

## **Area Archives Coordinator**

The purpose of an Area archive is to preserve the experience and memorabilia of the Al-Anon fellowship from the beginning of the family movement in that locale.

This history should be preserved so as to be available to the membership and the serious researcher, within the framework of our Traditions, for the good of Al-Anon as a whole.

Material should be kept in acid-free folders, boxes, and photo sleeves. Material should be kept in a cool, dry place. Material should be stored so as to protect the anonymity of all members.

The importance of clearly identifying all materials: people, places, events, dates, etc., cannot be stressed enough.

Many items will be identified by date of origin, however photographs should have name(s) of subject(s) and date written on back. Be sure to date everything! If you don't have a date, the logo may help.

The extent of archival holdings depends largely on space. Common sense is the key factor in determining what is history, what will be history in the future, and what can be discarded.

After an archives is organized, a card catalog or other process is necessary to locate material in the collection.