

**2017 FALL ASSEMBLY
ARCHIVES REPORT TO THE AREA
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Now that it has been decided that the archive is going to be put into an electronic format, we have begun that project. Chris C has set up a Drop-Box account and has begun to establish a system of filing the contents. Some of the features of this product are:

1. Ability to access from any browser. No special software needed.
2. Naming of folders and files (for example only; some things will change depending on the approval of the Archives Guideline)
3. Ability to decide who can add/edit and who can only view. Additional privileges granted by email address.
4. Security: links sent as needed so no logins are required. Easy peasy.
5. Here is what's available in the DropBox account currently (though file names may need to be changed, depending on what is decided with the archives guideline):
 - a. Area files for this year
 - b. Any digital versions that Chris C had saved during her time in the program
 - c. ALL of District 1's paper files that were in the Archives Tote have been scanned and added. It took 4 days to accomplish. The amount of paper scanned was two HUGE binders full.

The next step is to organize volunteers to scan the documents in order to put them into the electronic files. Chris has a detailed procedure to share with the committee so they will have what they need to know to accomplish this. I also have some books that Chris was able to get scanned and now we will need to determine what to do with those documents now. Most of the minutes from meetings and assembles, once they are scanned, have little or no intrinsic value and could probably be shredded.

There are also many items that have been saved in the WSO archive and I feel that it is redundant to have those things saved in our archive. Those books, pamphlets, and forum magazines would be of value to some members of Utah's Area Al-Anon so I think the committee should have a discussion and decide the best way to make those available to the members in a way that will benefit the area financially.

Then there are some items that I think we need to keep in the format that they are in but we need to copy or take pictures of them to preserve them. Some of those things are part of the displays that you see here today.

I'm really looking forward to having the archive in a place where it is more available to the general membership of the Area and I want to thank Chris C and Patrick M for the work they

have done and thank, in advance, all of those who will be helping us to get our archive digitized. If this kind of service seems interesting to you, please speak with me about joining the team. PLEASE VOLUNTEER TO HELP ON THE ARCHIVES COMMITTEE! MANY HANDS MAKE LIGHT WORK.

Here are some other things to think about, going forward:

1. For things that are created electronically, do we need to retain a paper copy as well? When should the paper copy be retained? Can we just go digital from here on whenever it makes sense?
2. Put together an Archives Workshop with information for the district and group level with detailed instructions on what to keep and how to store it properly. District Reps, please think about adding an archives workshop to your events next year.