Area 39 Archives Committee Guidelines (Revised 6/27/26)

I. Purpose and Scope
   A. Purpose
      1. The purpose of the Western Area Archives Standing Committee is to develop policies for the collection, restoration, preservation, storage, display and transportation of the Area 39 Archives.
      2. The committee's responsibility is also to help carry the message of hope and recovery to all alcoholics via the gathering and storing of the area's history, following the AA Guidelines for Archives, published by the General Service Office.
   B. Scope
      1. The scope of the Area 39 Archives shall be focused only on the history of Alcoholics Anonymous in the Western Area of Missouri.
      2. The Western Area Archives will fully share and cooperate with the Archives Committee of the General Service Board of Alcoholics Anonymous, Inc.
      3. Help or cooperation from outside of the fellowship has always been appreciated and should be a part of our area history whenever it has occurred.

II. Committee Composition
   A. The Archivist
      1. Is the traditional trustee of all the Area's archives.
      2. Is the guardian of the anonymity of both living and deceased AA members.
      3. The Archivist position is an elected position of a four year term. Elections shall occur with the area elections on even numbered years evenly divisible by 4. The current Archivist will be allowed to stand for three additional consecutive terms of 4 years.
      4. In the event the Archivist is unable to finish their term, and there are more than six months remaining in the term at the time the vacancy occurs, the election of a new area archivist shall be placed on the agenda for the next assembly that is more than 45 days away. The newly elected archivist shall complete the existing term and then be allowed to stand for three additional consecutive terms of 4 years.
      5. Responsibilities
         a. To receive, classify, and index all relevant material, including, but not limited to, administrative files and records, correspondence, artifacts, and published materials considered to have historical import to Delegate Area 39 – the Western Area of Missouri.
         b. To hold and preserve such material, The Archivist has the ultimate responsibility for the physical protection of the Area Archives.

c. To provide access to such materials to members of Alcoholics Anonymous and to members of the public who have a valid need to review said material.
d. To take the Archives traveling display to the following Western Area sponsored events. The costs for taking the archives to these events shall be covered by the Area and shall be included in the Archivist's annual budget.
    i. Area Assemblies
    ii. Institutions Weekend
    iii. Western Area Convention
    iv. Missouri State Convention
e. Will prepare a report to be given to the Archives Committee at the quarterly meeting. Will also present the report during Committee Reports to the Assembly if requested by the Archives Committee.
f. Thoroughly train the Archives Committee Chair in the preservation and care of the documents and artifacts, the proper procedures for transport and display of the traveling archives, and the use of the equipment in the archives. To maintain an inventory of the contents of the Archives.

B. Committee Officers

1. Chairperson
    a. The archives Committee Chairperson shall have at least four years of continuous sobriety, and will not hold any other Area level position or alternate position that may lead to a 2-vote situation.
    b. Since there is no alternate position for the Archivist, the Archives Committee Chairperson shall give support to the Archivist, and fulfill the duties of the Archivist when the Archivist is not available.
    c. In the unusual event of the Archivist's departure from the position before a replacement can be found, the Archives Committee Chairperson will take the responsibility for all of the Area's archival memorabilia until a replacement can be elected by the assembly.
2. Alternate Chairperson
    a. The Alternate Standing Committee Chairperson will assume the Chairperson’s duties when the chairperson is absent.
    b. Since the alternate committee chair may need to assume the duties of the committee chairperson at any time, the alternate committee chair shall also have at least four years of continuous sobriety, and will not hold any other Area level position or alternate position that may lead to a 2-vote situation.
3. Secretary
    a. The Committee Secretary shall be responsible for taking the committee minutes at each assembly.

b. The Committee Secretary shall be responsible for distributing the minutes electronically to the committee members prior to the next assembly.

4. Tech Liaison
    a. The Tech Liaison shall be responsible for keeping the Archives Committee page on the Western Area website current with committee information.
    b. Information posted on the Archives Committee page shall be approved by the Archives committee and in compliance with the guidelines for the WAMO website.

C. Committee members
1. Archives Chairpersons from the Districts in Area 39
2. Any other Alcoholics Anonymous member in the Western Area interested in the history of A.A.
3. Past Area Delegates are encouraged to serve on this committee.

III. Location

A. By decision of the Western Area Assembly, the Archives shall be housed in a location approved by the Assembly.
B. In order to maintain the seventh tradition of self-support, rent in an amount agreed on by the landlord and the Western Area of Missouri, shall be paid by the assembly.

IV. Archives Contents

Following the policies approved by the archives committee, and the GSO Guidelines for Archives, the Archivist has the Right of Decision as to what is accepted as area archival material.

A. Documents
1. A very simple filing/retrieval system should be maintained for all documents in the archives.
2. These documents should include but not be limited to the following:
    a. All written data for the Area should be filed by the panel term. This includes area minutes and financial reports and committee minutes.
    b. The Districts of Area 39 should each have a separate permanent file in the Archives, with files for each group -- active and inactive – placed in alphabetical order in each district's section.
    c. Records of all Area Committee Members

B. Artifacts
1. With consideration for available museum space, artifacts significant to the history of the Western Area may be displayed in the archives.

C. Traveling Display
1. The Archives traveling display shall be stored at the Area Archives between Area Events.

2. Any AA Group or Event may request the Archivist to bring the traveling display to their Group/Event. Cost for transportation and accommodations for the trip shall be reimbursed by the Group/Event requesting the display.