

ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT

June 11, 2022

Third Sunday of each month 1:30 PM Eastern

Chair: Marcia J. Iowa USA
archives@adultchildren.org

Vice-Chair: Alicia L.
archivesvc@adultchildren.org

Board Liaison: Charlie H. Virginia
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Objective 3: Create materials to help Regions, Intergroups and Meetings archive their historical documents.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 May 2022:

- **Oral History Committee** The committee met on May 14, 2022 and approved their mission statement.

The Oral History Committee is charged with interviewing members of and individuals associated with the fellowship in order to gather and preserve historical information for ACA.

They have tentatively identified the following work groups within the committee:

- Protocol Subcommittee- Vetting Process.
- History of background research
- Release Forms
- Interview Questions
- Workflow Procedures

Next meeting will be Jun 18, 2022 at 2:30 PM.

- **Archives Committee** The committee met on May 4, 2022 . The following was discussed:
 - The status of the Oral History Group. It is organizing as a committee and is aligned with the Content Collaboration Committee, but some Archives committee members think it should remain as a subcommittee of Archives. The topic was tabled to be taken up at our next meeting.
 - **Preservica:** Information has been uploaded and a meeting was held with the Secretarial team, IT, Archives Chair and Vice Chair as well as the Board Chair. It was agreed that committee reports would be saved by committee rather than the date of the TC for which they were written. It was also decided that a controlled vocabulary needs to be developed specific to our organization so that the search will be easier for the fellowship. Marcia will discuss controlled vocabularies with a new committee member who has experience as well as with a Librarian using Preservica in Storm Lake, IA. Alicia will do research on how the search process works in Preservica. When we have decided on our search method and vocabulary, we will start posting monthly reports on Preservica.
 - Alicia L. was elected as Archives Vice Chair at our meeting on May 4, 2022 .
 - We are going to try meeting on the 3rd Sunday of each month at 1PM Eastern in order to make meetings more accessible to those who have full-time jobs and those who live outside the USA.