

Purpose: The purpose of the Archives Committee is to preserve business and historical records of ACA, put the information in searchable format, and make the appropriate information available to the Board of Trustees, the employees of the Distribution Center and the fellowship of ACA.

The Archive Committee had its first meeting on August 8, 2019. The following members attended:

Chair: Marcia J.

Vice-Chair: Charlie H.

Members: Toni P., Laura L., and Sarah O.

Suggested Timeline for first year—the committee will begin by addressing the following areas:

- Maintenance and availability of documents required by the OPPM. At present, these include a yearly book of minutes of all meetings of the board and a yearly book of motions.
- Work with the Board of Trustees and the Operations Manager to create a Document Retention Policy and establish a DRP Manager.
- Look into solutions for the gathering and storage of email business correspondence.
- Do a document inventory to establish the existence and/or location of the documents listed in the DRP.
- Begin a strategic search for missing documents.
- Interests of individual committee members.

Membership: Those who wish to take part in this committee need to come to it with an idea of what they want to work on. Members of the committee will be responsible to research best practices for their area of interest and write a proposal for the action they would like to take. This will be reviewed by the committee and sent to the Board of Trustees for approval, at which time those involved can begin their activity. They may also involve themselves in the search for missing documents or work with the Website and Database Committee to come up with suggestions for the gathering and storage of email. Members can choose to work together on a project of joint interest.

The following projects were decided upon:

Marcia J.: Research on document retention and disposal plans
Establishment of an ACA Library
Creating Historical Books of Minutes and Motions

Toni P.: Research on the history of the creation of the Big Red Book

Laura L.: Uploading historical board documents onto the Archives Repository Channel
ComLine Library Project

The committee had a demonstration of preparing a Project Proposal, and approved a Deed of Gifts document.

Anyone interested in participating in the committee can contact Marcia J. at archives@adultchildren.org
Committee meetings will be held on the first Thursday of every month.