South Eastern New York Area Committee and Assembly of Alcoholics Anonymous (Area 49)

Archive Committee Workbook ©

First Ed., 8 October 2026

aasenyhistory.org

About this Workbook

Because AA co-founder Bill W. lived here and so much of AA's early history played out in this area, and because the South Eastern New York Area Committee and Assembly of Alcoholics Anonymous (SENY) has been a part of the AA General Service Conference since its inception in 1951, our archive has a special breadth, richness and significance. At the same time, it is not the mission of SENY's archive to replace, duplicate or compete with the professional archives at the General Service Office and the Stepping Stones Foundation.[1]

This *Archives Committee Workbook* reflects the collected experience and current sense of the SENY Archives Committee (an all volunteer, non-professional group) as its members work to cooperate to collect, preserve, manage, understand and make accessible SENY's AA story. As such it is a work always in progress. The workbook is intended to support and firmly guide but not bind SENY Archives trusted servants with ideas on best practices for our archival policies and procedures while also allowing us to avoid reinventing ourselves every service rotation. It is service material.

As a practical matter, the day to day management of the Area's collection and interpretations and applications of suggested archival principles and practices must be left largely to the judgment of the current archivists who enjoy broad discretion in these matters, that subject to relevant input from authorized and interested others in the Area. We are only custodians of the archive.

Our collection and the practices we have adopted reflect our local reality, our immediate understanding and application of shared experience, and a sense of our particular needs and limitations.

Some included materials concerning SENY's archival practices are liberally adapted from related materials describing the policies and procedures for the GSO Archive and those of other General Service areas. Quotes from Alcoholics Anonymous World Services, Inc. (AAWS) sources are made with permission, or under what we believe are fair use provisions.

AA members are welcome to borrow any materials herein which they may find useful with only the request that they acknowledge the source as we have tried to do.

As discussed in this workbook, the SENY archive is variously referred to as the "archive" and the "collection." "SENY Archives" and "Archives" refer to the SENY archival service structure and activities including its appointed trusted servants who may also be referred to as "the committee." Reference to the "Archivist" usually refers also to the Digital Archivist although there is sometimes a separation of authority and responsibilities.

While this workbook may be used as a print document, it is set up to work best on a computer or smart device. Internal links facilitate movement within the workbook. Links to online materials are current at the time of the time of publication. (All links are in blue and underlined.) Please report any broken links or other issues to archivist@aaseny.org that we may make corrections as needed.

Newly appointed SENY Archives trusted servants are strongly encouraged to read both the AAWS *Archives Workbook* and its associated documents, and this workbook before taking on their responsibilities as they are intended to be used in tandem.

Question or comments may be directed to archivist@aaseny.org.

—SENY Archives Committee, 8 October 2026

[1] The Stepping Stones Foundation is a non-AA entity separately incorporated and independently operated.

Knowing our history

"We are trying to build up extensive records which will be of value to a future historian . . .

"It is highly important that the factual material be placed in our files in such a way that there can be no substantial distortion . . .

"We want to keep enlarging on this idea for the sake of the full length history to come . . ."

— Bill W., 1957 (From, *Archives Workbook*, AAWS)

"The AA Fellowship is one of the world's major sociohistorical movements. We owe it to future AA members, as well as to historians, scholars and researchers, to maintain as complete a record as we can of this society at all times, so its message, meaning, and contributions, not only to alcoholics but in other problem areas, can be recalled and assessed for whatever future purpose, fully and accurately."

—Nell Wing (Nonalcoholic), GSO's First Archivist (From, aa.org/gso-archives)

"Each new generation of AA world servants will be eager to make operational improvements. Unforeseen flaws in the present structure will doubtless show up later on. New service needs and problems will arise that may make structural changes necessary. Such alterations should certainly be effected, and these contingencies squarely met.

Yet we should always realize that change does not necessarily spell progress. We are sure that each new group of workers in world service will be tempted to try all sorts of innovations that may often produce little more than a painful repetition of earlier mistakes. Therefore it will be an important objective of these Concepts to forestall such repetitions by holding the experiences of the past clearly before us. And if mistaken departures are nevertheless made, these Concepts may then provide a ready means of safe return to an operating balance that might otherwise take years of floundering to rediscover."

—Introduction, Twelve Concepts for World Service by Bill W.

"When a society . . . perishes, one condition may always be found; they forgot where they came from. They lost sight of what had brought them along."

—Carl Sandburg

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Mission

Ultimately, all AA service activity is aimed, directly or indirectly, at enacting our Twelfth Step and Fifth Tradition, helping the alcoholic who still suffers. This is as true with Archives as it is with any other AA service activity.

To that end, the *mission* of the SENY Archives is to document permanently the work of Alcoholics Anonymous in South Eastern New York (Area 49), to make the history of our organization accessible to current trusted servants, AA members and interested others, and to provide a context for understanding of the Area's development, principles and practices that it may inform and support current service activity. Archives serves the Area. As such, the work is more than just custodial in nature.

> "Historical records help us to sift through our day-to-day experience in recovery and reach back for the shared experience from the past. As we sort out the myth from the facts we ensure that our original message of recovery, unity and service remains the same in a changing, growing, expanding Fellowship that constantly renews itself." —From, *Archives Workbook*, AAWS.

Consistent with our understanding of AA principals and how they need to be applied to the work at hand and our stated mission, Archives' *purpose* is to:

- Seek, receive, classify and index all relevant material considered to have historical importance to AA in SENY.
- Hold and preserve such material.
- Provide access to those materials, as determined by the Archivist consistent with our guidelines and in consultation with the SENY Archives Committee, to members of AA and to others who may have a desire to review such material, subject to a commitment to preserve the anonymity of AA members living or deceased.
- Encourage members to become better informed about AA in SENY.
- Provide historical information to assist the current operations of SENY.
- Promote knowledge and understanding of the origins, goals and programs of AA in SENY.

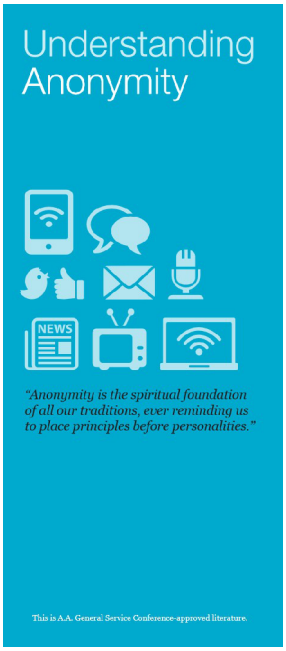
An appreciation for and understanding of our past may enlighten our present and support and ensure our future. It can also be simply an enjoyable pass time for those of us who are indebted to AA.

Tradition Eleven

"Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press radio and films."

Tradition Twelve

"Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."



"The arrival of new forms of communication such as social media offers fresh vehicles to carry the AA message to the public. Modern communication flows in ways that are instantaneous, relatively open ended and evolving quickly. Reconsideration of how to protect anonymity is key for AA members and groups as we use any new channel of communication."

—From, *Understanding Anonymity* (P-47), AAWS.

Anonymity has two applications, at the personal level as matter of privacy, and at the public level as matter of humility and the assertion of AA principles.

Keeping the confidentiality of correspondence and other communications, and the preservation of individual member anonymity is a trust.

Accordingly, SENY Archives maintains the anonymity of AA members, living or deceased, through restricting access to unprotected items in the collection, and by redacting or otherwise obscuring identifying information (including facial images, full names, addresses, email addresses and phone numbers) from items to be available at the public level,[2] this regardless of how a member handles/handled their anonymity themselves.

Archives members participating in this service are encouraged to use service titles and service emails where practical, and to use BCC to avoid inadvertently disclosing another member's personal email in e-communications, especially beyond the Fellowship. We are mindful when forwarding email to avoid breaking another member's anonymity.

[2] Archives considers anything published to the Internet or on social media to be "at the level of press radio and films," at the public level.

Section 1

Archives Committee

The SENY Archives Committee is the top of SENY Archives' own inverted service triangle, and has several individual participants and sub-groups as follows:

1. **Archives Chair**

2. **Archives Preservation Workgroup**

   With recommendations from the Archives Committee and appointment by the Area Chair, the Preservation Workgroup is a four member group which includes the **Archivist**, **Digital Archivist**, **Preservationist** and **Archives Web Support** (Website Manager) responsible for the day to day organization and management of the Area archive. Workgroup members serve four year terms with the exception of the Archivist who serves a six year term. For each position, if no suitable replacement is available, the Area chair may reappoint the incumbent to addition one-year terms.

3. **Historian**

4. **Archives Advisory Group**

   In November 2002, the Ad Hoc Archives Committee was created to assist the Area on archival matters, but by 2017 it became apparent that the committee needed to be permanent to assure continuity throughout rotations. The Ad Hoc Committee was then renamed the Archives Advisory Group.

   Currently, the Advisory Group is a four member group providing non-binding advice and guidance on such archives-related matters as may be presented to it or as may otherwise come to its attention. Ideally, members are AAs[3] with some archives experience and an appreciation for the service.

   Group members serve staggered four year terms with one member rotating out and one new member coming in each year, thus providing some continuity of perspective and experience. With recommendations from the Archives Committee, the Area chair appoints replacement members as terms expire or to finish incomplete terms. No member may be reappointed to the group or serve concurrently as an Area officer or standing committee chair. The group chair is usually, but not necessarily, the senior participating member, selected by the group itself.

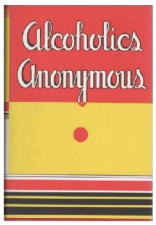
5. **County-level Archives Chairs and Archivists**— County General Service, local Intergroup and other local archives committees are encouraged to participate with SENY for a mutual exchange of experience, ideas and support.

[3] In some places, non-AAs may serve in archives advisory roles, currently not the case in SENY.

6. **Guests and other Visitors**— AAs without a formal archives related responsibility, but with an interest in archives are welcomed. They may have a voice but do not vote when Archives is resolving matters.

All who participate with the committee are encouraged to actively assist in the collection of archival materials, minutes, reports, flyers, programs, memorabilia and anything which may have archival interest, in any format, and passing it on the Archivists for possible inclusion in the collection.

The SENY Archives Committee Presents
The Big Book at 82



How We Recover
Come join us for this epic event to celebrate
the 82nd anniversary of the publishing of
The Book Alcoholics Anonymous
Saturday, April 3, 7:30 PM- 9:30 PM
One Hour Discussion Meeting based on your experience
with the book. Followed by a
PowerPoint Pesentation on the history of the Big Book

Zoom meeting ID: 998 938 7641
Passcode: 714921

Archives Chair[5] (archives@aaseny.org)

Appointed independently by the Area Chair subject to SENY Committee approval, this is a two (2) year SENY standing committee level commitment with the following duties:

1. Collects historical data that is pertinent to the SENY area.
2. Chairs the Archives Committee meetings.
3. Becomes familiar with the Area's collection.
4. Collects SENY committee minutes, assembly minutes, treasurer reports, delegate reports, *The Link*, and such other materials as may have archival value. Passes them on to the Archivist to be entered into the collection.
5. Coordinates cooperation with SENY to secure digital materials posted to the area website or otherwise electronically distributed.
6. Principal responsibility for archives displays at Area functions and upon request.
7. Cooperates with other Area and local service committees.
8. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.
9. Coordinates the updating of the SENY history book.
10. Passes on to the Area Chair suggestions for appointments to vacant or vacating Archives service roles.
11. May attend Preservation Workgroup and Advisory Group meetings.
12. May allow others access to the Archives storage facility upon request.
13. Works with the Archivist to get an understanding of the collection's organization.
14. Early in the next rotation, works with the newly appointed archives chair to pass along a basic knowledge of the service position.

[4] Service Position Descriptions are pending review and approval by the SENY Committee.

[5] Earliest available reference to the Archives Chair found so far is in the 1991 *GSR/DCM Handbook (SENY Service Handbook)* in both the service position descriptions and the By-Laws.

Preservation Workgroup Members[6]

Archivist[7, 8] (archivist@aaseny.org)

May be recommended by the Area Archives Committee, but appointed independently by the Area Chair subject to SENY Committee approval, this is a six (6) year non-standing SENY committee commitment (first defined in the 6/2020 *SENY Service Handbook*) with the following duties:

1. Member of the SENY Archives Committee.
2. Member and Chair of the Preservation Workgroup.
3. Becomes familiar with archival best practices.
4. Becomes familiar with the Area's collection.
5. Evaluates items offered for possible inclusion in the collection.
6. Principal manager of the collection in coordination and cooperation with the Digital Archivist.
7. Keeps a formal inventory of the collection.
8. Manages access to the collection in coordination and cooperation with the Digital Archivist.
9. Supports displays of the collection at events.
10. Collects SENY committee minutes, assembly minutes, treasurer reports, delegate reports, *The Link*, and such other materials as may have archival value.
11. Working with the Digital Archivist, scans physical documents to PDF/A and adds them to the Digital Archive.
12. Checks items in and out of the collection when members are working with them.
13. Works with the Digital Archivist to continue the digitalizing of the collection.
14. Works with the Preservationist to set document preservation priorities.
15. Purchases preservation materials in coordination and cooperation with the Preservationist.
16. Keep the *Archives Committee Workbook* current,
17. Makes periodic reports to the Archives Committee about the state of the collection.

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[6] Preservation Workgroup positions do not rotate as frequently as is usual in the area given the greater length of time it takes to become familiar with the demands of the positions, nor is rotation tied in any way to the Area's general rotation cycle. It is strongly suggested both the Archivist and Preservationist receive some formal training or orientation to best practices beyond the scope of this workbook.

[7] Earliest reference to the Archivist found so far is in the May 1984 Assembly meeting minutes, but they give no sense of the development of the position, only that it exists.

[8] For a brief discussion of the comparative roles of historians, archivists, librarians and museum curators, go to the *Archives Workbook*, pages 19-20.

18. Early in the next rotation, works with the newly appointed Archivist to pass along a basic knowledge of the service position.

Digital Archivist[9] (digitalarchivist@aaseny.org)

May be recommended by the Area Archives Committee, but appointed independently by the Area Chair subject to SENY Committee approval, this is a four (4) year non-standing SENY committee commitment (first defined in the 6/2020 *SENY Service Handbook*) with the following duties:

1. Member of the SENY Archives Committee.
2. Member of the Preservation Workgroup.
3. Becomes familiar with archival best practices.
4. Becomes familiar with the Area's collection.
5. Working with the Archivist, principal manager of the Digital Archive and Archives Database. Periodically backs up the digital archive and database to an external hard drive.
6. Working with the Archivist, receives materials for the collection, scans them to PDF/A and redacts them as needed to assure member personal anonymity saving both redacted and non-redacted versions.
7. Collects digital versions of SENY committee and assembly minutes, treasurer reports, delegate reports, *The Link*, and such other digital materials as may have archival value.
8. Assembles documents into more manageable and searchable sets for publication. Assures that such materials are anonymity protected.
9. Works with Archives Web Support to select and prepare materials for posting to (publication on) the website.
10. Works with the Archivist to develop the digital collection's organization cataloging system (database) and management.
11. May authorize access to the restricted Digital Archive in consultation with the Archivist.
12. Makes periodic reports to the Archives Committee about the state of the digital collection.
13. Early in the next rotation, works with the newly appointed Digital Archivist to pass along a basic knowledge of the service position.

[9] Earliest available reference to the Digital Archivist found so far is in the 2018 *SENY Service Handbook*.

Archives Web Support[10] (webarchives@aaseny.org)

May be recommended by the Area Archives Committee, but appointed independently by the Area Chair subject to SENY Committee approval, this is a four (4) year non-standing SENY committee commitment with the following duties:

1. Member of the SENY Archives Committee.
2. Member of the Preservation Workgroup.
3. Becomes familiar with archival best practices.
4. Becomes familiar with the Area's collection.
5. Principal manager of the SENY History Website (aasenyhistory.org).
6. Develops and implements website best practices including for security and ease of use including:
    a. Simple, uncluttered, accessible and easy to use website;
    b. Selection of most appropriate website hosting service (coordinated with the SENY Tech Committee), and selection of best website management and protection software plugins;
    c. Coordination with SENY Digital Archive and Archive Database;
    d. Maintains all website content;
    e. Assures AA principles are fully honored in the style, content and management of the website including that all content is fully anonymity protected.
7. Works with the Archivist, Digital Archivist, Historian and others to select, develop, prepare and post (publish) new content.
8. Makes periodic reports to the Archives Committee about the state of the website.
9. Early in the next rotation, works with the newly appointed Archives Web Support to pass along a basic knowledge of the service position.

Preservationist[11] (preservationist@aaseny.org)

May be recommended by the Area Archives Committee, but appointed independently by the Area Chair subject to SENY Committee approval, this is a four (4) year non-standing SENY committee commitment (first defined in the 6/2020 *SENY Service Handbook*) with the following duties:

1. Member of the SENY Archives Committee.
2. Member of the Preservation Workgroup.
3. Becomes familiar with archival best practices.

[10] The is no separate reference to Archives Web Support found elsewhere so far.

[11] May 2003 Assembly meeting minutes mention the creation of a budget item for preservation. Earliest reference to the Preservationist found so far is in the 2018 *SENY Service Handbook*.

4. Becomes familiar with the Area's collection.
5. Becomes familiar and practiced with archives preservation best practices, tools and techniques.
6. Working with the Archivist, principal responsibility for preservation of items in the physical collection.
7. Working with the Archivist, sets preservation priorities and:
    a. Receives materials from the physical collection for preservation;
    b. Completes the necessary preservation work;
    c. Returns preserved materials to the collection;
    d. Tracks the progress of the preservation of the physical collection;
    e. Purchases preservation materials as needed.
8. Works with SENY Archives Chair to arrange for a preservation workshop to help the counties safeguard their collections.
9. Works with the Archivist to develop the collection's organization.
10. Makes periodic reports to the Archives Committee about the state of the preservation of the collection.
11. Early in the next rotation, works with the newly appointed Preservationist to pass along a basic knowledge of the service position.

Historian[12] (historian@aaseny.org)

May be recommended by the Area Archives Committee, but appointed independently by the Area Chair subject to SENY Committee approval, this is a six (6) year non-standing SENY committee commitment [defined by service position description 6/3/2023] with the following duties:

1. Member of the SENY Archives Committee.
2. May participate with the Preservation Workgroup.
3. Becomes familiar with the Area's collection.
4. Supports the accession, organization, preservation and appreciation of Area archival materials, and the development of policies and practices relevant thereto.
5. Gathers history from the collection so as to help the Area understand the story of AA in the Area.

[12] Earliest reference to the Historian found so far is in the December 1990 Committee meeting minutes where it is proposed to name an honorary historian. A later reference is found in the 1991 *GSR/DCM Handbook (SENY Service Handbook)* under the Archives service position description, but says only they work together. By 2000 the position seems firmly established, but appears to remain undefined until the 2013 SENY Handbook where some structure is suggested but not established until 2023 service position description above.

6. Assists with inquiries into the collection.
7. Makes periodic reports to the Archives Committee about Historian activities.
8. Such other activities as may be deemed consistent with the role of helping to develop an understanding and appreciation of AA history in support of current AA activity.
9. Early in the next rotation, works with the newly appointed Historian to pass along a basic knowledge of the service position.

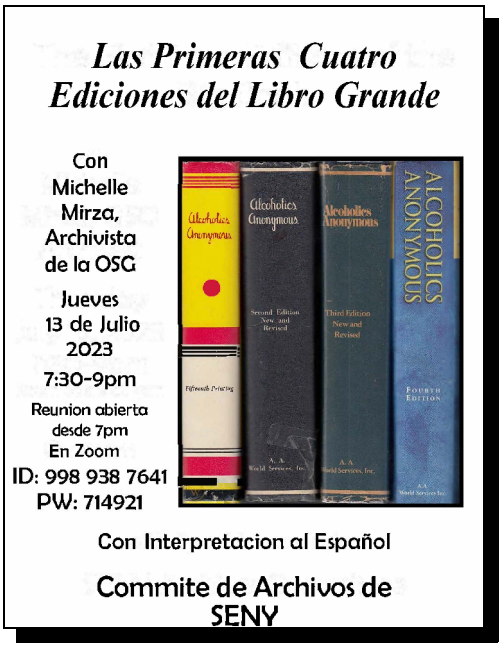
Archives Advisory Group Member (archivesadvchair@aaseny.org)

May be recommended by the Area Archives Committee, but appointed independently by the Area Chair, this is a four (4) year non-standing SENY committee commitment with the following duties:

1. Member of the SENY Archives Committee.
2. Becomes familiar with the Area's collection.
3. Becomes familiar with best archival practices.
4. Available to meet periodically outside the Archives Committee to consult on matters relevant to the organization and management of the collection.

County-level Archives Chairs, Archivists and Historians

County-level participants are autonomously appointed by their respective county-level service groups, typically county General Service groups or Intergroups which define their term of service, authority and responsibilities.



Section 2

Archives Policies

1. Some general principles

a. The Archive is held in trust for the benefit and enjoyment of all AA members, and is operated consistent with its best understanding and application of AA principles.

b. Nothing is done to collected items in the ordinary course of collection, storage, preservation, digitizing, research or display that would alter them, or lose or distort provenance.

c. Archives follows established archival best practices as much as possible in terms of policies, procedures and day to day practice within its resources.

d. Archives trusted servants are granted a broad right of decision when enacting their roles, but are expected to broadly consult and frequently report.

e. The personal anonymity of AA members living or deceased is preserved at all times.

f. The selection and use of any hardware or software product by Archives mentioned below is a practical matter, and suggests no endorsement of that product or its parent company by Archives.

2. Acquisition/*Accession*

a. Scope of the collection

As a practical matter, lacking the resources of a professional archive, and consistent with our stated mission, the scope of the collection (what we collect and retain) needs to be limited, and is focused principally on AA in SENY, particularly Area level service activities. Materials of general AA, alcoholism or other secondary interest (such as those pertaining to more local service activities, e.g., county, district, Intergroup) may be included if deemed particularly relevant to SENY or of some other special interest. The evaluation (appraisal) of items for inclusion in the collection (deciding what belongs and what does not) from what is available to us is a principal responsibility of the Archivist. In order of priority, we collection materials that are:

i. **SENY-based– This is the primary focus of the collection**. Materials in this category are actively sought and represent the bulk of the collection.

ii. Non-SENY AA-based– Other AA related materials.

iii. Other– Non-AA materials of general interest.

iv. Appendix A, "Physical Collection Organization," provides additional guidance on the scope of the collection.

If unsure about the appropriateness of an item for the collection, the Archivist may seek additional input from the other Archives members. See also, "Intake," under "Archival Procedures" below.

b. Types of items collected

i. Documents (The same document may exist in both physical and digital forms.)

(1) Physical– Minutes, reports, flyers, newspapers and magazines (including clippings), correspondence, posters, books, pamphlets

(2) Digital (PDF/A preferred although some may be in their original format, e.g., DOCX, XLSX, PPTX.)

ii. Photos/Images

(1) Physical pictures, negatives, drawings

(2) Digital images (May be in various or multiple image formats, e.g., JPG, BMP, GIF, HEIF, TIFF, WMF, WEBP.)

iii. Speakers/Oral histories

(1) Recordings (See also, "Audio/Visual materials" below.)

(2) Transcriptions to physical documents or digital files

iv. Audio/Visual materials

(1) Physical A/V recording in various media formats (May be in various or multiple form factors, e.g., audio or video cassette, reel to reel, film, VHS, CD, DVD.)

(2) Digital recordings (May be in various or multiple audio or video formats, e.g., MOV, MP3, MP4, MPEG, WAV.)

v. Memorabilia (Physical items, e.g., placards, banners, shadow boxes, pins, badges, buttons, event souvenirs.)

vi. Other– Such other items as may be considered appropriate for the collection.

c. **Contributions/Donations**

i. The **point of entry to the collection** is the Archivist who may accept or decline a donation. (See also, "Exclusions" below.) Members of the committee are encouraged to actively seek out archival items for possible inclusion.

ii. The collection accepts donations from any AA member (including bequests) or AA service entity consistent with the scope of the collection. Archives usually will not accept offerings from non-AA sources.

iii. Donations that require expensive conservation (repair), special housing, intensive processing, or other excessive demands on resources may be declined.

iv. Individual donors are asked:

(1) To sign a **Deed of Gift**, transferring the property to SENY, preferably without restriction, but we may be willing to work with donors who wish to specify certain restrictions as a condition of the donation.

Executed Deed of Gift forms are stored in a "Deed of Gift" folder by the Archivist in the storage facility with a digital copy stored in the Digital Archive.

(2) The donor may also be asked to sign an **Assignment of Copyright** form. (See also, "Copyright," under "Other matters.")

(3) We may forego the **Deed of Gift** and/or the **Assignment of Copyright** at the discretion of the Archivist.

v. Individual collections donated are generally kept together to preserve provenance. See also, "Organization and Management of the Physical Collection."

vi. Items created by SENY are fully owned by SENY, and may simply be entered into the collection ("catalogued") without additional documentation or process.

vii. Archives does not do monetary appraisals for donors, and will not comment on the financial value of any material.

viii. Archives usually does not purchase items for the collection, and usually does not accept items on loan.

See also, "Intake," under "Archival Procedures" below.

Questions about a possible donation should be referred to archivist@aaseny.org.

d. **Exclusions**– SENY Archives usually does not seek to acquire collections with a focus on local groups, districts, or counties, outside of SENY, or on AA or alcoholism in general. However, we may accept such collections if of special interest at the discretion of the Archivist.

See also, "Intake," under "Archival Procedures" below.

Questions about a possible contribution should be referred to archivist@aaseny.org.

e. **Duplicates**– SENY Archives usually does not collect or retain multiple copies of any one item. Duplicates may be used to help maintain provenance of donated collections while also filling gaps in other part of the larger collection, or for display. (See also, "Display of the Collection" under "Retention and Deaccession" below.)

f. **Accession-Deaccession Log (**See also, the Archives Checklist, AAWS.)

i. The Archivist logs all items coming into the collection in the "**Accession-Deaccession Log**" (an online Google[13] Sheet) including:

(1) Item Number (No entry needed. Generated sequentially by the sheet for every entry in the "Date Received" column.)

(2) Date Received (format, #[#]/#[#]/##)

(3) Donor information (See, "Deed of Gift" if available).

(4) Item description (brief)

(5) Item Location– Not for tracking temporary removals.

(Checklist: Check one or both)

(a) Storage facility

(b) Digital storage

(6) Format (Checklist: Check one or both)

(a) Physical item

(b) Digital

[13] Commercial products and the companies offering them referenced in this workbook imply no endorsement of either the product or the company on the part of either SENY or SENY Archives. Other products may serve similarly or as well as the ones we use.

(7) Item Condition (Checklist: Check one)

(a) Good– Intact, readable, with minimal cosmetic imperfections.

(b) Fair– Generally intact, but showing early signs of wear or deterioration.

(c) Poor– Significant deterioration or damage.

(8) Associated Release Forms (Checklist: Check each one available, or check none)

(a) Deed of Gift (Executed Deed of Gift forms are stored in a "Deed of Gift" folder by the Archivist in the storage facility with a digital copy stored in the Digital Archive.)

(b) Assignment of Copyright (form to be developed)

(c) Speaker/Oral History License (Executed Speaker License forms are stored in a "Speaker License" folder by the Archivist in the storage facility with a digital copy stored in the Digital Archive.)

(9) Date removed (Deaccession only)– See, "Retention and Deaccession," below.

(10) Entry By (Initials of member making entry)

(11) Note (Brief to explain or amplify any entry)

ii. A **Deed of Gift** should be filed for donated items.

iii. The Archivist may develop an accession record for items already in the collection but not so documented, or may choose to forego formally logging in some items at all.[14]

g. **Collection Catalogue**– The catalogue of the collection is **an inventory of what we hold and where we hold it**. For the moment, there is no such singular catalogue. That information falls between the aggregate of the Accession Log, Digital Archive and Archives Database, or is not available. See also, Footnote #14, below.

h. **Business Records–** See, under "Other Matters."

3. Retention and Deaccession

a. In most cases, a maximum of three copies of any item will be retained. See also, "Duplicates" above.

b. Archives may decide to digitize or otherwise reformat donated items for storage, preservation, display or publication purposes. In these cases, the original material may be kept or removed from the collection (deaccession) at the discretion of the Archivist.

c. Archives cannot predict or govern changing attitudes over time toward currently archived materials, nor guarantee permanency in the collection.

d. Archives reserves the right to re-evaluate materials, and to carefully dispose of select items from its collection in a manner consistent with its standards. At the discretion of the Archivist, Archives may decide to remove an item if any of the following conditions are present:

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[14] Archives needs to have a discussion about the need to go back and document Accession and Deaccession of items which have already moved into or out of the collection. It may be worthwhile to add to the "Accession-Deaccession Log" only major items rather than lesser or purely SENY-generated items. Ownership of items created within SENY may be presumed to belong to the Area along with all associated rights. As a practical matter, every document coming into or leaving the collection may not need to be fully documented.

i. The item is not a fit with Archives' mission.

ii. The item would be more appropriately housed in a different archival repository (e.g., county, district or Intergroup archive).

iii. The item has deteriorated beyond usefulness.

iv. The item is made of hazardous materials or is actively decomposing in a manner that may directly affect the condition of other items in the collection and/or the health and safety of those accessing the archive (e.g., nitrate film).

v. The Archives is unable to continue to provide care and storage for the object in keeping with its standards.

vi. The item's care and storage are far more expensive than the value of the object as it relates to Archives' mission.

vii. The item may be replaced with a similar object of greater significance, quality, and better condition.

viii. The item is subject to legal and/or ethical standards requiring its removal.

ix. Such other conditions which require an item's removal in Archives' judgment.

e. The manner of disposal of an item removed from the collection is left to the discretion of the Archivist, but may include (in order of desirability):

i. Return to the original contributor if known, especially if required as a condition of the donation.

ii. Transfer to another more appropriate AA or other archive.

iii. Give away at a SENY event.

iv. Disposal of the item.

(1) Physical items containing personal information and all business records are shredded.

(2) Other physical items may be tossed.

f. The Archivist keeps a record of the disposition of items removed from the collection using the "Date Removed" and "Note" columns in the "Accession-Deaccession Log," although some removals may not be documented. See also, Footnote #14, above.

4. Organization and Management of the Physical Collection (Arrangement and Description)

a. Organization

i. Organized usually chronologically in one or more labeled bins or other holders for each of several broad categories with additional subfolders for subcategories within accommodating the size and nature of the collections and any needed subdivisions including to preserve provenance.

ii. Bins in any broad category are labeled and numbered sequentially as more materials accrue.

iii. Donated collections from individual members are maintained together and labeled for the donor to preserve provenance.

iv. See also, **Appendix A, Physical Collection Organization**.

b. Storage

i. **Protection**

(1) General Security– The collection and Archives' supplies and equipment are kept in a locked storage facility apart from other SENY properties. Storage materials are of archival quality. Bins are selected to protect the enclosed items from accidental damage, and are stored on shelves off the facility floor.

(2) Climate control– As possible, the facility has at least minimal climate control to avoid damaging the collection with wide temperature changes or excess humidity.

(3) Additional storage materials are purchased to accommodate smaller collections and subdivisions of collections.

ii. Ideally, the storage facility has adequate lighting, access to electricity, and space for basic sorting and preservation work to take place on site such as a small table and chair, and for the storage of all archival project materials and equipment along with the actual collection.

iii. **Access**– Access to the storage facility is limited to the Archives Chair, Archivist, Historian and others at their discretion with need. See also, "Requests for research into the collection."

iv. See also, "Facilities, Equipment and Security," in Archives Checklist, AAWS, page 3 for additional considerations.

c. Preservation

i. Preservation and conservation priorities are set between the Archivist and the Preservationist.

ii. All items entering the collection are checked for immediate basic conservation or preservation needs such as the removal of damaging fasteners or the unfolding of documents.

iii. Items selected for more intensive conservation or preservation work go to the Preservationist who works on site if possible.

iv. Preservation supplies are selected consistent with accepted archival standards and come from similarly appropriate vendors.

v. See also, "Temporary Removal" below, and "Preservation," under, "Archives Procedures."

vi. See also, *Archives Preservation Guidelines*, AAWS.

d. Temporary removal

i. Materials may be removed from storage if needed for preservation, digitizing, display or research at the discretion of the Archives Chair, Archivist, or the Historian.

ii. Materials temporarily removed from storage need to be tracked by the Archivist as the principal manager of the collection in the "Temporary Removal Log" (an online Google Sheet) including the following information:

(1) Item Number (from Accession-Deaccession Log if available);

(2) Description of item removed (brief);

(3) Date removed;

(4) Removed by (from checklist with note as needed);

(5) Reason for removal (from checklist with note as needed);

(6) Date returned;

(7) Initials of member making the log entry;

(8) Note– Such other information as may help inform and track the removal.

iii. Permanent removal is handle separately. See Item #2, under "Archives Policies, Retention and Deaccession."

e. **Disaster planning**– There is currently no disaster plan in place for the removal of the collection in the event of an emergency with the storage facility.

5. Organization and Management of the Digital Collection

a. **Organization**– The organization of the digital collection mirrors that of the physical collection except insofar as it may include some additional categories of materials and/or that we may only possess digital copies of some items. (Large or bulky physical items in the physical collection may or may not be represented in the digital collection.) This is a main responsibility of the Digital Archivist with participation from the Archivist.

See, Appendix B, Digital File Folder Organization for a detailed handling of the organization of the digital collection.

b. **File Naming Conventions**– Digital files are named so as to facilitate their organization and access. See, Appendix C, Digital File Naming Conventions. The Naming Conventions may be altered or expanded as needed as the collection grows.

c. **Storage**

i. **Security**

(1) The **SENY Digital Archive** is a restricted collection currently numbering more than 2,600 files (approximately 20 GB) in 122 folders/subfolders stored on a shared Google Drive (cloud storage) accessible to the following with varying levels of permission. (See, Appendix D, Shared Drive Permissions for more details on permissions.)

(a) Historian– Manager[15]

[15] As a matter of current expediency, the Historian is the Manager of the shared Google drive although it is not in their service position description, but in future will become a Co-Manager or simply a Content Manager. While not currently the case, consistent with their service position description, the Digital Archivist will become the shared drive Manager or Co-Manager in future.

(b) Digital Archivist– Content Manager

(c) Archivist– Content Manager

(d) Archives Web Support– Content Manager

(e) Archives Chair, Preservationist and Advisory Group Chair– Commenters

(f) Other permissions[16]

Such storage allows for better security, and flexible of access, file synchronization, and collaboration.

(2) **Archives Database** (dbdocs.aasenyhistory.org)– A separate limited access database of select other items is also maintained between the Archivist, Digital Archivist, Archives Web Support and Historian.[17]

ii. **Access–** Access to the digital collection is currently limited to the above Archives members. See also, "Requests for research into the collection."

iii. **Backup–** For added security, both the Digital Archive and the Archives Database are backed up monthly (more often in times of high activity) to an external hard drive by the Digital Archivist.

iv. See also, "Security of Electronic Records," in Archives Checklist, AAWS, page 4 for additional considerations.

6. Display of the Collection

a. Events

i. Select items may be removed from the physical collection for display at events at the discretion of the Archives Chair or Archivist.

ii. Traveling displays may be created by the Archives Chair, Archivist or others especially to take to events so as to avoid removing items from the collection which causes additional wear and tear on the items, and for convenience. Multiple copies of items not needed for the collection may be maintained, or facsimiles may be created for such displays.

iii. Typical events where it is expected or encouraged for the Area Archives to have a display would include the annual Area Convention (a principal Archives showcase), but also any major event hosted by the Area such as NERAASA, NYSIW or NERF where the event planners allow or call for such a display.

iv. Other events may invite Archives participation through a member of the Archives Committee, such invitations being evaluated by the Archives Chair or Archivist.

v. Archives should encourage the presence of an Archive display whenever and wherever possible to showcase the collection and for educational purposes.

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[16] Limited access to the shared Google drive may also be granted to select others (e.g., for independent research) through the Historian (currently) or Digital Archivist (in future) once certain policy and procedure matters touching anonymity and general drive security are more settled.

[17] The Archives Database may be separately maintained as it currently is, or merged with the Digital Archive in future.

b. **Archives Website** (aasenyhistory.org)– Coordinated between the Digital Archivist and Archives Web Support, anonymity protected digital materials are added to the website for public access. See, "Archives Website Management" for more information.

7. Requests for research into the collection[18]

a. Members and interested others may request information from and access to the collection beyond that available publicly through the website.

b. The Archives Chair or Archivist considers any request for direct access to the collection (physical or digital) for research purposes.

c. The Historian (historian@aaseny.org) may be asked to respond to requests for information from the collection where direct access is not considered practical or appropriate, or to otherwise fulfill their role.

d. See also, "Access," under both "Organization and Management of the Physical Collection, and "Organization and Management of the Digital Collection."



[18] Specific policies and procedures need to be developed to manage requests for access to the collection from outside the Preservation Workgroup and other already authorized individuals. At this time direct access to the collection is, as a practical matter, very limited.

1. Physical documents and other items

a. Appraisal and Intake

All Archives Committee participants are encouraged to actively seek out materials for the collection. Special attention is given to materials generated in the ordinary routine of Area, Area officer, and Area standing, special and ad hoc committee activities. The Archivist needs to especially reach out to the Area Recording Secretary and Treasurer to secure their periodic reports.

Items offered to the Archive are channeled to the Archivist who makes a judgment on whether the items belong in the collection (appraisal) based on their interpretation of the Acquisition/Accession policies. The Archivist consults with the committee as needed.

b. **Categorizing**– Items which will enter the collection are categorized by the Archivist based on their interpretation of the Organization policies. The Archivist consults with the Archives Committee as needed.

c. **Digitizing**– The Archivist and Digital Archivist determine and enact digitizing priorities for physical items.

i. Priority is currently given to all past Area assembly and committee meeting minutes and Area publications. Once the bulk of those older items are digitized, priority can extend to other items.

ii. In the course of digitizing, an item's content and format are not changed. An exact digital copy is created. See also, Item #vi below concerning redacting.

iii. Usually, items are digitized by the Archivist to a PDF/A file version[19] (unless some other file format is more appropriate) as they enter the collection to retain the original format, make them more accessible, and as a secondary form of preservation.

iv. Books, catalogues and similar larger print items may have images taken for documentation or display purposes. Other large or bulky items may have a digital image created for similar purposes.

v. Digitized items are added by the Archivist to the Digital Archive which is principally managed otherwise by the Digital Archivist.

vi. The Digital Archivist redacts digitized documents for public sharing for anonymity purposes keeping both redacted and un-redacted versions.

vii. The Digital Archivist assembles select collections of related documents into single files for ease of display and searching.

[19] PDF/A is an ISO-standardized version of PDF designed specifically for long-term archiving and preservation of electronic documents.

d. **Cataloguing**– The Digital Archive and the Archives Database may serve as catalogues of the collection. For items not represented in either place, the Archivist needs to maintain an independent catalogue of such items if they do not appear in the Accession-Deaccession Log."[20]

e. **Logging Items Into the Collection**– Items added to the collection are added to the "Accession-Deaccession Log" or an independent catalogue as needed in the judgment of the Archivist. See, "Accession-Deaccession Log." (See also, Footnote #20, below.)

f. **Preservation**

i. The Archivist and Preservationist determine priorities for preserving and storage methods for physical items and their corresponding movement in and out of storage during the process. See, "Temporary Removal."

ii. The Preservationist handles the actual physical process of preservation consistent with accepted standards. In cooperation with the Archivist, these minimally include:

(1) Removal of damaging fasteners and the immediate remedying of other damaging conditions such as folds.

(2) No actions which would permanently alter or damage an item.

(3) If notations are needed on an item, they are only made in pencil.

(4) Provision of ample storage to avoid overcrowding of items.

(5) Basic protection from light, moisture, great temperature fluctuations, excessive handling.

(6) Selection of items for priority preservation processing, and special storage.

iii. See also, "Preservation," under "Archives Policies" above.

iv. See, "Archives Preservation Guidelines," AAWS, for a basic discussion of preservation standards and practices.

v. Preservation standards and actual practices may be limited by Area resources.

g. **Storage**– The Archivist is responsible for the appropriate storage of physical items entering the collection.

h. **Access**– Access to the physical collection is requested through the Archivist, Archives Chair or Historian. See also, Footnote #18, above.

i. **Business Records**– See, under "Other Matters."

2. Digital documents

a. **Intake**

All Archives Committee participants are encouraged to actively seek digital materials for the collection. The Archivist and Digital Archivist need to especially reach out to the Area Recording Secretary and Treasurer to secure their periodic reports.

Digital items thought to be of archival value are channeled to the Archivist or Digital Archivist who makes a judgment on whether the items belong in the collection based on their interpretation of the Acquisition/Accession policies.

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[20] A policy decision needs to be made about the best form for a singular collection catalogue.

New digital items are processed and added to the Digital Archive by the member completing the intake as below.

b. **Categorizing**– Digital items are categorized according to the structure in Appendix B, Digital File Organization.

c. **Digitizing and Naming**

i. Digital items are named by the member completing the intake according to the conventions outline in Appendix C, Digital File Naming Conventions.

ii. Physical items may be digitized for greater access and protection. See also, "Digitizing," above.

d. **Storage** (See also, "Storage" under, "Organization and Management of the Digital Collection.")

i. **Digital Archive**– After digitizing and naming, digital items are added to the restricted access Digital Archive by the Archivist or Digital Archivist consistent with the organization in Appendix B, Digital File Folder Organization.

ii. **Archives Database** (dbdoc.senyhistory.org)– A restricted access online database of select items is maintained and managed between the Archivist, Digital Archivist and Archives Web Support distinct from the Digital Archive. (See also, Footnote #16, above.)

iii. **Backup**– Both the Digital Archive and the Database are backed up periodically by the Digital Archivist.

iv. **Access**

(1) Access to the restricted digital collection is requested through the Archivist or Digital Archivist. (See also, "Storage" under, "Organization and Management of the Digital Collection," and Footnote #17, above.)

(2) Select materials are freely accessible through the Archives website, below.

e. **Business Records**– See, under "Other Matters."

3. **Archives Website Management** (aasenyhistory.org)– Principal responsibility for day to day management and maintenance of the website rests with Archives Web Support. Content is developed through the Preservation Workgroup with the actual creation of content being handled between the Digital Archivist and Archives Web Support who receive and act on any suggestions.

a. The website currently includes:

i. Homepage

ii. SENY TV/YouTube

iii. Area Publications

(1) *The Link*

(2) Service Handbooks

(3) History Books

iv. Early Meeting Books

v. Collections

(1) Works Publishing

(2) Miscellaneous (Currently under development.)

vi. Minutes

(1) Committee Minutes

(2) Assembly Minutes

vii. Tools



SENY Archives Website, aasenyhistory.org

b. Main SENY website (aaseny.org)– The presence of SENY Archives on the main SENY website is managed outside the Archive Committee by SENY's website manager.

4. Archives Resources[21]

a. **Hardware**[22] (All listed hardware is property of SENY.)

Those holding Archives' hardware are responsible for its security and its return to Archives at the end of their rotation, when no longer needed or between uses, or if on loan.

Archives hardware should generally remain within Archives. If unsure about loaning Archives hardware, speak with the Archive Chair.

i. Laptop[23]

ii. Scanner (See also, Footnote #23, below.)

iii. External drives– Multiple external drives are currently in the possession of the Archive Chair, Archivist, Digital Archivist and Historian used for backup and temporary storage.

[21] There is some consideration of SENY creating a set rate reimbursement system under which a member would be compensated for using their own equipment in lieu of purchasing equipment, but this is currently not in place.

[22] Those outside Archives wishing to borrow any of Archives' equipment are asked to complete an Equipment Loan Agreement.

[23] Archives' laptop and scanner are stored in the archives storage facility. It is the responsibility of the Archivist to manage access.

iv. Flash drives– Each storage bin in the Archives storage facility has a flash drive in it maintained by the Archivist with digital copies of the physical documents the bin contains.

v. Speaker system[24]

b. **Software** (Available software subscriptions are provided by SENY.)

i. Adobe Acrobat Pro[25]

ii. Google Workspace (Offered complimentary to non-profits.)

(1) Multiple accounts available to SENY Archives[26] including access to:

(a) Gmail (servicetitle@aaseny.org)– See, Appendix G, Archives Committee Email Addresses.

(b) Google Drive (A file-hosting and synchronization service developed by Google)– Each Workspace account has access to its own Google drive. The SENY Digital Archive is a restricted shared Google Drive.

(c) Google Docs (Word processor similar to MS Word)

(d) Google Sheets (Spreadsheet similar to MS Excel)

(e) Google Slides (Presentations similar to MS PowerPoint)

(f) Google Cloud SQL (Database similar to MS Access)

iii. AA Grapevine Digital Subscription (Available on the Archives laptop.)

iv. Other software– As the collection develops, additional software products may be sought to support the work at hand.[27]

c. **Digital Archive** (Previously described)

d. **Archives Database** (Previously described)

e. **Storage and Backup Resources**

i. The storage facility for the physical collection is currently, Public Storage, 36 Merrick Road, Rockville Centre, NY 11570 with restricted access through the Archive Chair, Archivist, and Historian. This location may change periodically in tandem with the rotation of the Archivist role every six years.[28]

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[24] Archives' speaker system is stored in the archives storage facility. It is the responsibility of the Archives Chair to manage its access.

[25] Adobe Acrobat Pro subscription available on Archives' laptop.

[26] Workspace accounts are currently held by the Archives Chair, Archivist, Digital Archivist, Preservationist, Archives Web Support, Historian and Advisory Group Chair.

[27] In this category MS-Office 365 including OneDrive has been suggested by the Archives Committee, but the Area currently prefers the Google-based resources listed above. That decision might be revisited with the Area if Archives finds it limits the work at hand.

[28] The storage facility contract is signed and managed by SENY officers who are responsible to keep it current. Archives is responsible for the budget request to keep it funded.

ii. For the digital collection:

(1) External drives

(2) Google Drive (cloud storage) for the Digital Archive

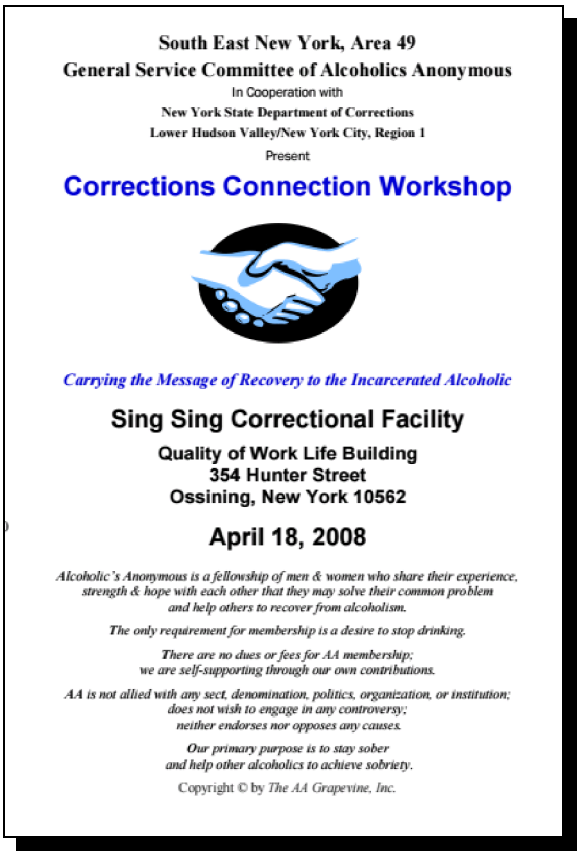
f. Documents, reports, guidelines and other– Some additional useful items to help guide Archives include:

i. SENY Service Handbook

ii. AAWS/Grapevine-based– See, Appendix E, Resources and References

iii. National AA Archives Workshop

iv. National AA Technology Workshop



South East New York, Area 49
General Service Committee of Alcoholics Anonymous
In Cooperation with
New York State Department of Corrections
Lower Hudson Valley/New York City, Region 1
Present

Corrections Connection Workshop

Carrying the Message of Recovery to the Incarcerated Alcoholic

Sing Sing Correctional Facility
Quality of Work Life Building
354 Hunter Street
Ossining, New York 10562

April 18, 2008

Alcoholic's Anonymous is a fellowship of men & women who share their experience, strength & hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking.

There are no dues or fees for AA membership; we are self-supporting through our own contributions.

AA is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Copyright © by *The AA Grapevine, Inc.*

Section 3

Other matters

1. Ownership of the collection

a. Everything held by Archives in any form or place is the property of SENY which reserves all rights to the collection including any copyright involved except as may already be formally assigned, otherwise limited or as may be formally limited by the terms of a contribution. (Such limiting terms should be avoided when accepting donations as possible.) See also, "Deed of Gift" and "Assignment of Copyright" under "Sample Documents."

Possession of an item does not necessarily mean owning the copyright to the content of the item. (For example, the collection may own a copy of the 4th Edition "Big Book," but that does not convey the copyright to the content of the book. That copyright remains with AAWS.) See also below under, "Copyright."

b. Items removed from the collection and in the personal possession of an Archives Committee member for any reason need to be so documented so as not to be lost to the collection.

c. See also, "Ownership of Material," in the *Archives Workbook*, AAWS, page 16.

2. **Copyright**[29]– US Copyright law supports the intellectual property rights of content creators.

a. SENY Archives is mindful of the limits of copyright ownership, both its own and that of others who may donate copyright protected items to the collection. A donor may be entitled to give an item to the collection, but may not also be entitled to convey the intellectual property rights to the content of the item if they do not also own the copyright. See, "Assignment of Copyright" under "Sample Documents."

b. For a preliminary discussion of copyright, go to, "A Note About Copyright," in the *Archives Workbook*, AAWS, pages 23-25.

c. **Fair Use**– The doctrine of Fair Use allows otherwise copyright protected material to be used without permission under limited circumstances. See information in the US Copyright Office's Fair Use Index, especially "About Fair Use" which includes the following.

> "Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. Section 107 of the Copyright Act provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use."

d. SENY will probably choose to remove content from publication where it is confronted with a copyright challenge even if it believes it to be covered under fair use.

3. **Speaker License**– It is a best practice to obtain a formal license from individuals who we record. See, "Speaker License," under, "Sample Documents."

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[29] See, "Copyright Basics," at the US Patent and Trademark Office, and "Copyright" at Wikipedia for some basic ideas about copyright.

4. **Permissions**– Formal permissions may be arranged to access the collection by contacting archivist@aaseny.org. See also, "Requests for research into the collection."

5. **Duplication/Copying**

   a. Facsimiles and copies of items in the collection may be made consistent with established Archives Policies and Procedures detailed in this workbook. Note that in some cases copying materials may constitute a violation of copyright which is to be avoided.

   b. Transcriptions of recorded materials may be made to make some materials more broadly accessible subject to the availability of an executed Speaker License and so long as there are no copyright issues involved.

6. **Publishing**– Archives may publish copies or summaries of materials in the collection consistent with established Archives Policies and Procedures detailed in this workbook in print or on its website to make such materials more broadly accessible being mindful of the limitations of copyright ownership.

7. **Supplies and equipment**– Supplies and equipment needed to manage, store and protect the collection are obtained by the Archivist and Preservationist in accordance with established best practices and consultation with the broader committee. See also, "List of Equipment Needed," in the AAWS *Archives Workbook*, page 17, and, "Archival Preservation Suppliers and Supplies," in Archives Preservation Guidelines, AAWS, page 6 for suggestions. See also, "Archives Budget" below.

8. **Archives Budget**

   a. Archives participates with SENY in the annual budgeting process (usually a meeting called by the Area Treasurer some time before each year's end to plan for the next year), usually represented by the Archives Chair, or an Archives member designated by the Archives Chair. Whoever represents Archives in that process should be familiar with Archives' current and planned activities and related expenses, and be prepared to explain, discuss and justify any funds requested. Multiple quotes may be needed for more expensive items (usually equipment) to be purchased.

   b. The Archives Committee may request amendments to their current budget lines as special or unanticipated needs arise during the year.

   c. If new projects needing funding will be proposed, information on possible vendors and estimated costs are needed.

   d. See Appendix F, Archives Budget for the current year's budget and the prior year's actual expenditures.

9. **Special Projects and Activities**– The Archives Committee may periodically undertake special projects including:

   a. Holding Archives workshops;

   b. Updating of the Area History Book;

   c. Collecting speaker recordings and Oral Histories, especially, but not exclusively at Area events and from Area Past Delegates;

   d. Supporting the creation of home group, district, county and other service group histories;

   e. Updating GSO Archives with copies of major Area archival projects like the Area history book.

f. Such other project as may advance the Archives mission.

10. Business Records

a. Business records include all documents (physical or digital) relating to the business activities of the Area including but not limited to ByLaws, Treasurer reports, bank records, insurance documents, correspondence, contracts, and IRS/NY State related items.

b. ByLaws are part of the permanent collection and are found in the Area Service Handbook.

c. Treasurer reports are considered part of the historical record and of the minutes of the meetings in which they were originally provided, and, if not already embedded in the meeting minutes, are appended thereto where available. These are also part of the permanent collection.

d. All other business records in whatever format are held by Archives for the Area's convenience, and are managed principally by the Archivist. As a matter of policy and practice:

   i. Archives does not pursue the Area for business records.

   ii. Records provided by the Area to Archives are:

      (1) Stored separate from the main collection to facilitate special handling;

      (2) Organized chronologically;

      (3) Are not preserved owing to their temporary nature;

      (4) Are routinely destroyed by shredding after no less than three but no more than seven years unless the Area formally requests something different, except that all IRS/NY State related items are kept indefinitely and are filed apart from the temporary business records;

      (5) Digital business records are similarly handled;

      (6) Access to business records held by Archives is authorized by the Area Treasurer or Area Chair.

e. It is expected that with the increasing push by business institutions to move to digital documents over paper, there will be less and less for Archives to physically manage.

f. The Area may opt to bypass Archives in whole or in part in favor of its own management of business records.



Sample Documents[30]

1. **Deed of Gift**– A deed of gift is a formal and legal agreement between a donor and the Archive that transfers ownership of and legal rights to the donated materials.

   The Deed of Gift may or may not also transfer copyright.

   Executed Deed of Gift forms are stored in a "Deed of Gift" folder by the Archivist in the storage facility with a digital copy stored in the Digital Archive.

   Follow this link to go to Archives' Deed of Gift form. See also, the AAWS *Archives Workbook*, page 21 for an alternative sample form.

2. **Assignment of Copyright**– The donation of an item to the archive does not necessarily also confer assignment of the corresponding copyright. Such rights, if held by the donor, need to be explicitly transferred.

   The above Deed of Gift form may be sufficient to convey copyright where the donor holds the copyright. Otherwise or in addition, an Assignment of Copyright form needs to be created.

   See also, Footnote #30, below.

3. **Speaker License**– Speakers at events may be recorded by the Area and oral histories may be recorded as well. In either case, a license form is required so as to avoid misunderstandings about the ownership and possible use of that content.

   Executed Speaker License forms are stored in a "Speaker License" folder by the Archivist in the storage facility with a digital copy stored in the Digital Archive.

   Follow this link to go to Archives' Speaker License form in English or in Spanish.

4. **Equipment Loan Agreement**– Those wishing to make use of any of Archives' equipment are asked to sign an loan agreement for taking responsibility for the borrowed equipment and its undamaged return. Follow this link to go to Archives' Equipment Loan Agreement form.

5. **Other**– As they are developed, links to other sample documents for archival use will be appended here.

[30] All sample forms still need to be either reviewed and approved, or produced. The Assignment of Copyright in particular is a complicated, legalistically challenging undertaking with special NY State requirements.

Key Terms	
Term	**Definition**
Accession	Accessioning is the process of transferring legal and physical ownership of material through a documented process, such as a Deed of Gift. To complete an accession, an archive must establish physical custody and legally assume physical and intellectual control over the materials. Intellectual control simply refers to the gathering and recording of core information about the materials (cataloging and inventorying). From, *Archives Checklist*, AAWS, p. 2.
Appraisal	The review of items for possible inclusion in the collection. See, *Archives Workbook*, AAWS, p. 15.
Arrangement	Archival arrangement is the process of organizing and managing the archival records. From, *Archives Checklist*, AAWS, p. 2.
Catalogue	A searchable list or inventory describing each item in the collection. From, *AA Guidelines: Archives*, AAWS, p. 3.
Conservation	Involves the work . . . to repair damage that has already occurred to a document or artifact . . . . From, *Archives Preservation Guidelines*, AAWS, p. 1.
Copyright	A form of protection provided by the laws . . . to the authors of any "original works of authorship" . . . . From, *Archives Workbook*, AAWS, p. 23.
Description	Archival description is the process of capturing or collating information that serves to identify and locate the materials, particularly for research access. From, *Archives Checklist*, AAWS, p. 3.
Fair Use	The doctrine of "fair use" . . . permits works to be copied for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. From, *Archives Workbook*, AAWS, p. 24.
Preservation	Refers to the process involved in stabilizing and protecting historical documents . . . . From, *Archives Preservation Guidelines*, AAWS, p. 1.
Provenance	When organizing and arranging the records or materials, it is important to maintain original order and establish *provenance*. The principle of provenance provides that archival materials are retained according to their creator or source. Materials from different sources should not be intermingled, even when they share a common subject. From, *Archives Checklist*, AAWS, p. 3.

Appendix A- Physical Collection Organization

Organized usually chronologically in one or more labeled bins or other holder for each of the following broad categories, some with additional subfolders within. Bins in any category are labeled and numbered sequentially as more materials accrue. For example, the first full bin of Assembly Meeting Minutes is labeled A-1 and the second is A-2 and so on. In the storage facility related bins are stored together. (Temp folders represent catchall bins for unsorted materials or work in progress not belonging to or ready for one of the other folders.) Bulky items may be stored differently at the discretion of the Archivist.

Physical Collection Organization	
1.	**Area Assembly Meeting Minutes and Related Documents (A-#)**
2.	**Area Committee Meeting Minutes and Related Documents ©-#)**
3.	**Conventions, Conferences and Workshops**
	a. International
	b. LISTS (Long Island Spirituality through Service)
	c. NERAASA (North East Regional AA Service Assembly)
	d. NERC (North East Regional Convention)
	e. NERD (North East Regional Delegates)
	f. NERF (North East Regional Forum)
	g. NYS Convention
	h. NYSIW (NY State Informational Workshop)
	i. SENY Convention
	j. Temp
4.	**Delegates**
	a. Multi-panel bins organized by Panel within. (D-1–#)
	b. Single delegate bins where sufficient material is available to justify the separation or as a collection. (D-Name)

Physical Collection Organization
5. **Non-Delegate Officers** a. Alternate Delegate b. Chair c. Registration Officer d. Technology Officer, TO (formerly, Technology and Communications Officer, TCO) e. Treasurer f. Temp
6. **Other** a. Audio i. Oral Histories in physical media ii. Other recordings in physical media b. Correspondence c. Photos/Images d. Misc e. Newspaper Articles f. Presentations (Typically print versions of PowerPoint or Google Slides presentations.) g. SENY TV (Print versions of any SENY TV item.) h. Timelines– These may be posters not suitable to bins. i. Temp
7. **Publications** a. AAGV (Not encourage in the collection unless especially relevant to SENY.) b. AAWS (Not encourage in the collection unless especially relevant to SENY.) c. SENY Service Handbooks d. SENY History Books e. SENY Newsletter (*The Link*), (L-#–Date Range) f. Temp

8. **SENY Standing, Special and Ad Hoc Committees**

- a. Accessibilities-Special Needs
- b. Ad Hoc
  - i. Finance Ad Hoc
  - ii. Service Participation Ad Hoc
  - iii. Other
- c. Agenda
- d. Archives
  - i. Archives Chair
  - ii. Preservation Workgroup
    - (1) Archivist
    - (2) Digital Archivist
    - (3) Preservationist
    - (4) Web Support Manager
  - iii. Historian
  - iv. Advisory Group
  - v. Temp
- e. Corrections
- f. CPC (Cooperation with the Professional Community)
- g. Email Administrator
- h. Grapevine La Viña
- i. Intergroup Liaison
- j. Literature
- k. Newsletter Editor
- l. Office Manager
- m. PI (Public Information)
- n. Postal Mailings Coordinator
- o. Recording Secretary
- p. Registration Chair
- q. Service Sponsorship
- r. Technology Committee
- s. TF (Treatment Facilities)

Physical Collection Organization	
9.	**Individual Collections** (Bin named for donor.)
10.	**Business Records**
11.	**Temp**

SENY Archives Presents:
An Archives Workshop

Saturday, May 2, 2020, 10am-12pm

Join Zoom Meeting:
https://zoom.us/j/381490842?pwd=S3pOckVSZEFxQ2YyRm1pbWlybGxSZz09

Meeting ID: 381 490 842
Password: 833353

One tap mobile
+13126266799,,381490842# US (Chicago)
+16468769923,,381490842# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US
+1 646 876 9923 US (New York)
+1 669 900 6833 US (San Jose)
+1 301 715 8592 US
Meeting ID: 381 490 842

- James D., former SENY Archivist, "A History of Sponsorship"
- Cathy M., SENY Archivist, Managing Archival Displays
- Richard S., former SENY Archives Chair, Creating Oral Histories
- Bill C., former SENY Digital Archivist, Capturing Group Histories
- Q&A



Questions? Go to, archives@aaseny.org

Appendix B- Digital File Folder Organization

SENY Digital Archive

Organization of the folders and sub-folders in the digital archive mirrors the organization of the physical archive (Appendix A above), but may also include materials not available in the physical collection. (Temp folders are catchall folders for materials not ready for filing in one of the permanent folders above it.) See also, Digital File Naming Conventions, Rev. 8/30/2025 which considers the naming and possible organization of files within any folder.

Digital File Folder Organization
1. **Assembly Minutes** a. A1 (Dates)- Includes content from the first full physical box of assembly minutes organized by date including redacted versions. b. A2 (Dates)- Includes content from the second full physical box of assembly minutes organized by date including redacted versions. c. A# (Dates)- Includes content from all subsequent full or partial boxes of assembly minutes organized by date including redacted versions. d. A-Merged- Includes merged sets of assembly minutes by single year or decade ready for upload or uploaded to the archives website. e. Other- A catchall folder for assembly minutes that need work before being moved to one of the above folders. f. Temp
2. **Committee Minutes** a. C1 (Dates)- As above for assembly minutes. b. C2 (Dates)- As above for assembly minutes. c. C# (Dates)- As above for assembly minutes. d. C-Merged- As above for assembly minutes. e. Other- As above for assembly minutes. f. Temp

Digital File Folder Organization
3. **Conventions Conferences and Workshops** a. International- Materials from International AA Conventions organized by year. b. LISTS– Materials from Long Island Spirituality through Service workshops. c. NERAASA- Materials from Northeast Regional AA Service Assemblies organized by year. d. NERC- Materials from Northeast Regional Conventions organized by year. e. NERD- Materials from Northeast Regional Delegates weekends organized by year. f. NERF- Materials from Northeast Regional Forums organized by year. g. NY State Convention- Materials from NY State Conventions organized by year. h. NYSIW- Materials from NY State Informational Workshops organized by year. i. SENY Convention i. SENY Convention (Year)- Includes content from the first full physical box of SENY Convention materials minutes organized by date. ii. Etc.- Includes content from all subsequent full or partial boxes of SENY Convention materials organized by year. j. Temp
4. **Delegates** a. Delegate (Panel 1-#)- Includes content from the first full physical box of delegate materials organized by panel number. b. Delegate (Panel #-#)- Includes content from the second and subsequent full or partial physical boxes of delegate materials organized by panel number. c. Delegate (Name)- Includes content from a single named delegate sufficient to fill or mostly fill a physical box. d. Temp

Digital File Folder Organization
5. **Non-Delegate Officers** Each folder below includes content corresponding to the first full and any subsequent full or partial physical boxes of non-delegate officer materials organized by date. a. Alt Delegate b. Chair c. Registration Officer d. Technology Officer, TO (formerly, Technology and Communications Officer, TCO) e. Treasurer f. Temp
6. **Other** a. Audio i. Oral Histories- Recorded audio histories from individuals organized by speaker. ii. Other- Other audio recordings organized by speaker and/or event. b. Correspondence c. Images d. Misc e. PowerPoints f. SENY TV i. Presence of AA at Ground Zero ii. Other g. Timelines h. Temp

Digital File Folder Organization

7. **Publications**
    a. AAWS
    b. AAGV
    c. Handbooks- SENY Service Handbooks organized by year.
    d. Hx Books- SENY History Books organized by year.
    e. Newsletter (*The Link*)
        i. L1 (Dates)- Includes content from the first full physical box of newsletters organized by date including redacted versions.
        ii. L2 (Dates)- Includes content from the second full physical box of newsletters organized by date including redacted versions.
        iii. L# (Dates)- Includes content from subsequent full or partial physical box of newlsetters organized by date including redacted versions.
        iv. L-Merged- Includes merged sets of newsletters by single year or decade ready for upload or uploaded to the archives website.
    f. Temp

8. **SENY Standing Special and Ad Hoc Committees**

Per the listings in the 2020 *SENY Service Handbook*, each folder below includes content corresponding to the first full and any subsequent full or partial physical boxes of SENY Standing, Special and Ad Hoc Committee materials organized first by committee and then by date. Some committees may have individual boxes depending on the volume of content.

- a. Accessibilities-Special Needs
- b. Ad Hoc
  - i. Finance Ad Hoc
  - ii. Service Participation Ad Hoc
- c. Agenda
- d. Archives
- e. Archives
  - i. Advisory
  - ii. Archives Tools
  - iii. Chair
  - iv. Historian
  - v. Other
  - vi. Preservation Workgroup
    - (1) Archivist
    - (2) Digital Archivist
    - (3) Preservationist
    - (4) Archives Web Support
  - vii. Temp
- f. Convention (See, Conventions Conferences and Workshops)
- g. Corrections
- h. CPC- Cooperation with the Professional Community
- i. Email Admin
- j. Email Update Editor
- k. Grapevine La Viña
- l. Intergroup Liaison

Digital File Folder Organization
m. Literature n. Newsletter Editor o. Office Manager p. PI- Public Information q. Postal Mailings Coordinator r. Recording Secretary s. Registrations Chair t. Service Sponsorship u. Tech-Comm v. TF- Treatment Facilities w. Translation x. Website y. Temp
9. **Assignment of Copyright**
10. **Deed of Gift**
11. **Speaker/Oral History License**
12. **Business Records**
13. **Temp**

Appendix C- Digital File Naming Conventions

Use the following link for the most current version of the Digital File Naming Conventions, Rev. 8/30/2025.

Appendix D- Shared Drive Permissions

Permission Level	Current	Note
Manager	Historian	Full management control of the shared drive. Historian will shift to Content Manager or share management responsibilities when Digital Archivist becomes Manager.
Content Manager	Archivist Digital Archivist Archives Web Support	Significant but limited control of the shared drive.
Contributor	None at this time.	
Commenter	Archives Chair Preservationist Archives Advisory Group Chair	May view and comment only.
Viewer	None at this time.	View only.

The SENY Digital Archive is a limited access shared Google drive containing all digital materials in the collection. The above may access the drive using their SENY email and access code.

Use the following link to Shared Drive Access from Google for more details.

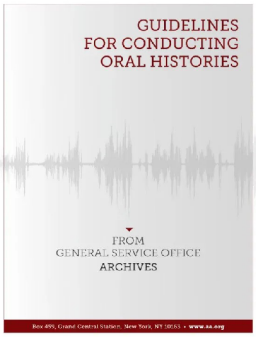
Appendix E- Resources and References

1. AAWS

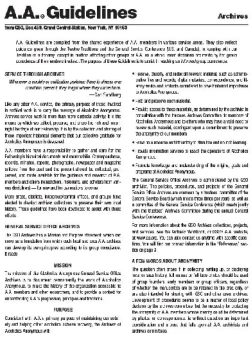
   a. *Archives Workbook* (M-44I)



   b. Oral Histories Guidelines



   c. AA Guidelines: Archives (MG-17)



d. Archives Preservation Guidelines

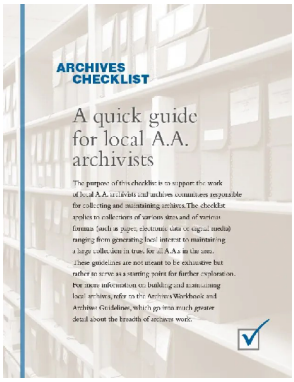

Archives Preservation Guidelines*

e. Digitizing Archival Material Guidelines


General Service Office Archives

DIGITIZING ARCHIVAL MATERIALS GUIDELINES

f. Archives Checklist (F-221)



g. Researching AA Group History service piece (SMF-169)

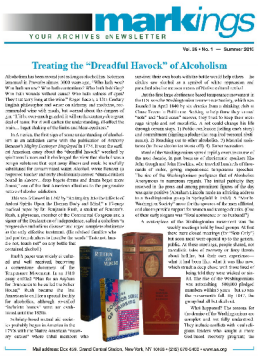


RESEARCHING A.A. GROUP HISTORY

h. The AA Archives (F-47)



i. Markings: Newsletter of the GSO Archives, 1981-2016



2. GSO Archives, AAWS, archives@aa.org

3. National AA Archives Workshop

4. Non-AA resources

   a. Society of American Archivists

   b. Community Archives and Heritage Group, *Cataloguing guidelines for community archives*

   c. Bureau of Canadian Archivists, *Rules for Archival Description*

Appendix F- Archives Budget

2026 Archives Budget			
Budget Line #	**Line Name**	**2026 Budget**	**2025 Actual**
600151	Archives Chair	$5,000	$4,867
600152	Archivist	$400	$3,715[#]
800201	Archives Storage	$2,500	$2,152[§]
800203	Preservation Materials	$1,500	$367[#]
80041	SENY History Book	$0	$0
70075	Website*		
Totals		**$9,400**	**$11,101**

* Funding for Archives website related expenses and software subscriptions are not broken out in the 2026 SENY budget, but are subsumed within the much larger SENY "Tech & Telecommunications" (Line #70075). In prior years the expense may have been handled differently.

[#] 600152 and 800203 were flipped in 2025.

[§] Represents only eight month of expenses. True 2025 expense was $3,380.

Check with the Archives Chair, Archivist or the SENY Treasurer (treasurer@aaseny.org) for more on the budget.

Go to "Archives Budget" for a brief discussion of budget planning.

Appendix G– Archives Committee Email Addresses

Archives Committee Email Addresses	
Service Title	**Email**
Archives Chair	archives@aaseny.org
Archivist	archivist@aaseny.org
Digital Archivist	digitalarchivist@aaseny.org
Archives Web Support	webarchives@aaseny.org
Preservationist	preservationist@aaseny.org
Historian	historian@aaseny.org
Archives Advisory Group Chair	archivesadvchair@aaseny.org

Appendix H– Bibliography

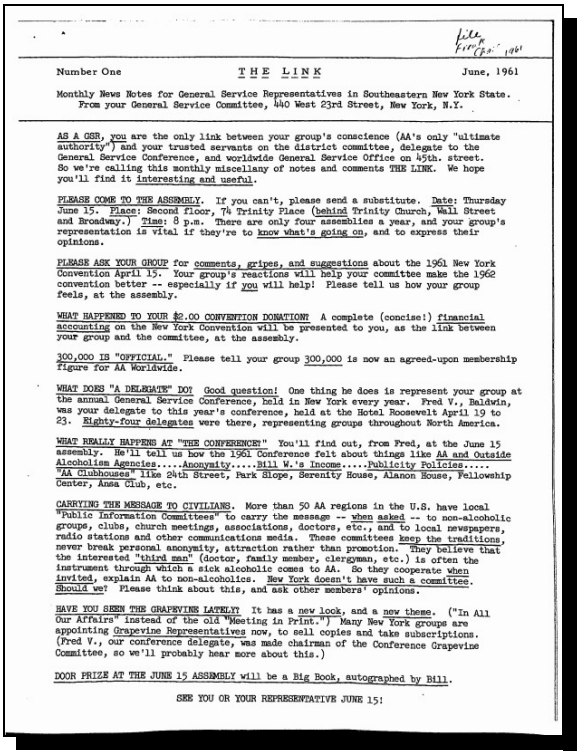
Suggested historical readings:

Alcoholics Anonymous Comes of Age: A brief history of AA, AAWS, 1957.

Dr. Bob and the Good Oldtimers: A biography, with recollections of early AA in the Midwest, AAWS, 1980.

'Pass It On,' The Story of Bill Wilson and How the AA Message Reached the World, AAWS, 1984.

South Eastern New York Area 49 History Book, 5th Ed., SENY, Rev. 2025.



Number One THE LINK June, 1961

Monthly News Notes for General Service Representatives in Southeastern New York State.
From your General Service Committee, 440 West 23rd Street, New York, N.Y.

AS A GSR, you are the only link between your group's conscience (AA's only "ultimate authority") and your trusted servants on the district committee, delegate to the General Service Conference, and worldwide General Service Office on 45th. street. So we're calling this monthly miscellany of notes and comments THE LINK. We hope you'll find it interesting and useful.

PLEASE COME TO THE ASSEMBLY. If you can't, please send a substitute. Date: Thursday June 15. Place: Second floor, 74 Trinity Place (behind Trinity Church, Wall Street and Broadway.) Time: 8 p.m. There are only four assemblies a year, and your group's representation is vital if they're to know what's going on, and to express their opinions.

PLEASE ASK YOUR GROUP for comments, gripes, and suggestions about the 1961 New York Convention April 15. Your group's reactions will help your committee make the 1962 convention better -- especially if you will help! Please tell us how your group feels, at the assembly.

WHAT HAPPENED TO YOUR $2.00 CONVENTION DONATION? A complete (concise!) financial accounting on the New York Convention will be presented to you, as the link between your group and the committee, at the assembly.

300,000 IS "OFFICIAL." Please tell your group 300,000 is now an agreed-upon membership figure for AA Worldwide.

WHAT DOES "A DELEGATE" DO? Good question! One thing he does is represent your group at the annual General Service Conference, held in New York every year. Fred V., Baldwin, was your delegate to this year's conference, held at the Hotel Roosevelt April 19 to 23. Eighty-four delegates were there, representing groups throughout North America.

WHAT REALLY HAPPENS AT "THE CONFERENCE?" You'll find out, from Fred, at the June 15 assembly. He'll tell us how the 1961 Conference felt about things like AA and Outside Alcoholism Agencies.....Anonymity.....Bill W.'s Income.....Publicity Policies..... "AA Clubhouses" like 24th Street, Park Slope, Serenity House, Alanon House, Fellowship Center, Anna Club, etc.

CARRYING THE MESSAGE TO CIVILIANS. More than 50 AA regions in the U.S. have local "Public Information Committees" to carry the message -- when asked -- to non-alcoholic groups, clubs, church meetings, associations, doctors, etc., and to local newspapers, radio stations and other communications media. These committees keep the traditions, never break personal anonymity, attraction rather than promotion. They believe that the interested "third man" (doctor, family member, clergyman, etc.) is often the instrument through which a sick alcoholic comes to AA. So they cooperate when invited, explain AA to non-alcoholics. New York doesn't have such a committee. Should we? Please think about this, and ask other members' opinions.

HAVE YOU SEEN THE GRAPEVINE LATELY? It has a new look, and a new theme. ("In All Our Affairs" instead of the old "Meeting in Print.") Many New York groups are appointing Grapevine Representatives now, to sell copies and take subscriptions. (Fred V., our conference delegate, was made chairman of the Conference Grapevine Committee, so we'll probably hear more about this.)

DOOR PRIZE AT THE JUNE 15 ASSEMBLY will be a Big Book, autographed by Bill.

SEE YOU OR YOUR REPRESENTATIVE JUNE 15!

Revision History

–First Edition, Version 1.0, reviewed and approved by the SENY Archives Committee, 8 October 2026.

Other Notes

To the extent that the content of this workbook may be useful beyond SENY Archives, please feel free to use it in the spirit of “passing it on.”

Materials draw from AAWS are believed to be used consistent with the guidance reflected in Appendix N of *The AA Service Manual*, “Trademarks, Logos and Copyrights,” or under fair use provisions.

