection because they come from another archive source and may be replaced via that same source if they should be lost or damaged.

2.8.3.2   Conference Speakers

Conference Speakers personal stories are the stories of those who are invited from outside the Area to come and speak at a conference or banquet or some other such gathering of AA members but their talk follows the pattern of a personal story, defined above, and may not have any particular historical value outside of the speaker's personal experience. Most of the recordings are acquired from a taping company and, as such, remain the intellectual property of the source company and may not be distributed from the Area 74 Archive. These may or may not be part of the Area 74 Archive collection, depending on whether the event at which the talk was given was an Area 74 event.

2.8.3.3   Local

Many Area 74 groups record the stories given at their meetings. They keep these stories for use within the group and from time to time these recordings are donated to the Area 74 archives. This is original source material and, when properly documented, may either remain the property of the group but in safe-keeping of the Area 74 Archive or become part of the Area 74 Archive collection.

2.8.4 Service Talks

Service talks are recordings of workshops, panels, and conferences on topics related to serving AA in any capacity connected with the third legacy. Any of these recordings that occurred at Area 74 events are to be considered as part of the Area 74 Archive collection and may be used as such, within the scope of AA's twelve traditions. Recordings from other entities, such as Area 74 groups or districts, remain the property of these groups or districts unless the rights to the originals are properly signed over to the Area 74 Archive. Still other recordings, produced from sources outside the Area may be kept for informational or educational purposes and as such, are not considered part of the Area 74 Archive collection because they may be replaced from that outside source.

2.8.5 Archives Interviews

Archives interviews are interviews conducted by members of the Area 74 Archives committee or with the committee's explicit authorization. Because these are so authorized, and the interviews are conducted with committee budget funds, the subject of these interviews must sign a release form granting the Area 74 Archives Committee ownership of the recording and its contents for its appropriate use. These recordings then are considered part of the Area 74 Archive collection.

An inventory of these interviews can be found in the Area 74 Archives Catalog.

2.8.6 Area 74 Archives Release Form

The following release form should be filled out completely before any recording may take place of the subject interview:

Area 74 Archives

Information & Release Form

Full Name: _____

Sobriety Date: _____

Service History:_____

_____

_____

_____

_____

_____

_____

I give permission to the Area 74 Archives Committee to use this recorded interview, in accordance with the AA Twelve Traditions and Twelve Concepts, as they see fit to further the fellowship of Alcoholics Anonymous.

Signed:_____ Date:_____

Revised 10/28/16

3 PROVIDING ACCESS TO ARCHIVED MATERIAL

The following form is to be used to grant area members and groups access to, or possession of, physical Area 74 Archives committee property. The use of this property must be within the mission and scope defined by the Area 74 Archives Committee.

However, some items in the Area 74 Archives are now available to Area 74 members in digital format in the password protected area of the Area 74 website at www.area74.org

-- Area 74 Archives Handbook and Catalog

-- Area 74 Business Meeting Minutes (Assemblies and Area Committee Meetings)
    1959 to present

-- Area 74 Group History Form

-- Area 74 Archives Information & Release Form

-- Area 74 Archives Request Form

-- ""What We Used to Be Like. . .and How We Got Where We Are Today"
    Power Point and Documentation on use

3.1.1 Area 74 Archives Request Form

AREA 74 ARCHIVES REQUEST

REQUESTOR: _____ DATE: _____

DISTRICT: _____ DCM: _____

REASON FOR REQUEST: _____
      (EG: CONFERENCE, WORKSHOP, ASSEMBLY)

MATERIALS NEEDED: _____

_____

_____

_____

_____

_____

_____

DATE NEEDED: _____

DELIVERY DATE: _____

SIGNATURE OF ARCHIVIST: _____

SIGNATURE OF RECIPIENT: _____

E-MAIL OF RECIPIENT: _____

RETURN DATE: _____

SIGNATURE OF ARCHIVIST: _____

Revised 2/12/2015

4 AREA ARCHIVES SUPPORT

4.1 AREA74 FUNCTIONS

4.1.1 Area 74 Conferences

4.1.1.1 _Area 74 Archives Display_ **–**
The Area 74 Archivist and Archives Committee works with the host District to provide a display of archival materials at Area 74 Spring and Fall Conferences. The materials to be displayed may be requested by the host District, although the Area 74 Archives does possess several permanent displays which are generally provided.

The Area 74 Archives Committee will work with the Area Conference Planning Committee to ensure that space is provided for the exhibit(s). The Area 74 Archives Committee will also contact the District Archives Committee to see if they are able to provide a display of District Archives at the Conference. The Area 74 Archives Committee may assist the District Archives Committee if asked or needed.

4.1.1.2 _Past Delegates' Sharing Session_ –
At the 2013 Fall Conference in Minocqua the Area 74 Area Archives Committee launched its first Past Delegates' Sharing Session. With the help of the Committee's past delegate member Chuck S. and the vision of past delegate Len D., the Archives Committee set off to give the Conference attendees an informal way to interact with past delegates. The past delegates were invited to speak on their experience as delegates, the issues the General Service Conference dealt with during their tenure and the impact the decisions made had on the fellowship in the years since their panel. Audience participants were then invited to ask questions of the past delegates until the close of the session.

Since then, the Area 74 Archives Committee has worked with Area 74 Conference Planning Committees to have past delegates from Area 74 and 75 present their views. The feedback has always been positive, and attendance at these sessions has grown. The Area 74 Archives Committee feels that the continuation of these Past Delegate Sharing Sessions is important, as they always provide a greater insight into the workings of the General Service Conference and the Delegate experience.

The Area 74 Archives Committee will continue to work with the Area Conference Planning Committees to make the Past Delegates' Sharing Sessions a part of the Area 74 Conference Program whenever possible.

4.1.1.3 _Conference Materials_ --
Conference materials – flyers, programs, name tags, etc. – should be forwarded to the Archivist so that they can become a part of the permanent Archives.

4.2 AREA 74 DISTRICTS

4.2.1 District Workshops

The Area 74 Archives Committee and/or its members are available to be part of or presenters of a workshops on various aspects of Archives. Possible topics could include oral histories, starting a district Archives/Archives committee for a district that does not have one or finding more information about the history of AA in a given area. A number of Power Point presentations have been used in previous workshops.

4.3 AREA 74 GROUPS

4.4 AREA 74 NON-AA ENTITIES