"To Protect and Preserve"
Why a C.A. Area Archive is Important

• The history of our C.A. fellowship is a vital and informative resource.
• We need always acknowledge our background in order to secure our collective future.
• Historic records help us to sift through our day-to-day experience in recovery and reach back for the shared experience of the past.
• Sorting the myth from the facts we can ensure that our original message of recovery, unity and service remains the same in our ever-changing, growing and expanding Fellowship.

“Protecting C.A.'s Future By Preserving C.A.'s Legacy”
C.A. Area Archiving Goals

- **Develop an archives policy**: clearly define its purpose, goals and the type of material it will acquire.

- **Acquire appropriate C.A. material**: actively gather records from the District/Area/Group and the C.A. Fellowship at large.

- **Be responsible for the archival holdings**: know what material is in the archives and where it came from; storing the archives properly and securing it against theft, damage, and environmental or human hazards.

- **Make archival materials available for use by the C.A. fellowship**.
C.A. Area Archives Committee

1982: CA
1986: TX, WA, NY, CT, IL, GA, MI, AZ, NM, TN, WI, MI
1987: OR, ID
1988: OH, UT, PA, CAN, DC, MN, OK, CO
1989: NE, KS, FL, ME, PQ-CAN
1990: VA, LA
1991: RI, AL, MA
1992: NC
1993: Europe
1994: AR
1995: IN, NJ, DE
1996: NV, ONT-CAN, UK
1997: AK
1998: BC (CAN)
1999: KT, CAN-Maritimes
2013: Peru, Russia, Switzerland
2015: Denmark

• It is useful for an archive to be maintained, within the service structure, by an elected or appointed Chair and Committee responsible for its care and growth.

• An Archive Committee will help develop policy and procedural decisions, and raise awareness about the archives in the local C.A. fellowship.

• Establishing a committee composed of C.A. members, and asking for their advice and assistance with archival decisions, will encourage C.A. member interest in the archives.
Building an Archive in Your C.A. Area or District

- Collection
- Protection & Preservation
- Cataloging
- Presentation
C.A. Area Archive Collection

- Collect pertinent documents and artifacts created by the C.A. Area Committees and C.A. Area Convention Committee.
- Correspond with all Area C.A. Committees and your local C.A. Fellowship to acquire items from older organizing members and trusted servants.
- Develop a presence for archival items to be displayed at Area and Regional Conventions.

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C.A. Area Archive Collection

The following organizational categories are suggested in the WSC Archive Committee Guidelines:

- **Audio (A):** Speaker Tapes & CD’s, PSA’s, Convention Tapes & CD’s, Member interviews
- **Books (B):** HFC I & II
- **Ceramics (C):** Coffee mugs, teacups, glassware, plates.
- **Chips (CH):** Plastic, metal and commemorative C.A. tokens, Eternity and Principles chips.
C.A. Area Archive Collection

- **Digital (D):** Electronic files including, PSAs, Emails, Scanned documents, Images, etc.
- **Large Format (LF):** Steps, Traditions & Concepts banners, and all other large display banners, posters, etc.
- **Miscellaneous (M):** Things that do not fall into any of the other categories.
- **Objects (O):** God boxes, umbrellas, mouse pads, artwork, jewelry, vases, golf balls & tees, key chains, buttons, plaques, etc.
C.A. Area Archive Collection

- **Pulp (P):** All paper documentation, including:
  - Area Minutes, Policy and Procedures, Various Area Committee Minutes
  - Area Incorporation Documents, Board of Director's Minutes, Bylaws
  - Meeting Directories, Event Fliers
  - Area Convention Manuals, Minutes, Registration and Program Pamphlets, Ephemera (tickets, flyers, etc.)

- **Textiles (T):** All fabric items - T-shirts, jackets, hoodies, sweatshirts, sweat pants, shorts, boxers, polo, baseball, soccer, et al shirts, ball caps, quilts, cloth banners, bandanas, towels, etc.
Protection & Preservation

Your archival collection ought to be stored in an area that:

- Is fire-resistant with fire extinguishers, smoke and heat detectors, free from possible flooding or water damage. Keep all archival materials on shelves and off the floor.
- Is free of insects, rodents, mould, or fungus.
- Is consistent in temperature and humidity. Use a dehumidifier or air conditioner to control the temperature.
- Has little uncontrolled natural or fluorescent light. Use curtains, shades, light filters, or incandescent lights.
- Is large enough for your current archives and for new acquisitions. Expect a growth rate of 10% a year for five years.
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Note: Textiles hung in garment bags (left), documents in Mylar sleeves, organized by year in binders, de-humidifier (lower right) for moisture control.
Protection & Preservation

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• **Pulp (P):**

  - Items such as, fliers, newspaper, magazine articles, tickets, photographs, ought to be digitally scanned (if there is no associated electronic file).

  - Documents ought to be placed in acid-free Mylar sleeves and stored in either binders or acid free boxes.
Protection & Preservation

• **Textiles (T):**
  - All fabric items - T-shirts, jackets, hoodies, sweatshirts, sweat pants, shorts, boxers, polo, baseball, soccer, et al shirts, ball caps, quilts, cloth banners, bandanas, towels, etc.
  - Fabrics ought to be clean and hung on padded fabric hangers (without putting strain on the shoulders, collar, or sleeves) and stored in linen clothing bags or archival fabric storage boxes.
  - **Dangers to all textiles include:** light (both artificial and daylight), dirt, dampness, insects, and excessive heat.
  - **For long-term storage,** find a space that is dry and dark with a cool, even temperature.
Protection & Preservation

- **Electronic files**, scanned documents and photographed memorabilia backed-up to 3 digital storage media, such as a thumb-drive, external hard-drive, or cloud storage.

- **Backup copies should be provided to:**
  1. C.A. Area Committee,
  2. Trustee assigned to the Archive Committee and
  3. the World Service Office c/o Archive Committee.

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Cataloging Your Archives

• Each member of the Archive Committee ought to be assigned some part of the archive and be responsible for sorting items by type. For example:
  – Code: (T) Textile
  – Title: 2009 Black, Short-sleeve t-shirt.
  – Description: Original. Used as a fundraising item for the 2009 C.A. Convention.

• Each item ought to be added to a C.A. Archive Ledger, which will be attached to each box identifying the contents of each box.

• Keep a master archive ledger or spreadsheet, containing details of all entries, boxes, linen bags, etc.
Southern Ontario Cocaine Anonymous has an online website that was created and is currently maintained by the SOCA Archives Committee. Here, C.A. Members are welcome to re-experience 20 years of archival convention history in Southern Ontario. Members can listen to C.A. speakers, download the C.A. program for that specific convention year, see the logo, theme, which C.A. members were involved, and more.

http://www.socaconvention.org
Presentation: Making Your C.A. Archives Available

Every Convention year in Southern Ontario, the SOCA Convention Committee displays all the previous years Logos & Themes to the C.A. membership and hosts a “Logo & Theme” Contest to inspire current members to create and theme and logo. Submissions are displayed at the Convention and the C.A. membership votes for their favorite entry.

Vote Your Favourite 2014 Logo And Theme!

SOCA Archives Committee
Protect & Preserve Your C.A. Area History!

Contact the Archive Committee for The C.A. World Service Conference Committee’s 2016 Archiving Guidelines for C.A. Areas & Districts

Available by request at archives@ca.org

"If we fail to understand our history, we are doomed to repeat it."

~ Bill W.