

THE ACA WSO ANNUAL COMMITTEE REPORT

Committee	
Name of Committee:	Archives
Type of Committee (standing, ad hoc, other):	Standing
Collaboration Committee Reports to:	Policy & Structure

Inception Date	Sunset Date
Reestablished on March 10, 2018	

Chair / Vice Chair (<i>First name, Last Initial; State or Country</i>)		
No Chair		
Members (<i>First name, Last Initial; State or Country</i>)		
Marcia J. (Past Chair) IA/USA	Alicia L. CA/USA	Laura L. (emeritus) CA/USA
Kathleen S. CA/USA	Erin L. CA/USA	
Sally P. CT/USA	Kadri Liisa M. Estonia	

Statement of Purpose
The Archives Committee collects and preserves the business and historical records and artifacts of ACA in the form of digital records, and written documents. The committee makes the information and materials available to the Board of Trustees, the employees of the Distribution Center and the fellowship of ACA in an organized and convenient manner.

Bullet list of committee activities since the last ABC, May 2022
Goal 1: Gather and process documents and recordings. Goal 2: Make archival materials available to the fellowship. Goal 3: Gather and Process Oral Histories. Goal 4: Safe storage of archival materials at Signal Hill.

Tasks Completed
<ol style="list-style-type: none"> 1. Oral History Subcommittee formed. 2. Set up an organizational plan for Preservica. 3. Attended Preservica workshops as well as other online training. 4. Became familiar with the Dublin Core Metadata format. 5. Set up some worksheets to enable elements of Dublin Core to be standardized. 6. Began upload of ACA documents. 7. Created a trifold pamphlet describing the work of this committee that can be sent out to those expressing interest. 8. Researched fire-proof storage for archival documents at Signal Hill and made a recommendation. 9. Joined the Policy & Structure Collaboration Committee.

Detailed descriptions, as needed

Uploading and cataloging information is an ongoing project that will never be finished. Creation of templates that can be used by others who are not trained catalogers will also be ongoing.

1. In early 2022, Marcia J. took the initiative to make use of WSO Traveler to solicit volunteers to form an oral history sub-committee and 50 ACAs met with her on Zoom, many with experience in broadcasting, doing surveys, librarian work and related skills who had not previously been active in WSO service work. Over the next few months several Zoom meetings developed what is presently a subcommittee (see above) with a list of potential interviewees, a release form and a general plan for doing this important historical work during 2023.
2. In order to attract volunteers and to provide an overview of the work of Archives, we developed a trifold handout for this purpose, now available through WSO. We also recommend making regular use of WSO Traveler to inform the fellowship and encourage participation in Archives by volunteers. Discussion of a need for a brochure to help Intergroups and Regions/Countries organize their archival materials is in progress, along with discussion of how these materials can possibly be integrated or made accessible through the WSO Preservica platform in 2023.
3. Having achieved the 2021 goal of getting several unsorted boxes of archival materials scanned and indexed, Archives spent several months reviewing software platform options for permanently uploading ACA Archival records to the cloud. Preservica was finally selected and purchased for this purpose. Marcia J., long-time Archives Chair and former WSO Board Secretary, retired from her role as Archives Chair and took up a newly created position as WSO Archivist, where she will devote her efforts to managing and creating this permanent structure utilizing Preservica in coordination with the Policy and Structure Committee in 2023.
4. Need for permanent fireproof storage cabinet(s) at WSO Signal Hill Headquarters was posed as a necessary component and goal, approved, and budgeted for 2023.
5. Website for archives documents established but content not yet up.

Goals for the year ahead

1. Marcia has left the committee and is doing archives as a volunteer. Her goals will be the same as those above. She can be reached at archivist@acawso.org
2. To decide the status of this committee.
3. To decide the status of the Oral History Subcommittee.

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/archives/>

Committee Contact information

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