

## ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT

May 14, 2022

Third Sunday of each month 1:30 PM Eastern

**Chair:** Marcia J. Iowa USA  
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**Vice-Chair:** Alicia L.  
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**Board Liaison:** Charlie H. Virginia  
[chair@adultchildren.org](mailto:chair@adultchildren.org)

• Amy R., Israel	• Alicia L. CA USA	• Erin L., CA USA	• Kadri Liisa M., Estonia
• Kathleen S., CA USA	• Sally P. CT USA	• Laura L CA USA	• Zoe H., CA USA

### **Goal 1: Gather and process documents and recordings.**

**Objective 1:** Scan all documents in our possession.

**Objective 2:** Sort and process all documents and recordings in our possession.

**Objective 3:** Continue search for missing documents and recordings.

### **Goal 2: Make archival materials available to the fellowship.**

**Objective 1:** Set up and activate Preservica as an ACA Archives Library

**Objective 2:** Decide on cataloging policies and create an accessible ACA Archival Library

**Objective 3:** Create materials to help Regions, Intergroups and Meetings archive their historical documents.

### **Goal 3: Safe storage of archival materials at Signal Hill**

**Objective 1:** Take inventory of archival print materials and memorabilia held at Signal Hill.

**Objective 2:** Decide if materials are safe from water, fire, or other natural disasters.

**Objective 3:** Research methods and materials needed to preserve items safely.

## **The following activities happened in April 2022:**

### **1. The Oral History group**

The committee met on May 17. It was a small meeting, possibly because no email was sent out: the announcement came out on Slack only. The committee will change this for their next meeting. The next meeting will be held on May 14 at 1:30 PM Eastern. Two people stepped forward to take on vice chair duties. All materials have been transferred to Google Docs from Dropbox by Marcia, so leadership is going through those and getting a sense of how they want to proceed. A list of tasks that can be shared now will be sent to the committee members so those who are anxious to get started will have something to do. The committee is also getting its goals and objectives in order.

Archives has not been able to reach an agreement as to whether Oral History should be a separate committee. The emphasis of the Archives Committee is going to be gathering, preserving and making documents available to the fellowship as well as creating policies for document retention on a wider scale within the fellowship. Part of this is already happening with moving all ACA document storage to Google Docs. These are the discussions our committee will be involved in. The Oral History Committee will be creating content. This really is a different focus for the future.

Archives and Oral History are in separate Collaboration Committees. The Content Collaboration Committee is willing to support Oral History as a separate committee or as a part of Archives.

2. Materials are being uploaded into the online catalog. Marcia is learning a new classification system, and is researching answers to questions from the Preservica site and by contacting other institutional users. Launch date will be decided after the AWC.
3. Alicia L. has agreed to serve as Archives Vice Chair and was accepted by a motion of the committee. The motion will be forwarded to the Policy and Structure Committee.
4. Books of Motions from 1983 through 1997 are being retyped and will have a searchable table of contents like the latest Books.