

Area 75 Archives Report  
Agenda Planning  
January 23, 2005

If you remember nothing else from my report PLEASE remember this:

Put the full date on everything. (Day, Month, Year) From District meeting lists to Area 75 Proposals. It becomes difficult and time consuming when the year is not included. Example: I can come up with the year when I have Sunday, January 23<sup>rd</sup>, but if the day of the week is not included it is almost impossible to figure out what the year was and the item becomes useless. It may seem trivial or silly when everyone knows what year it is now, but what happens after a few years go by and someone is looking at the item wondering when that was.

I brought our Group History binders today for you to look up your home group. If you don't find your home group in the binder don't worry, I also brought blank Group History forms with me today. I am asking that you research your Home Group and send the form to me so that it will get into the binder. You can help by making copies and passing them on for other groups to.

The Archives has been receiving district meeting minutes from most of the districts now. I want say thank you for sending them and allowing me to keep your district alive in the history of Area 75. Many districts now are circulating lists of when and where their meetings are and I am concerned that I am not getting copies of these. Please send not only district meeting minutes and meeting lists but also district flyers for mini conferences, workshops, or any other item that your district wants in their binder. When a flyer is sent; please follow up with a program if one was provided at the function.

*Newspaper  
Articles*

These items have been being sent by the district's secretary. I am happy to say that more and more districts now have a district archives chair that has taken over that responsibility. PLEASE inform me of who your district archives chair is or have them contact me with the following information; their phone number; address; and email address if they have one.

At our Fall Conference I was voted in as the Area 75 Archivist. As suggested by GSO it is the only non-rotating position. Area 75 now also has an Archives Chairperson: Terry R. [redacted] accepted the two year term for this position. All District Archives Chairs are part of the committee and participate in developing policy and procedures. On the table you will find the AA guidelines for Archives from GSO describing all of this more clearly. Or go to: [http://www.alcoholics-anonymous.org/default/en\\_pdfs/mg-17\\_archives.pdf](http://www.alcoholics-anonymous.org/default/en_pdfs/mg-17_archives.pdf)

Area 75 Chair, Howard P. [redacted] has agreed that it would be in the best interest of Area 75 to establish an Ad Hoc committee to research a rented facility to house the Area 75 Archives materials. The facility would provide enough space so that researchers can access materials and provide space for bookcases, file cabinets, and tables so that the archivist and volunteers have room to work on expanding the collection. At Howard P. [redacted] request, Nancy S. [redacted] will head the Ad Hoc committee.

Thank you for allowing me to serve you,  
Nancy S. [redacted]  
Area 75 Archivist

[redacted signature block]

APPENDIX 4

*John,  
I will e-mail  
this to you also.*