



Alcoholics Anonymous New Zealand Archives Collection Policy

Mission

The mission of the Alcoholics Anonymous New Zealand Archives is to document permanently the work of Alcoholics Anonymous in New Zealand, to make the history of the organisation accessible to A.A. members and other researchers, and to provide a context for understanding A.A.'s progression, principles and traditions. It is the responsibility of the Archives on behalf of the Fellowship to record the oral and written history of Alcoholics Anonymous and to capture the memory of those who came before us.

Purpose

Consistent with A.A.'s primary purpose of maintaining our sobriety and helping other alcoholics achieve recovery, the Alcoholics Anonymous Archives will:

- Receive, classify, and index all relevant material, such as administrative files and records, correspondence, audio recordings, literary works and artifacts considered to have historical importance to Alcoholics Anonymous in New Zealand.
- Hold and preserve such material.
- Provide access to these materials, as determined by the archivist in consultation with the General Service Board Archives Sub-Committee, to members of Alcoholics Anonymous and to others who may have a valid need to review such material, contingent upon a commitment to preserve the anonymity of our members.
- Serve as a resource to stimulate and nourish learning.
- Provide information services to assist the operations of Alcoholics Anonymous in New Zealand.
- Promote knowledge and understanding of the origins, goals, and programs of Alcoholics Anonymous in New Zealand.

The Alcoholics Anonymous New Zealand Archives Collection (referred to as the AANZ Archives) is administered by the G.S.B. appointed archivist. The policies, procedures, and projects of the AANZ Archives are overseen on behalf of the fellowship by the General Service Board Archives Sub-Committee (referred to as the Archives Sub-Committee).

Alcoholics Anonymous New Zealand Archives

The AANZ Archives consists of two main types of materials: historical materials and the organisation's records including financial and administrative documents. The archives also contain memorabilia or artefactual items, which include material having a display value, but not necessarily historical value, as well as items significant to the origin and development of A.A. in New Zealand.

The foundation of the archives collection includes books; pamphlets; directories; Mainstay materials; G.S.O, Conference, Convention, Board, Area Assembly, Intergroup and District reports, minutes, newsletters; local meeting lists; written histories, biographies, and obituaries; photographs, audio recordings; and more.

Scope and Purpose

The scope of the AANZ Archives is to provide a sense of A.A.'s past to the Fellowship and to create a context for understanding and valuing A.A.'s historical milestones and Traditions. The archives will serve A.A. members along with interested communities such as sociologists, historians and other professionals interested in exploring A.A.'s roots and growth in New Zealand.

The main purpose of the archives, consistent with A.A.'s primary purpose, is to keep the record straight so that myth does not predominate over fact as to the history of the Fellowship.

The purpose of the Archives Sub-Committee is to make recommendations to the General Service Board regarding on what it believes should be done and what limitations, if any, should be set regarding access and accommodation of material.

The AANZ Archives collects materials at all levels of Alcoholics Anonymous including groups, Assemblies, Intergroups, Districts, General Service Conference, National Convention, and the General Service Board. However, if a local group, area or intergroup would prefer to collect their own archives then the AANZ Archivist can provide advice and support for establishing or maintaining those archives.

The AANZ Archives' acquisition priorities include, but are not limited to:

- Publications released by NZ G.S.O., including books, directories, annual reports, surveys, booklets, pamphlets, magazines, newsletters, service pieces, public service announcements, press releases and other media relations material, and more.
- Minutes, reports, and other documentation from the New Zealand G.S.O. G.S.B meetings, committee meetings, Conferences, Conventions and Area Assemblies, Districts and Intergroups.
- Business papers, annual reports, financial information, and correspondence (letters and emails) that includes decisions or details about specific groups and/or members.

- The Mainstay magazine, and other materials produced by the Mainstay team including administration documents.
- Audio-visual collections including photographs, videos, and sound recordings significant to A.A.; recordings of General Service Conferences, Conventions, as well as other significant events, speeches and talks by early A.A. pioneers, G.S.B. trustees and other individuals; and more.
- Memoirs, speeches, biographical information, and obituaries of A.A. members
- Personal papers of NZ G.S.B. Trustees and other significant figures, both alcoholic and non-alcoholic, including early A.A. pioneers. These may include correspondence, journals, diaries, scrapbooks, photographs, manuscripts, speeches, obituaries, awards, and artifacts.
- Oral histories and stories of figures significant to the national operations of A.A.
- Written histories on all aspects of A.A. in New Zealand
- Asia Ocean Service Meeting records including annual and conference reports, delegate summaries and historical materials

The AANZ Archives will adopt a Grandparent date of 1975. This means that there will be types of archives that are retained by the Collection that are older than 1975 that we would no longer accept future donations of. These include but are not limited to:

- Material published outside NZ G.S.O. that describe the program of A.A., the problem of alcoholism generally, or that otherwise have significance to the organization, such as books, articles, speeches, reviews, television, and media programming, and more.
- Original newspaper articles (these will be scanned digitally and returned to the donor unless disposal is requested)
- Books including the Big Book unless provenance is significant to Alcoholics Anonymous in New Zealand
- Material published by the New York G.S.O due to the importance of these materials to the founding members of A.A. in New Zealand

The AANZ Archives will not collect the following:

- The AANZ Archives does not seek to acquire collections developed outside of New Zealand or collections that would be considered more appropriate to be collected by another entity within Alcoholics Anonymous
- Drafts, raw statistical data, or incomplete documents
- General correspondence including notes or emails that does not include decisions or specific details about Alcoholics Anonymous in New Zealand
- A copy of an item or archive that already exists within the Collection

- Entire collections of archives/items that include non-A.A. related materials. Each item will need to be considered individually and some items may be declined
- Items that are in disrepair and would require extensive conservation treatment
- G.S.O. day-to-day administrative documents such as bank statements, P.A.Y.E., receipts, invoices, literature orders and stock, to-do lists, emails, CV's, employment information etc
- Materials where ownership is not clear

Due to space limitations at the General Service Office, the archives cannot collect everything offered by potential donors. However, every item offered will be considered by the archivist and the Archives Sub-Committee and while an original item may not be retained, consideration will be given to creating a digital copy.

If you require more information about donating items to the AANZ Archives, please contact the archivist at archives@aa.org.nz for more information.

Donating Materials

Materials donated to and accepted by the AANZ Archives become part of its repository. Only documents and items that meet the requirements of the Collection Scope within this policy and the Archivist Guidelines will be accepted into the AANZ Archives. Donated items are free of access restrictions unless the contributor stipulates temporary limited access to certain sensitive materials. It is the AANZ Archives policy to protect the personal privacy of the contributor.

It is the AANZ Archives policy to verify, where appropriate and necessary, rightful ownership of materials that are offered to the collection, and to seek title to the donated property. All donors will be required to sign a Deed of Gift Agreement acknowledging their transfer of ownership rights to the AANZ Archives. This Deed of Gift Agreement also includes an assignment of copyright section.

Any collection items accepted by the archives will be organised and preserved in acid-free containers, when possible, which involves hand labour and costs for archival supplies. Donations that require expensive conservation, special housing, intensive processing, or other excessive demands on the archives' resources may not be accepted.

The AANZ Archives does not purchase archival records, books, or artifacts. Items will only be accepted by donation.

A collection assessment will be completed for all potential donations by the archivist to be submitted for approval by Archives Sub-Committee. The collection assessment will include the details of the donation, the relevance and appropriateness of the item(s) for the AANZ Archives, any conditions placed on the donation and will include a recommendation for acceptance from the archivist if the item meets all the required standards set out in this AANZ Archives Collection Policy.

Archival material should not be sent to the General Service Office until requested by the archivist. This ensures that materials that are not suitable for the AANZ Archives are not received. If this does occur and the sender is not able to collect the archives, then they will be appropriately disposed of following the same process as deaccessions.

Contact the archivist by email at archives@aa.org.nz or in writing to Unit 2, 30 Downer Street Hutt Central, Lower Hutt, 5010 if you would like to discuss donating items to the AANZ Archives Collection.

Archives Storage and Care

To maintain ideal preservation and professional archival standards, the AANZ Archives will be stored in a rented space rather than in an individual A.A. member's home. Renting space for the archives eliminates both any appearance of it being a "private collection," and any problems that might arise later regarding issues of ownership following the death or departure of a custodian. The archives should only be stored at an individual A.A. member's home temporarily if the rented space is no longer deemed appropriate for storage and only until a new rented space is acquired.

The current storage location for the AANZ Archives is at Unit 2/30 Downer Street, Hutt Central, Lower Hutt 5010. The digital files are stored on-site along with a backup in the possession of the Chair of the Archives Sub-Committee. This is to ensure if there are any malfunctions to the technology on-site or any damage to the physical property in Lower Hutt than the backup digital files will become the primary source.

To the best of our ability, we will store all archives in acid-free folders and boxes to ensure the longevity of the materials.

The Role of the Archives Sub-Committee

The Archives Sub-Committee is responsible for establishing and maintaining policies, budgets, and procedures relevant to the AANZ Archives. Through its group conscience, it undertakes and maintains final responsibility and authority for the use of the archives. In all its actions, the Archives Sub-Committee are guided by A.A.'s primary purpose. Non-AA members may be asked to serve on the Archives Sub-Committee due to their interest, special knowledge, or expertise. However, these committee members will be people who are familiar with A.A.'s primary purpose and A.A. Traditions.

One of the most important functions of the Archives Sub-Committee is to establish a Collection Scope, defining and describing what the archives will and will not collect, and why. These parameters will guide the archivist in gathering material of historical significance and will reduce the amount of time and space spent collecting and preserving relatively insignificant materials. The Collection Scope is included within this policy and further guidance for the archivist will be included in the Archivist Guidelines.

This policy will be reviewed by the Archives Sub-Committee every 3 years (or upon request) in consultation with the archivist. Any policy changes will be sent to the General Service Board and the General Service Conference for final approval.

The Role of the Archivist

The Archives Sub-Committee will select a volunteer A.A. member to serve as the archivist, so that there will be a central administrator for the collection. It takes a considerable amount of time to become familiar with a collection of historical information. Therefore, it is recommended that the archivist not rotate frequently. The Archivist Guidelines document has been created to ensure that the process of rotating the role is as smooth as possible and that there is a high level of consistency between archivists. The General Service Board may employ a professional archivist on a case-by-case basis if

the Archives Sub-Committee have identified a project that requires more time or expertise than a volunteer can provide.

The archivist responsible for the collection, including documents, books, recordings, and artifacts. The archivist maintains the accuracy of the collection catalogue and ensures the ongoing care of the physical collection of archives. The archivist is also responsible for ensuring the protection of the anonymity of members, and the confidentiality of all A.A. records. The archivist regularly reports to the Board and Conference, giving updates on current projects. It is desirable that the archivist take at least an introductory course in archival science or library science (or have relevant experience). The Archivist Guidelines document provides detailed instructions for how the archivist should perform the required duties.

Archival Procedures

At a basic level, archivists do four things with an archives collection:

1. Organise it: Sort the collection by subject primarily and then chronologically. This is primarily for the organisation's documents.
2. Catalogue it: add each item or document to the excel spreadsheet to create a searchable list of all items in the AANZ Archives
3. Preserve it: rehouse the archival materials into acid free folders and boxes to ensure the longevity of the archives.
4. Let the Fellowship know about it: Create exhibits and displays, publish articles about the archives in a newsletter, provide research access, and give information to those who have questions.

As soon as an item is accepted by the archives, it will be organised, filed appropriately, and added to the inventory list. Each item will be entered into an excel catalogue which includes the details of the entire AANZ Archives.

Generally, materials will be housed in acid-free folders and boxes to stabilise, protect, and preserve them. Archivists will not perform any 'repairs` on a document or item that is not reversible, any significant repairs require a professional conservator. No documents will be laminated, nor will there be any cello tape, staples or paper clips used. Sometimes it may be necessary to seek outside professional help to ensure the integrity of an item, through conservation, repair, reformatting or digitisation.

Some archival items may be identified as significant to Alcoholics Anonymous in New Zealand. These items will likely be digitised and showcased on the A.A. website or at Conference. This will only be the case if the item does not breach any of the privacy requirements of A.A or the archives privacy classifications.

Classification of Archival Material

The AANZ Archives has the following classifications that are assigned to the materials based on their contents:

- A. Open to all
- B. Open to A.A. members

- C. Open with approval
- D. Closed (at this time)

This final classification means that it is not currently accessible to anyone as the donor may have requested the documents remain sealed for a certain period. However, as the AANZ Archives aims to remain as open as possible to the Fellowship, we will not accept any documents with the condition that the donor would like them to remain inaccessible forever.

A. Open to all

1. Material published outside A.A.
 - On AA specifically
 - Magazine articles on A.A.
 - Newspaper articles, TV/video recordings
 - Material on alcoholism in general (reprints, talks, newsletters, etc.)
2. Published within the Fellowship (available to the public)
 - A.A. books and pamphlets
 - Annual reports to the public
 - Surveys
 - International Conventions and publicity
 - Obituaries
 - Awards
 - Pictures of non-alcoholic, friends of the Fellowship, background
 - Access to scrapbook and obit books
 - Co-founders' biographical information
 - Historical material, background data on A.A.

B. Open to A.A. members

- G.S.O. published material (besides items in #A above)
- Bulletins, newsletters
 - World Directories or listings from them
 - Conference reports
 - Group history records
 - Photos: A.A. events
 - Selected tapes or cassettes

C. Open with approval-access requires review and approval of the Archives Sub-Committee

- Financial matters pertaining to G.S.O.
- Financial matters pertaining to the co-founders
- Correspondence between members and G.S.O.
- Correspondence of co-founders, members, groups, friends of AA.
- G.S.O. administrative papers; minutes, General Service Board matters, discussions
- Oral history tapes, transcripts
- General Service Conference tapes, transcripts, correspondence
- International Convention tapes
- World Service Meeting records
- AOSM Records

D. Closed at this time-not available to anyone because of sensitivity or contributor request.

Financing the Archives

In keeping with Tradition Seven, the archives will be fully self-supporting, declining outside contributions. The funding for the AANZ Archives is derived from an overall budget of the A.A. entity it serves, rather than through separate A.A. contributions. In this way, archival activity can better reflect the support of the membership and maintain the perspective of the entire range of Twelfth Step activity.

Loans

The AANZ Archives does not accept items into the collection on long-term loan and does not generally loan out any original records. Long-term loans create issues with the legal right of ownership and restricts the ability to care for the items appropriately. This is generally not a current practice by professional cultural institutions in New Zealand.

Short term loans to the AANZ Archives for digitisation or display purposes will be considered on a case-by-case basis by the archivist and the Archives Sub-Committee. A loan agreement will need to be signed by the archivist and the lender to ensure the care and privacy of the item is upheld.

Original records held within the AANZ Archives will not be loaned externally unless approved by the Archives Sub-Committee and only in the case where privacy and professional care standards can be upheld. External loans will only be considered for events such as the National Convention and the General Service Conference, not for individual group or intergroup meetings.

Research and Access to the Archives

Materials within the AANZ Archives will be classified according to the classification system listed above. Items that have been classified as *A. Open to All* or *B. Open to A.A. Members* will be freely accessible to the members of the Fellowship either physically or digitally. Items that have been classified as *C. Open with approval* will need to be considered and approved by the Archives Sub Committee. Researchers can request access by filling out a Research and Access form for the Archives Sub-Committee to review. The Archives Sub-Committee will provide access to these kinds of materials only after great care and consideration of the purpose of the request and how the materials will be used.

Researchers who request access to the archives will be informed that they are expected to adhere strictly to A.A.'s Anonymity Traditions. Only first names and last initials may be used to identify A.A. members. Further, there will be no photocopying of private correspondence, to assure anonymity protection, to maintain the physical integrity of archival documents, and to respect copyright laws.

Contact the archivist by email at archives@aa.org.nz or in writing to Unit 2, 30 Downer Street Hutt Central, Lower Hutt, 5010 if you have a research request or would like to request access to the archives.

Deaccession and Disposal of Archives

The AANZ Archives may decide to digitise or otherwise reformat donated collections for preservation purposes. In these cases, the original material may be kept by the archives, sent to off-site storage, or removed from the collection.

Donated archival materials are considered extremely important and are intended to be kept

permanently. However, no individual or institution can predict or govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures.

The AANZ Archives reserves the right to re-evaluate historical material and to deaccession and dispose of certain items from its collection in a manner consistent with professionally accepted standards carefully and judiciously. All items proposed for deaccessioning will need to be recommended by the archivist and approved by the Archives Sub-Committee. The AANZ Archives may decide to deaccession an item if any of the following conditions are present:

- The item is not relevant to Alcoholics Anonymous in New Zealand or to the AANZ Archives' mission and purpose.
- The item would be more appropriately housed in a different archival repository.
- The item has deteriorated beyond usefulness.
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the G.S.O.'s staff and/or visitors.
- The AANZ Archives is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
- The item's care and storage are far more expensive than the value of the object as it relates to the AANZ Archives mission and purpose.
- The item may be replaced with a similar object of greater significance, quality, and better condition.
- The item is subject to legal and ethical standards requiring its removal.

Complete records will be maintained on all deaccessioned items and their subsequent disposition. A deaccessioned item may be disposed of in one of the following methods (in order of desirability):

- Return to the original donor.
- Transfer to another more appropriate Alcoholics Anonymous archives repository, either internationally or at the level of the area, intergroup, district, or group.
- Donation to an appropriate non-A.A. archives or scholarly institution.
- Destruction of the item.

The type of disposal will be determined by the archivist in consultation with the Archives Sub-Committee unless specifically stated by the donor on the Deed of Gift Agreement. Deaccessioned items cannot be sold or obtained by any members of Alcoholics Anonymous other than the original donor or their family members.