

## **Potential Tasks for Archive Chairs Groups, Districts & Committees**

**Purpose:** To help future generations remember how AA sobered up 2 million alcoholics since 06/10/35 including 16,000 in Colorado/Area 10 since 08/19/41. Archives Chairs: GSO has a published Archives Guidelines and Archives Workbook available (online, free download). Included therein are a mission statement, goals, purpose, objectives etc.

**Digital storage is limitless.** We are forever building a repository so that any AA member can come down to AA Archives (6<sup>th</sup> and Gilpin, Denver) and simply pull up historical information on their Group, District or Committee.

### **I. General Information, one per group (sample, feel free to change or add to)**

1. Your name, contact info, service position, etc. (Are you the Group Archivist?):
2. Date:
3. Group name:
4. District #:
5. Location/town:
6. Approximate date Group was founded:
7. Group # (if available, is your Group registered with GSO?):
8. Group name changes & history/background:
9. Location, time, days, changes, etc.:
10. Meeting format changes, e.g., Big Book, Open/Closed, etc.:
11. Founders & early members of Group: (if applicable, contact info, who might know them?)
12. Current & past Group Old-timers: (Contact information)
13. Past service positions (GSRs, Secretaries, other positions):
14. Write or collect history, see III, IV below.
15. Interview Long-timers (digital format, e.g. mp3 preferred). See IV below.

### **II. Collect, Organize & Scan**

Talk to past Secretaries, GSR's, etc. Collect, consolidate, organize, index & scan (.pdf) old group conscience & inventory minutes, phone lists, meeting formats, etc. Collect both computer (text/Word and .pdf) and paper/notebook files. Scan paper files and organize them with your computer files, consolidate into one master computer folder (named by district number & group name) broken down into subdirectories (e.g., year, group conscience minutes, histories, phone lists, etc.). Consider making a CD for other group members and one for Area 10 Archives. Save it, add to it and pass it on to the next Group Archives Chair or GSR. For Area 10 Archives, please email or send us one electronic (computer) file only! If you don't have a scanner, ask someone in your group to help or come down and use ours. Kinko's is expensive, > \$1 per page. Confusing? Please call us!

### **III. Colorado AA History – Autobiographies/Personal Testimonies**

Start with writing your own history or AA testimonial, as you see it, and then encourage other members in your groups to participate. Typed or handwritten, one paragraph or ten pages. See our flier called *Colorado AA Histories* on our webpage at [coloradoaa.org/committees/archives](http://coloradoaa.org/committees/archives).

### **IV. Interview Long-Timers –MP3 or WAV format suggested.**

Digital recorders are cheap and effective, and recordings are forever. Get sample Oldtimer Interview Questions on our webpage at [coloradoaa.org/committees/archives](http://coloradoaa.org/committees/archives).

Please come down to visit us at Area 10 Archives, anytime. And, we can always use help, if just for an hour on one of your Saturdays.

*We have some of your histories down at Area 10 Archives.*

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