Cocaine Anonymous World Services
2016 Archiving Guidelines for C.A. Areas and Districts

"Protecting C.A.'s Future By Preserving C.A.'s Legacy"

"If we fail to understand our history, we are doomed to repeat it."
PURPOSE AND MISSION OF A C.A. AREA OR DISTRICT ARCHIVES

The purpose of the C.A. AREA OR DISTRICT archives ought to document permanently the work of Cocaine Anonymous in your Area or District and make the history of the organization accessible to C.A. members and to provide a context for understanding C.A.'s progression, principles and traditions.

The mission of the C.A. AREA OR DISTRICT Archive Committee is to collect, protect and preserve, organize, catalogue and present historically valued documents, printed materials, items, artifacts, ephemera and memorabilia of Cocaine Anonymous in your AREA or DISTRICT into two archival collections:

1. C.A. AREA OR DISTRICT General History
2. C.A. AREA OR DISTRICT Convention History
   a. Area Convention
   b. Regional Convention when sponsored by your C.A. Area.

The history of the founding of the fellowship in your AREA or DISTRICT 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 a changing, growing, expanding Fellowship.

The C.A. AREA OR DISTRICT Archives Committee ought to be responsible for establishing policies, budgets, and procedures. It undertakes and maintains final responsibility and authority for the use of the archives, and exercises its group conscience in regard to matters of general policy. In all of its actions, the C.A. AREA OR DISTRICT Archives Committee needs to be mindful of and guided by C.A.'s primary purpose.

One of the most important functions of the C.A. AREA OR DISTRICT Archives Committee is to establish creative parameters for the selection of material to be collected. These parameters will guide the C.A. AREA OR DISTRICT Archive Committee in gathering material of historical significance and will reduce the time and space of preserving random bits and pieces of dubious value.

It is helpful for the Archives Committee to meet on a regular basis to aid the C.A. AREA OR DISTRICT Archivist and to become familiar with the maintenance of the collection. The C.A. AREA OR DISTRICT Archives Committee ought to maintain records of permanent value to allow any member to go back and consult the original sources again and again. Therefore, the C.A. AREA OR DISTRICT Archives Committee initiatives ought to include the following:

a. Elect a C.A. AREA OR DISTRICT Archives Chair who is responsible to form an Archives Committee responsible for documenting the work of C.A. in the Area or District, including making the history of the C.A. in the Area or District accessible to C.A. members and to provide a context for understanding C.A.'s progression, principles and traditions (See Appendix I).

b. Collect pertinent analog and digital documents and artifacts created by the C.A. AREA OR DISTRICT Service Committee and C.A. AREA OR DISTRICT Convention Committee.
c. Contact members of the CA fellowship who may have documents, items, artifacts, ephemera and memorabilia they wish to donate (or loan) to the C.A. AREA OR DISTRICT for the purpose of creating a complete C.A. Archive.

d. Implement, when necessary, industry practiced archival procedures so that the newest or most effective types of archival storage, preservation and cataloging techniques can be utilized.

e. Safely storing and preserving the archival holdings, securing it against theft, damage, and environmental or human hazards.

f. Communicate with other C.A. AREA OR DISTRICT Service Committees to ensure the collection of potential archive materials and make available for any committee use of the archives or memorabilia as required for special events, meetings or special needs. Act as the primary facilitator for all archive related committees, ensuring that the C.A. AREA OR DISTRICT Archival Guidelines are being used properly and effectively.

These initiatives may take years, even decades, to achieve, but they are worth striving for. Establishing a committee composed of C.A. AREA OR DISTRICT members, and asking for their advice and assistance with archival decisions, will encourage CA Member interest in the archives. An Archival Committee will help develop policy and procedural decisions, and help raise awareness about the archives in the C.A. AREA OR DISTRICT fellowship.

Furthermore, it is suggested that a C.A. AREA OR DISTRICT Archives Committee ought to consider the following:

- Specialize in acquiring and preserving the C.A. AREA OR DISTRICT historical records. It is suggested that the C.A. AREA OR DISTRICT Archives Committee NOT collect items relating to another area, but will acquire them if the opportunity arises and pass them onto the appropriate CA archive.

- Work cooperatively with the other C.A. AREA OR DISTRICT Committees to coordinate collecting efforts so that a maximum amount of archival material is retained with a minimum of duplication and competition.

- Protect restricted and/or confidential material, such as the full names of CA Members must be protected from those outside the C.A. fellowship.

- It is suggested NOT to lend out archival material, NOR allow materials to leave the archives, except in a few instances, such as for exhibits or reproduction, where a case can be made for allowing archival material to be removed from the archives building.

- All donated materials ought to become the property of C.A. AREA OR DISTRICT Archives Committee, unless designated as "on loan" from the donor.

In addition, a C.A. AREA OR DISTRICT ought to create an Audio Archives and include the following:

- Record and create an audio archive of all C.A. AREA, DISTRICT and REGIONAL (when sponsored by your C.A. Area) Convention Speakers and obtain a signed audio recording release form from every speaker.
Of particular importance are the **audio histories of our pioneering members** for the purpose of maintaining and storing an accurate account of our earlier membership so that new C.A. members can learn about where we come from and how we are progressing. There is much wisdom in our collective Hope, Faith and Courage.

The information of **an audio interview ought to contain historical details** of C.A.’s growth, remembering that we are focused on the History of (Your C.A. Area) Cocaine Anonymous, NOT the history of a single individual’s personal recovery story (See Appendix II). The structure of an audio history ought to record the following:

1. Basic Personal Information
2. Contributions to C.A. Growth
3. Specific Memories
4. Involvement with C.A. now
5. Closing Comments

Interview questions ought to be administered with consideration of and adherence to the Twelve Traditions of Cocaine Anonymous. The Archive Committee may wish to re-purpose the content of the historical interviews, so a release form from every recorded interviewee prior to the interview will be needed.

- Obtain a signed audio history release form from every Interviewee recorded for the C.A. AREA OR DISTRICT Audio History Archives (See Appendix III).

An audio archives for your C.A. Area ought to include interviews with:

1. Area and District Pioneers
2. Past CA AREA Committee Chairpersons:
   a. Area Chairs
   b. Convention Chairs
   c. World Service Delegates
   d. Service Committee Chairs (Unity, H&I, Special Events)
3. Past Regional Trustees
Also, environmental goals for an archive ought to include the following:

- The process of protection requires acid-free storage containers such as, storage boxes to Mylar sleeves, which can be obtained from a host of online archival and stationary companies.

- A fire-resistant environment with fire extinguishers, smoke and heat detectors and a carbon monoxide alarm. Secure the archives room with a lock.

- An area free from possible flooding or water damage, above the basement or ground level if possible. Keep all archival materials on shelves and off the floor.

- An area free of insects, rodents, mould, or fungus. Have a specialist inspect the archives and suggest controls that are not harmful to human health or the archive collection.

- An area with consistent temperature of 70 degrees Fahrenheit or 20 degrees Celsius or less is preferable and 30% to 50% humidity is best. Monitor heat and humidity regularly and check materials periodically for any change in their condition. Use a dehumidifier or air conditioner to control the temperature if necessary.

- An area with uncontrolled natural or fluorescent light should be avoided. Instead, limit light exposure and use curtains, shades, light filters, or incandescent lights.

- An accessible, sheltered receiving area. In poor weather, cover archival materials in waterproof containers or bags while they are being moved. Do not leave archival materials outside or in exposed areas for long periods of time.

- A separate processing area with sufficient space to arrange and box materials without crowding, close to supplies and stationery but separated from researchers. Set aside an area, even a desk or table, to be used strictly for processing.

- A separate storage area, large enough for materials on hand and for new accessions. Ideally you need enough room to grow at a rate of 10 per cent a year for five years. Make sure the floor is strong enough to hold the weight of all the records. Divide the research and storage areas with walls, bookcases, or shelving.

- A separate research area, such as a desk or table, with good lighting and sufficient workspace, close to the archivist but separate from the storage and processing areas.

- An area for administrative work, with a desk, telephone, computer with Internet access, and other necessary facilities.

- Other space, if needed, such as meeting rooms, a conservation area, exhibit space, a vault for valuable materials, a computer or MP3 player for playing audio files.
ORGANIZING THE ARCHIVE

The C.A. AREA OR DISTRICT Archives Committee ought to be responsible for acquiring, documenting, and cataloging audio, printed, written, and digital records, as well as, items, artifacts, ephemera and memorabilia items such as, t-shirts, caps, pins, medals, rings, pendants, cups, pens, book covers, tickets, flyers, buttons, etc.

Therefore, the C.A. AREA OR DISTRICT Archive ought to be organized into the following categories:

A = Audio: C.A. Convention Speakers and C.A. Historical Interviews recorded in various file formats, including, cassette and reel-to-reel tape, mp3, wav, etc.

B = Books: Hardcover and Softcover HFC I, II, A Quiet Peace, etc.

C = Ceramics: Coffee mugs, teacups, glassware, plates.

CH = Chips: Plastic, metal and commemorative C.A. tokens, Eternity and Principles chips, etc.

D = Digital: All electronic file formats, including digital and scanned text documents and images saved to various media including, CDs, DVDs, Thumb-drives, external hard drives, etc.

LG = Large Format: Steps, Traditions & Concepts banners, and all other large display banners, signage, posters, etc.

M = Miscellaneous: Anything that does not fall into any of the other categories.

O = Objects: God boxes, umbrellas, mouse pads, artwork, jewelry, vases, artwork, golf balls & tees, key chains, buttons, etc.

P = Pulp: All paper documentation of a C.A. Area or District business including:

- Area or District Minutes
- H & I Minutes
- Policy & Procedures
- Meeting Lists
- C.A. AREA OR DISTRICT Convention Minutes, Guidelines, etc.
- Assorted bumper stickers, meeting directories, postcards, posters, fliers, etc.
- Financial Records

T = Textiles: 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.

Document and Memorabilia Cataloging: Each member of the Archive Committee ought to be assigned documents and memorabilia and be responsible for cataloging items by type (See Appendix IV).

Securing of Original Documents and Memorabilia: Each Memorabilia item ought to be photographed or scanned by use of the Committee Digital Camera or Scanner and then placed in an Acid Free Mylar Sleeve and placed in an Acid Free Long Term Storage Box.
Each ought to be added to a C.A. AREA OR DISTRICT Archive Ledger or catalog, which will be attached to each box identifying the contents of each box.

**Electronic Files, Scanned Documents and Photographed Memorabilia Backed Up to Hard Media:** All electronic files, scanned documents and memorabilia photographed ought to be backed up to digital storage media, such as a Thumb Drive, external hard drive or Internet/Cloud server, which ought to be given to the C.A. AREA OR DISTRICT Area Chairperson; a second Archive Committee Chair.

**Long Term Storage:** Each Acid Free Long Term Storage Box that is classified Original Documents/Memorabilia shall be placed into long-term storage at approved storage location.
Appendix I: C.A. Area Or District Area Archives Committee Chairperson Position

The C.A. Area or District Area Archives Chairperson is responsible to form an Archives Committee responsible for documenting the work of C.A. in the Area or District, including making the history of the C.A. in the Area or District accessible to C.A. members and to provide a context for understanding C.A.'s progression, principles and traditions.

**Sobriety Requirement:** a minimum of two (2) years continuous sobriety from cocaine and all mind-altering substances.

**Past Service Work Required:** Has fulfilled the duties and term of a C.A. Area Or District Area Service Committee Chairperson, OR has participated as C.A. Area OR District Archives Committee Member for a minimum term of one (1) year, AND has been a GSR for a minimum term of one (1) year.

**Qualification:** a C.A. Member who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous. Requires good organizational skills, as well as excellent communication and interpersonal skills. Computer skills an asset.

**C.A. Area Or District-Area Archives Chairperson Duties & Responsibilities:**

1. Term of (2) Two Years.
2. A Voting Member of the C.A. Area Committee.
3. Schedule, Attend And Chair C.A. Archive Committee Meetings.
4. Attend C.A. Area monthly meetings and make C.A. Archives Committee Reports.
5. Upholds The 12 Traditions And 12 Concepts.
Appendix II: Audio Archival Interview Format:

**Introduction:** This (Interviewer's Name) from the (Your Area) ARCHIVE Committee. I’m here with (C.A. Member Name and Initial), this (DATE). Does Cocaine Anonymous have your verbal permission to record this talk for the posterity of C.A., provided that the principles of the Twelve Traditions are upheld AND with this permission, I transfer to the COCAINE ANONYMOUS the legal title and all literary rights, including copyright of the recorded material. *(Wait for audible response).* Thank you

**Topics & Questions for Original and Early Organizers**

1. Tell me about C.A. in *(Your Area or District)* from your point of view?
2. When did you become a member of Cocaine Anonymous?
3. Who else do you remember being involved at that time?
4. What is your most memorable moment in early C.A.?
5. What growing pains did you experience i.e. Group, District and Area Meetings?
6. What mistakes were made?
7. What do you think you did right?
8. How did you cooperate with AA in those days?
9. Tell me about the early Area conventions, Past World Delegates and Trustees.
10. How & when were the Regions established?
11. How would you like to be remembered in C.A.?
12. Are you happy with the way the C.A. has developed over the years?
13. Do you still attend C.A. meetings?
14. Is the Fellowship different now? How?
15. What would you say to today’s trusted servants?
16. Is there anything else you’d like to tell me?

**Closing:** I want to thank you for your time today (C.A. Member Name and Initial). On behalf of the Archive Committee and our worldwide fellowship, thank you for your time and your service.
Appendix III: Sample Audio History Release Form

Audio History Release Form for: (Your Area or District) COCAINE ANONYMOUS ARCHIVES

I ________________________________________________________, hereby give this interview or keynote talk recorded on this day __________________ to the (Your Area or District) Archives as a donation. With this gift, I transfer to the (Your Area or District) COCAINE ANONYMOUS ARCHIVES legal title and all literary recorded on rights, including copyright.

I understand the recorded interview or keynote talk may be made available for research and Archives may determine. This includes right and license to reproduce, copy, modify, display, distribute, perform, broadcast, transmit, and create derivatives from the recording. This may include use of the interview or keynote talk material in print and in live or recorded programs for radio, television, or any electronic publishing medium.

I transfer all of the above rights without limitation, to support the mission of C.A. and to disseminate information about C.A., upon the condition that I, and any other C.A. member I identify, remain anonymous at the level of the public media, (including, but not limited to, any newspapers, internet, radio, television, I-pod, press, or other existing or future form of communication which would be available to the general public, rather than just to members of C.A.)

This gift does not preclude any use that I may wish to make of the information in the recordings.

Signature of Interviewee or Speaker

Name (printed)

_________________________ ___________________________
City State/Province Date Signed

Signature of Interviewer (if applicable)

Name (printed)

_________________________ ___________________________
City State/Province Date Signed

Additional Comments:
Appendix IV: Suggested Catalog Format (An Example)

**SOCA ARCHIVES CATALOGUE RECORD**

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<th>End Date (YYYY-MM-DD)</th>
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<table>
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<tr>
<td>Conv. Sub Committee</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Group</th>
<th>Winner's Circle</th>
</tr>
</thead>
</table>

**Item Physical Description**

Gold coloured CA medallion. Front face is the CA Logo with the back face inscription, “Toronto Area 10th Anniversary”

**Item Use or Function: i.e. pre-convention fundraising memorabilia, conference opening report,**

Used for a draw. Won by Henry B.

**Item Significance: historic, aesthetic, social value**

Memorabilia from the 1997 TORCA I Convention. Toronto CA's first convention acknowledging Toronto CA's 10th year of service.

**Donated By**

Henry B. in 2011

**Location of Object**

1997 TORCA I Black Binder attached to middle ring and protected in a plastic coin holder.