

## ARCHIVES/ORAL HISTORY REPORT FOR FEBRUARY

January 13, 2024

Chair: Joe C [oh@acawso.org](mailto:oh@acawso.org)

**MEMBERS:** Gary M., Victoria H. (Norway), Marcia J. (Iowa, USA), Lenette H.,  
Laura L. (California, USA), Jodi M.

**Mission:** 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.

**The Archives Committee is not meeting currently. Work is continuing to set up the Preservica Archives. Marcia J. is the Archivist. If you have questions, please contact her at [archivist@acawso.org](mailto:archivist@acawso.org).**

- A. "Ready – Or Not" Emergency Preparedness Report was completed on January 18, 2024 by the Northeast Document Conservation Center. Representatives met with Bill D. and Janet to do a survey of the warehouse where our archives are stored. The report came back on January 29, and the committee still has to look through it to see what has been recommended and if any of the recommendations fall under our responsibilities as a committee. An initial reading indicates it does not say much about the actual collections. Much of what's involved with preservation, emergency preparedness, etc., has to do with policies and procedures and with what can be done regarding the room, building and the space around them to make sure that the actual archives are protected from water, fire, light, natural and man-made disasters, and other things that can damage them. To get advice about what needs to be done with the actual archives would require an archival assessment, which this program is not set up to do. However, the measures suggested may be ones we want to seriously consider.

**Mission:** 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.

- A. Gary has conducted three interviews with various individuals: Scott and Phyllis R., Josie E, and Sue N., Sue N., who had a history with Tony A. Josie E. might require more than one session.
- B. Gary shared his experiences using Otter for transcribing interviews, citing concerns about its accuracy. He outlined his process of editing the transcriptions and suggested adding a disclaimer. He would like suggestions on the use of Otter.ai
- C. Victoria H. is a new member from Norway. She has skill in transcription and is interested in being mentored by Gary in how to do interviews. Jodie has also expressed interest, but was not at this meeting.

**The Oral History Subcommittee currently meets on the third Thursday of every month. Please contact Joe C. if you are interested in participating.**