Utah Area Archives
Guideline

The purpose of this guideline is to describe the procedures for establishing and maintaining the Utah area's archives in addition to offering direction to those who attempt to uphold these procedures. These guidelines are not intended to replace the information in the Al-Anon/Alateen Service Manual but instead provide a supplement to the Service Manual.

1. **The following categories of items need to be maintained within the Utah Area Archives:**
   a. Area specific memorabilia with intrinsic value
   b. Area specific items with historical value
   c. Delegate specific service items
   d. Examples of items that should be archived are as followed but not limited to minutes from Area Assemblies, Areas Officer and Coordinator reports, AWSC meeting minutes, Thought and Task Force reports, KBDM documents, minutes of special presentations or activities, skits, and flyers.
   e. Examples of items that would not be maintained in the Archives include items archived at the World Service Office (Forum Magazines, Conference Summaries, Conference Approved Literature (other than first editions or autographed copies,) love gifts from the World Service Conference, trinkets, bookmarks.
   f. Documents containing lists of member names, addresses, or phone numbers should not be archived.
2. **Items maintained within the Utah Area Archives need to follow a standard naming convention to include the following.**
   a. Short Description
   b. Date
3. **Items maintained within the Utah Area Archives need to be indexed for both record keeping and searching proficiencies.**

a. Alphabetically by type (flyers, minutes, skits, etc.)
b. Chronologically by date and or panel term
c. Stored and accessible on the Utah Area Website
d. Metadata identifiers

4. **The following procedures need to be utilized in determining which items to discard when dealing with both current and future possible archived elements.**
   a. What is the current intrinsic value
   b. What is the possible future intrinsic value
   c. Are items tangible (physical objects v. words or text)
   d. Would we loose intrinsic value if only a digital copy   existed?

5. **The following procedures need to be utilized in discarding of both current and future archived items.**
   a. Physical items deemed to contain little or no intrinsic value in relationship to maintaining their existence within our Utah Area Archives can be auctioned off to Utah Area members.
   b. Utah Area Archives coordinators and committee members must exercise the upmost care in efforts to apply total anonymity when presenting items for auction.
   c. Physical items deemed to contain little or no intrinsic value in relationship to maintaining their existence within our Utah Area Archives should to be displayed at Area Assemblies.
   d. Items deemed to contain little or no intrinsic value in relationship to maintaining their existence within our Utah Area Archives that have not been auctioned or distributed to Utah Area members will follow a proper disposal procedure of shredding or recycling.

6. **The following procedures need to be utilized when storing physical & tangible items that meet the Utah Area Archive criteria.**
   a. Hard copy records to be stored in acid free folders, boxes & photo sleeves.
   b. Storage facility should mitigate all possible deteriorating conditions by providing a cool, dry environment that will protect from external elements.
   c. The Utah Area to determine storage facility location taking into consideration the Utah Area Archives Guidelines. *

7. **The following procedures need to be utilized when storing digital or digital files of achievable items.**
   a. Digital copies to be made of all tangible and or physical items deemed to have intrinsic value.
   b. Digital copies need to be stored in 2 separate digital formats such as the creation of a cloud account and an external storage drive.

c. External storage drives should be kept in a separate location from the physical archives storage location.

d. Index of digital files should be stored and accessible from the Utah Area website.

e. Archive Coordinator and Archive Committee members should review digital format. As an example, PDF file formats are the current technology formats.

8. **Utah Area archived items need to be accessible to Utah Area members. The following procedures need to be applied in creating access to the Utah Area digital archived files.**

   a. Anonymity of members along with the integrity of archives should take precedence when allowing access to digital files.

   b. Security standards need to be developed and maintained.

   c. Area officers (Archives Coordinator, Area Chair, Delegate) should maintain security credentials.

   d. Security credentials to be distributed through Utah AWSC members. Archive Coordinator to provide District Rep, District Rep to provide Group Rep, and Group Rep to provide group member.

   e. Security credentials will need to be updated on regular intervals. These updates to take place whenever there is a change in Utah AWSC panel, a change in Area Officers that maintain security credentials, and on an annual basis.

9. **The following procedures need to be applied in creating access to the Utah Area physical archives.**

   a. Digital archive file should be utilized first if available and if it meets the needs of requesting member.

   b. Archive coordinator along with the archive committee should create checkout procedures in efforts to track physical archived items requested and obtained by area members. These procedures should be reviewed upon formation of a new archive committee. If procedural changes are needed they should be presented to the guidelines committee and approved by GR's.

   c. Archive coordinator along with the archive committee should explore possible technologies for checkout fulfillment. This might be similar to an assets management and tracking application. (Research app store)

   d. Archive coordinator and committee should create procedure addressing non-returned items. These procedures should outline the inquiry and retrieval process utilized by archive coordinator and Utah AWSC members. If procedural changes are needed they should be presented to guideline committee and approved by

GR's.

10. **All Utah Area AWSC members including District & Group Representatives when providing achievable items to the Utah Area should apply the following procedures.**
    a. Utah Area AWSC members need to adopt a digital reports distribution policy providing both the Area Secretary and Area Archive Coordinator with a digital copy of all reports and presentations.
    b. Utah Area Archive Coordinator should work with the Utah Area Website Coordinator to establish a portal for uploading digital files.
    c. Utah Area AWSC members including District & Group Representatives should bring physical items to area assemblies in efforts to pass them onto the Utah Area Archives Coordinator.

11. **The Utah Area Archives Coordinator has the ability to implement and form a Utah Area Archives Committee. The purpose of such a committee will be to assist in the implementation and supporting of Utah Area archives guidelines.**
    a. The archives committee should assist in reviewing archive guidelines and procedures.
    b. The archives committee should assist in reviewing archives security access and credentials.
    c. The archives committee should assist in reviewing technologies for implementing and supporting archive guidelines.

* This topic needs to be discussed by the area in efforts to not only provide a safe and secure environment per the guidelines, but also taking into consideration the ability for future archive coordinators to accept the position.

Revision History

Date	Contact	Revision
March 11th, 2017	Christopher Swan	Created outline and first draft
August 31, 2017	Christopher Swan	Implemented suggestions from Spring Assembly 2017 changed the word "electronic" to digital
September 30, 2017	Christopher Swan	Presented to Fall Assembly. Was approved by the assembly as written.
September 19,2020	Patrick Murphy	Reviewed by the Guidelines Committee. Administratively restored missing paragraphs 1d, 1e, 1f. Corrected minor grammatical and formatting errors.