

POLICY AND PROCEDURES
MANUAL FOR AREA 16 –
GEORGIA/GSSA ARCHIVES

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History

History of the Archives Policy and Procedures Document

In March of 2107 Tom H. formed the Policy and Procedures Committee.
The Committee members were as follows:

John L. Chairperson
 Connie W. Secretary
 Tamera P.
 Fran L.
 Mark G.
 John B.

HISTORY

COMMITTEE CHARGE: The charge is not limited to, but includes the following;

1. Conflict of Interest Statement: including language pertinent to material donations to GSSA. Many Archivists are also collectors of historical A.A. material. When holding the title of Area 16 Archivist or Co-Archivist any material donated to the position holder is assumed to be material donated to GSSA unless specifically designated otherwise.
2. Key to the Repository is the property of GSSA and not to be loaned out, even to the Archivist/Co-Archivist, for extended periods of time.
3. Term length: the assets and liabilities to lengthening the Archivist position (this would require a manual change)
4. Protection of archive material: Rare materials have been left out overnight at the archives display table (perhaps a sign out sheet for any material removed from the repository and a sign in sheet when returned)
5. Role of Office Assistant help in regard to hours spent on archives versus other equally important office work.
6. Copyright issues; Currently CD's are being uploaded to a website for download, including Office Committee minutes. Permission to upload anything that GSSA has the copy rights to has not been given. We may need to explore a release form of this nature. It would be wise to look at GSO's copyright policies.
7. Completion of Repository inventory; what is kept and what is removed, categorizing, etc.
8. Complete/adopt a new standard "Deed of Gift" form that would be signed by those who donate items to the GSSA repository. This was used by the GSSA Archivists, in the past.

The committee dealt with various issues getting started. Not the least of those was the loss of John L. and his wife in a car accident in October of 2017.

In October of 2017 Tom H. asked Mark G. to be the chairman of the committee. Connie W. had to leave the committee for personal reasons and Fran L. agreed to be the new secretary.

The committee began meeting in January of 2018 with the addition of Fred I. Archive Chair and Mike S. Archives Co-Chairperson.

The committee labored through the year attempting to meet on a monthly basis. As result of their labors in August of 2018 they produced a new Archive Policy and Procedures Document. The document addressed the original committee charges as well as issue that arose as the year progressed.

The original document was presented to the Office committee for its approval in September for 2017.

Purpose

Area 16-Georgia/Georgia State Assembly (GSSA) is a Business and Historical archive. Area 16 maintains a collection of records of the Area Assembly, Business Meeting Minutes, and Office Committee Minutes. Historically, we want to maintain items of AA in GA as a whole and the items which originate in the Area 16 and/or have a Georgia connection by Area 16 member or location.

Archives Statement of Purpose:

Consistent with A.A.'s primary purpose of maintain our sobriety and helping other alcoholics achieve recovery, the Archives of Area 16-Georgia/GSSA will:

1. Receive, classify and index all relevant material, such as administrative files and records, correspondence, and literary works and artifacts works considered to have historical importance to Area 16- Georgia/GSSA;
2. Hold and preserve such materials;
3. Provide access to these materials, as determined by the Archives Review 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;
4. Serve as a resource and laboratory to stimulate and nourish thinking;
5. Provide information to assist and nourish learning;
6. Promote knowledge and understanding of the origins of and goals of Area 16-Georgia/GSSA.

Duties and Responsibilities of Archives Committee Chairpersons

1. Work with GSSA Treasurer to establish and create a Budget for the next years of operations.
2. Communicate with the Office manager to regularly talk about WORK DAYS and the GSSA Office /Archive.
3. Prepare Workshop agenda for the GSSA Assembly's (Jan./May/Sept.)
4. Create 300 –word article for the Georgia Message about Archive Activities or significant historical events pertaining to Georgia AA.
5. Develop a working relationship with the other Committee Chairs and Co-Chairs to establish continuity within the GSSA structure.
6. Perform all necessary duties and attendances within the GSSA structure that will promote the Archives availability.
7. Chairperson shall brief and explain all necessary information to the Co-Chair for continuity within the Archive Committee's in its operations.
8. The Chairpersons shall share the attendance duties for the state events equally as possible depending on the individual circumstances, as they are communicated.

Submitting Items to Area 16-Georgia/GSSA

1. All donations will be given to the Office Manager.
2. A Deed of Gift * must be completed and signed by the donor or Archivist/Co-chair.
3. All donated items will be presented to the Review Committee.
4. The Review Committee will consist of the Office Manager, Archives Chairperson, and the Office Committee Chair. * See Appendix 1

Contents of the Area 16-Georgia /GSSA Archive

The first purpose is to collect and maintain all documentation pertaining to the business of the GSSA. This includes but not limited to the following:

1. All Meetings minutes.
2. All reports.
3. All financial statements.

The second purpose is to collect and maintain documentation that chronicles history of Area 16- Georgia/GSSA. The determination of what will be collected is to be made by the Review Committee. This committee will be composed of the Office Chair, Office Manager, and the Archives Chairperson.

All submissions will be determined by using the following questions:

1. Does the item in question have to do with the founders or early days of AA?
2. Do the records or events lead to the founding of AA in Georgia?
3. Is the donated document/item the original? (Not a fax, reproduction, or copy)?
4. Does the item being donated belong to the person donating the item? (Right of inheritance, reproduction, purchase, gift)
5. Do we have the same item? (uniqueness)
6. Did the event or document originate in Area 16 and/or have a connection by an Area 16 member or location?
7. Would this artifact be better suited to another archive?
8. Is this item displayable?

Security for Archives of Area 16- Georgia/ GSSA

1. Any item loaned out must have a Loan document * signed with the return date on the document.
2. The office staff will have access to the key to the Archives room.
3. The Archives Chairperson, Co- Chairperson and the office staff will have keys to the display cabinets.
4. The Archives Chairperson and Co-Chairperson will be responsible for the display cabinets during Assembly and GSSA functions.
5. All visitors to the Archives room must sign in. * See Appendix 2

Disposal of Tapes

1. Tapes which have been given to GSSA will be reviewed to determine the significance to Area 16 – Georgia (ex. Current or past Delegate, Area 16 event, GSSA Service Assembly, etc.)
2. Check tape to see if it came from a Taper or if an individual made a copy.
3. If tape is from a Taper and is significant to GA, then digitize tape and keep original.
4. If the tape is not from a Taper or it is not from Area 16 then the tape may be given away.

Appendix 1

Georgia State Service Assembly (GSSA)

— DEED OF GIFT —

I, the undersigned Donor, donate and convey the following material to Georgia State Service Assembly, a Georgia non-profit association, for the use by the GSSA of Alcoholics Anonymous ("G.S.S.A. Archives"):

Description of Donated Material: _____

This Donated Material, and any future additions I may make to it, shall be preserved, organized and made available for research and related uses in accordance with the G.S.S.A. Archives access and use policies. The G.S.S.A. Archives may display any Donated Material in its onsite exhibit room with or without attribution, as may be appropriate, in the sole discretion of the G.S.S.A. The G.S.S.A. Archives staff may use the Donated Material, and/or digital surrogates, for presentations or offsite exhibitions at events held within Alcoholics Anonymous. The G.S.S.A. also may convert the Donated Material into a new medium, for example, a hand-written letter may be scanned and converted into a digital file and used in the new format. G.S.S.A. Archives, in its sole discretion, is authorized to dispose of the Donated Material outside of its Collection Scope and/or material deemed to be not of enduring historic value, in accordance with the Archives Deaccession Policy. I transfer, convey and assign any literary and copyright rights, title and interest that I possess to the contents of the above described Donated Material (including future additions I may make to it) to G.S.S.A. Archives within the limits, if any, stated below.

Additional Terms and Conditions: _____

I affirm that I have the authority to donate this Donated Material and agree to all terms and conditions of this Deed of Gift.

Name: _____ Address: _____

Signature _____ Email: _____ Date: _____

Receipt of the material listed above by Georgia State Service Assembly, a Georgia non-profit corporation, for the use by the G.S.S.A. Archives is hereby acknowledged and accepted.

Georgia State Service Assembly:

By: _____ Signature: _____ Date: _____

Deed of Gift Addendum for collections with electronic records The Donor acknowledges that the G.S.S.A. Archives acquires the Donated Material with the intent of making it available for an indefinite period of time. The G.S.S.A. Archives may need to transfer some or all the Donated Material from the original media donated to new forms of media to ensure its ongoing availability and preservation. The Donor grants the G.S.S.A. Archives rights to make preservation and access copies of Donated Material in the collection and to make those copies available for use, in accordance with G.S.S.A. Archives policies. The G.S.S.A. Archives may need to digitize or migrate Donated Material provided in electronic content or transfer such content from original storage media as donated to another storage device (e.g., hard drive, CD, DVD, USB). In the process of undertaking the above tasks, deleted files or file fragments, passwords, encrypted and personal information may be discovered. The G.S.S.A. Archives will not retain, preserve or provide access to any data or personal information discovered as a result of the above described processes.

Material Not Retained by the G.S.S.A. Archives: The G.S.S.A. Archives reserves the right to reject data transfers at any stage of processing. In the event that the Archives locates duplicative content within the collection or content that is not of enduring historical value, the Archives may remove, discard and/or destroy said material. The Archives will not knowingly accept any content deemed unsafe or dangerous (i.e., various types of computer viruses or malware) and reserves the right to destroy Donated Material containing such. Please indicate if donated media carriers for born digital content should be returned.

☐ YES, return to Donor.

☐ NO, the G.S.S.A. Archives may destroy media after content has been migrated to new storage media

I, _____, understand and agree to the terms and conditions outlined in this Deed of Gift Addendum.

Signature, _____ Date- _____

GSSA

Loan Document

User's Name: _____

User's Signature: _____

User's Phone Number: _____

User's Email: _____

Description of Material: _____

Anticipated Duration: _____

Date Material Withdrawn: _____

Date of Material Returned: _____

******* TWO WEEK LIMIT ON LOANS*******