



### **Today's Presentation Includes:**

- The Importance of an Archive
- Recruiting and Educating an Archive Committee
- Collecting, Preserving, Cataloging and Curating an Archive
- Activating an Archive Committee

## **Protecting C.A.'s Future by Preserving C.A.'s Legacy**

*'If you truly want to understand the present, or yourself, you must begin in the past. You see, history is not simply the study of the past. It is an explanation of the present.'* - Paul Hunham (*The Holdovers* 2023)

# The History Eraser Button

<https://museum.ca.org/wp-content/uploads/2023/03/The-History-Eraser-Button-Clip.mp4>

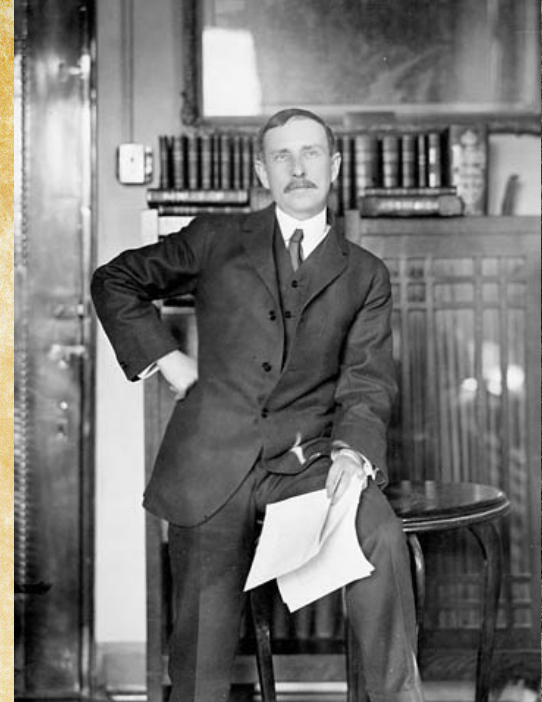
**What would the world look like without Archives?**

<https://www.youtube.com/embed/Rbs5UnzDQdY>

# The Purpose of an Archive

Ottawa, Canada, monument of **Sir Arthur George Doughty (1860-1936)** A Canadian civil servant and Dominion Archivist and Keeper of the Public Records.

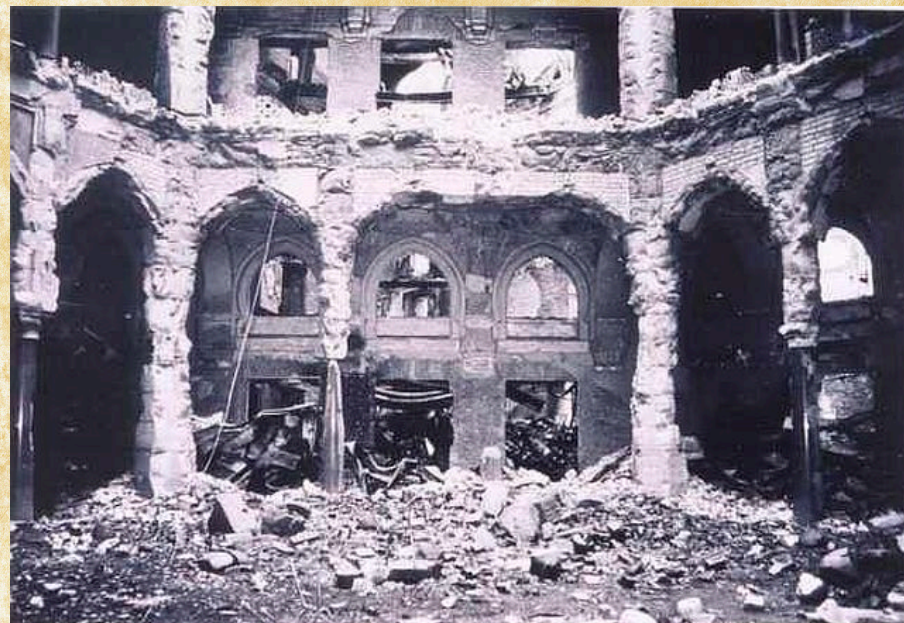
*"Of all national assets, archives are the most precious, they are the gifts of one generation to another, and the extent of our care of them marks the extent of our civilization."*



"OF ALL NATIONAL ASSETS, ARCHIVES ARE THE MOST PRECIOUS. THEY ARE THE GIFT OF ONE GENERATION TO ANOTHER AND THE EXTENT OF OUR CARE OF THEM MARKS THE EXTENT OF OUR CIVILIZATION."  
THE CANADIAN ARCHIVES AND HISTORICAL SOCIETIES

# The Importance of Archives

**On August 25, 1992**, in the Bosnian city of Sarajevo, nearly two million books went up in flames. Fragile, 500-hundred-year-old pamphlets and vibrant Ottoman-era manuscripts disintegrated into ash as the building holding them, the National Library of Bosnia-Herzegovina, was shelled and burned. The burning of the National Library was an attack on more than physical objects, it was “cultural heritage destruction”: intentional and unnecessary destruction of sites and records that act as a community’s collective memory.



**The Greek word “mnemonicide” (neh-MAHN-i-cide)** — the deliberate removal of a public memory marker, often carried out by tyrannical regimes to blot their predecessors and opponents from history. - (Schultz 2015 “How Cultures Remember”). The destruction of archives and records is a destruction of the unseen, not of flesh and blood but that of the soul of a people. – (Sleeman 2006 “Cultural Genocide”)



The C.A. World Service Archive Committee collects, preserves, catalogs and curates the historical record of C.A.'s World activities.

Our archives can tell us more about our membership, our committees, our procedures and most importantly how we got from way back when to where we are now, which can have a tremendous bearing on where C.A. is headed.

Our C.A. Archive can tell us stories and increases our sense of C.A. identity and helps us to understand of our fellowship, both locally and globally. This dynamic not only focuses our C.A. identity, it also facilitates C.A. Unity.





## The Archives Committee of Cocaine Anonymous

We, as a World Service Committee and those of you as Archivists in your respective Areas have done much to collect and preserve C.A.'s history.

C.A. is an expanding global concern and our responsibility to preserve and protect C.A.'s legacy leaves us with much to do.

If you are not already involved in C.A. Service, please consider joining us in the Archives, either at the Group, District, Area or World level and play an integral part in protecting C.A.'s future, by preserving C.A.'s past.

# Cocaine Anonymous Archive Goals

- **Create a District/Area Archive Committee**
- **Develop an archives policy:** clearly define its purpose, goals and the type of material it will acquire.
- **Collect 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.**





***Concept Nine:** Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.*

## **Building a C.A. Archive Committee**

### **RECRUIT, EDUCATE, ACTIVATE**

<https://museum.ca.org/tutorials/>

# THE ARCHIVE COMMITTEE

*Tradition Nine: C.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.*

An Ideal Archive Committee ought to be comprised of:

- **ARCHIVE CHAIR** – Elected by the District or Area Service Committee
- **ARCHIVE VICE-CHAIR** – Elected by the Archive Committee — Ideally, this position is groomed for the Archive Chair's position when they rotate out.
- **ARCHIVE SECRETARY** – Elected by the Archive Committee
- **COMMITTEE MEMBERS** – C.A. Members who wish to participate in a C.A. Service Committee.
- **ARCHIVIST** – Elected or Appointed by the Archive Committee or by the District or Area Service Committee.



# THE ROLE OF AN ARCHIVE COMMITTEE

**Concept Ten:** *Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.*



- **To Liaise with the fellowship**
  - Establish working relationships with the District or Area Committee Chairs and Secretaries
- **To make the Archive Accessible to the fellowship**
  - History of C.A. Firsts
  - C.A. Virtual Museum
  - C.A. Documents Library
- **Rotating Positions**
- **Be C.A. Elder Statespersons**

***The Archive Committee ought to maintain responsibility and authority, as suggested in Concept Ten, for the uses of the archives, as well as all other matters of policy through its group conscience.***

# THE ROLE OF THE ARCHIVIST

## Who Should Be Selected for the Role of Archivist?

A C.A. Member WHO IS TO SERVE as a focal person for the collection/repository. Responsible for collecting, preserving, and cataloguing the Archival collection.

From shared experience we know that it takes a considerable amount of time to become familiar with a collection of historical information. **Therefore, it is recommended that the archivist NOT rotate frequently.\*** (A.A. Archives Workbook, 2001)

\*Note: In compliance with Tradition Eight, the A.A. Archives at the G.S.O. is under the direction of a professional archivist. – (The A.A. Service Manual 2014-2015 Edition p. S80)

**Tradition Eight:** *Cocaine Anonymous should remain forever nonprofessional, but our service centres may employ special workers.*



- Be a C.A. Elder Statesperson
- Liaises with the Archive Committee
- Collects, Preserves, Catalogues and Curates the collection.
- Be a Guardian of the Repository
- Be a Voting Member of the Archive Committee

# RECRUITING AN ARCHIVE COMMITTEE



- Seek out previous and current District and Area Service Committee Chairs & Secretaries
  - They understand the value and importance of minutes, documents, records and they have C.A. Committee experience
- Attract potential committee members at Area Events with Archival Displays. Generate a “buzz” about C.A.’s history.
- Give Archive Committee Reports & Updates at your District & Area Service Committee Meetings.

# EDUCATING YOUR ARCHIVE COMMITTEE



**Guidelines & Manuals visit:**

<https://ca.org/service/world-service-conference/archives/>

**Online Tutorials:**

<https://museum.ca.org/tutorials/>

**C.A. Historical Time**

<https://museum.ca.org/c-a-historical-chronology/>

*And meet regularly as an Archive Committee for camaraderie and support.*

# Building an Archive: Collecting

- 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 early members and trusted servants.
- Develop a presence for archival items to be displayed at District, Area and Regional Conventions.





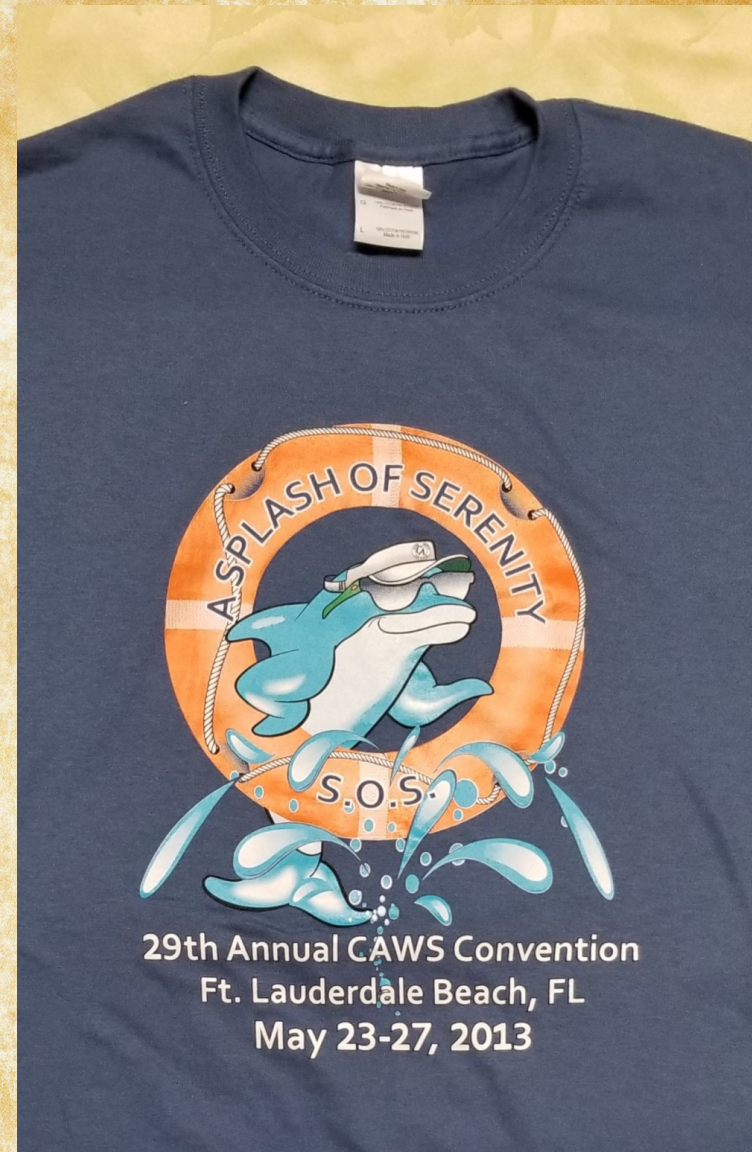


# Building an Archive: Collecting Analog Items

**Pulp (P):** All paper documentation, including:

- Area Minutes, Policies, Procedures, Bylaws
- Various Area Committee Minutes
- Area Incorporation Documents
- Board of Director's Minutes
- Meeting Directories
- Area Convention Manuals and Minutes
- Event Registrations and Program Pamphlets
- Event Ephemera (tickets, flyers, etc.)

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



**Digital (D): Electronic Files: .pdf, .docs, .png, .tif, .ai**

**Folder File structure:** Hierarchical file structures can add additional organization to your files. As with file naming use whatever makes most sense for your data.

- **Top Level - Your\_Area\_Archives**
  - Sub-Folder 1 (Area\_Project)**
    - Your\_Area\_Minutes**
  - Sub Folder 2 (Area\_Project)**
    - Your\_Area\_Meeting\_Lists**

**File naming best practices:** Descriptive file names are important to organizing, sharing, and keeping track of data files. Develop a naming convention based on elements that are important to the project.

- **Files should be named consistently**
- **File names should be short but descriptive (<25 characters)**
- **Avoid special characters or spaces in a file name**
- **Use capitals and underscores instead of periods or spaces or slashes**
- **Use date format ISO 8601: YYYYMMDD**
- **Include a version number**
- **Write down naming convention in data management plan (see docs.ca.org)**

# **Building an Archive: Collecting Digital Files**

**Elements to consider using in a naming convention are:**

- **Date**
- **Area i.e. SOCA (Southern Ontario C.A.)**
- **Committee i.e. Area, District, Group Name**
- **Project i.e. “Area Minutes”**
- **Version i.e. Draft, Approved, Final, Redacted, v1, v2**

**Example:**

**YYYYMMDD\_Your\_Area\_Minutes\_Version.file-type**

- **2020-12-05-soca-area-minutes-final.pdf**
- **2020-12-05-soca-area-minutes-redacted.pdf**
- **2020-12-05-soca-area-minutes-unapproved.pdf**

# Building an Archive: Cataloging

The CAWS Archive catalog provides an inventory of what items are in the collection.

## A Box Inventory Record:

1. Box or Tube Number / Acid Free (YES / NO).
2. Box Content List / Description.
3. Archivist who conducted the inventory.
4. Date when the Inventory was taken.

## CAWS Repository Box / Tube Inventory

Box Number

Tube Number

Acid-Free Container Box/Tube

1041

YES  NO

### Box Contents

Various years from 1999 - 2010 WSBT Quarterly Minutes  
WSOB 2000 Minutes  
WSOB 1999 Minutes  
WSOB 2006 Minutes  
2007 Conference WSBT report  
2003 Conference Daily Summary 2003-08-27  
2004 Conference Daily - Day 4 & 5  
2010 Conference Daily - Day 1, 2, & 4  
2009 Conference Mailing List  
2010 WSC - CD audio transcript (6) CD ROM Cases holding several CDs each

Archivist

Cameron Freeman

Date of last inventory (Year | Month | Day)

2022-05-07

# Building an Archive: Protection & Preservation

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

**Fire-resistant:** fire extinguishers, smoke and heat detectors, free from possible flooding or water damage. Keep all **archival materials on shelves** and off the floor.



**Insects (moths, larvae), rodents, mold/fungus resistant.**

**Controlled Environmental Conditions:** Consistent in temperature and humidity: Use a dehumidifier or air conditioner to control the temperature.

**Control natural and fluorescent light:** Use curtains, shades, light filters, or incandescent lights.

**Large enough room for your current archives and for new acquisitions:** Expect a growth rate of 10% a year for five years.

# Building an Archive: Protection & Preservation



**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.

# Building an Archive: 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 acid-free muslin garment bags or archival fabric storage boxes.

Dangers to all textiles include: light (both artificial and daylight), dirt, dampness, insects, and excessive heat.

Long-term storage, requires a space that is dry and dark with a cool, even temperature.



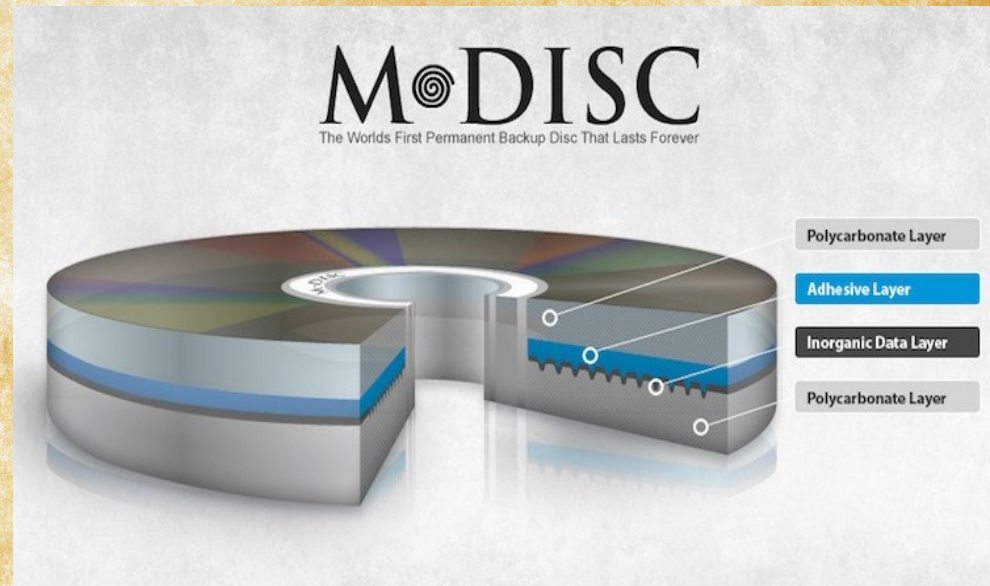
# Building an Archive: Protection & Preservation

## Digital (D):

The idea of having four redundant systems for saving the Archive of your Area/District can be illustrated as follows:

1. The computer on which the Archive is saved
2. The cloud backup in which the Archive information is saved
3. The external hard drive on which the Archive information is saved
4. An “M-DISC” which is a disc much like a CD that has more storage and will last 1000 years

With 4 redundant systems, the chance of losing the majority of the Archive through corruption or total system failure is significantly decreased.



# Curating the Archives to the Fellowship

Generate a “buzz” about C.A.’s history.

**C.A. History of Step One:** At the 1st World Conference (Feb. 9, 1986) it was ratified: “WSO approved literature – whenever Cocaine is mentioned it should read “Cocaine and all other mind altering chemicals.” Cited in the 2nd World Conference (July 2, 1986) minutes, under “Qualifications for a Trustee,” point 5, it reads, “A minimum of 2 years of continuous abstinence from cocaine and all other mind altering substances.” The First Step of C.A. was changed to say, “Cocaine and all other Mind Altering Substances when the 12 Steps and 12 Traditions were ratified at the 3rd WSC, on March 22, 1987.

## Old Meeting Lists

## Audio Recordings

## Old Flyers

<u>C.A. MEETING DIRECTORY</u>	
FOR INFORMATION 213- 553-8306	
JULY 12, 1983	
<u>MONDAY</u>	<u>THURSDAY</u>
POMONA VALLEY HOSPITAL- 8:30 p.m. 1798 Garvey ( San Bernd. Frwy and Garvey) 2nd floor (Alcohol Treatment Unit)	Care Unit Hospital of L.A. 5035 Coliseum St. (La Brea and Santa Barbara) basement L.A.
<u>TUESDAY</u>	<u>FRIDAY</u>
UNION HALL - 7:30 p.m. 7429 Sunset (Sunset and Gardner) Hollywood (34A3)	St. Johns Hospital-8:00p.m. 1328 22nd St. (Santa Monica and 22ndst. Santa Monica (41B5) Cafeteria
Kaiser Alcohol and Rehab. -7:30 p.m. 25975 S. Normandy (P. G.H. and Vermont) Harbor City (73F3)	<u>SATURDAY</u>
NEWPORT CLUB- 7:00p.m. 414 32 nd St. Newport	Pathfinders- 7:30 p.m. 16037 Sherman Way Van Nuys (15B3)
<u>WEDNESDAY</u>	Beverly Glen Hospital 7:30p.m. 10361 Beverly H West Pico (Pico and Beverly Glen West L.A. (Upstairs-Confer. rm.
Clark Stadium -8:00 p.m. 710 Pier Avenue- Room #4 Hermosa Beach ( 6206)	<u>SUNDAY</u>
Riverside Mediaal Center- 7:30 p.m. 12629 Riverside Dr. (Alcohol Unit) North Hollywood (Coldwater and Laurel Canyon)	UNION HALL -8:00 p.m. 7429 Sunset (Sunset and Gardner) Hollywood (34B5)
Capistrano - By the Sea Hospital-6:30p.m. 33915 Del Obispo, Dana Point ( Classroom by Administrations Office)	Hawthorn Community Hospital 7:00 p.m. 11711 So. Grevilla Imperial & Hawthorne Blve Hawthorne (57A5)
<u>THURSDAY</u>	
College Hospital- 7:30 p.m. 10802 College Plave, Cerritos ( Conference Room Werst of Lobby)	
Sunset- 7:30 p.m. moved to Dedars-Sinal Thallans Hall Beverly and San Vincinte	
<u>PARKWOOD HOSTATAL</u>	
7011 Shoup Ave-( Care Unit) Canoga Park	

Listen to Johnny S.  
talk about How C.A.’s Step One  
Came to Be:  
<https://museum.ca.org/wp-content/uploads/2022/11/Johnny-S-CA-1st-step-clip-Phoenix-1990-05-26.mp3>

**WE'RE 1 YEAR OLD!**

**COME AND CELEBRATE WITH US THE ONE YEAR ANNIVERSARY OF COCAINE ANONYMOUS**

**SAT. NOV. 19**

AT **FELICIA MAHOOD**  
SR. CITIZEN CENTER  
**11338 SANTA MONICA BLVD.**

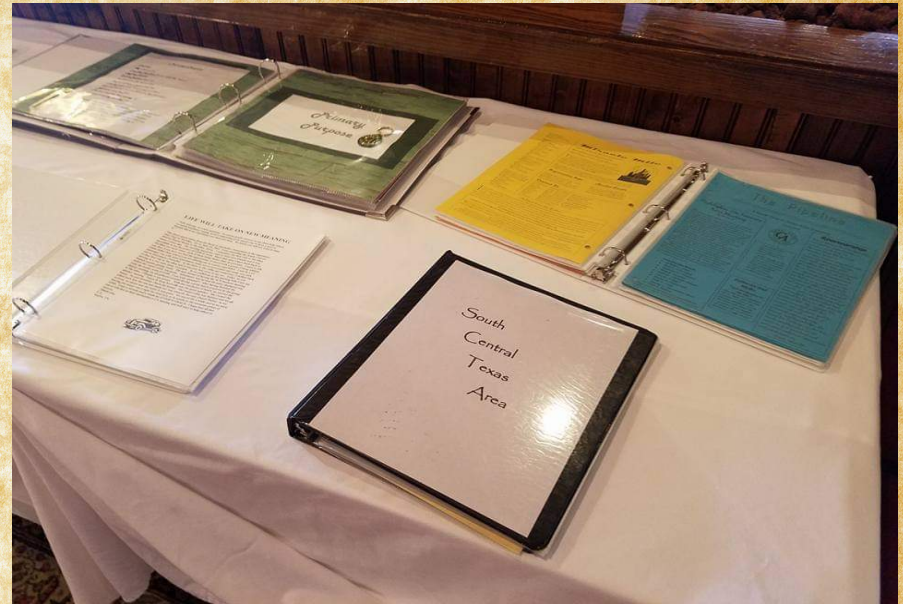
6:30-8:00 P.M. **GRATITUDE MEETING**  
NO CHARGE  
8:30-12:00 P.M. **DANCE**

**TICKETS \$5.00 EA.**

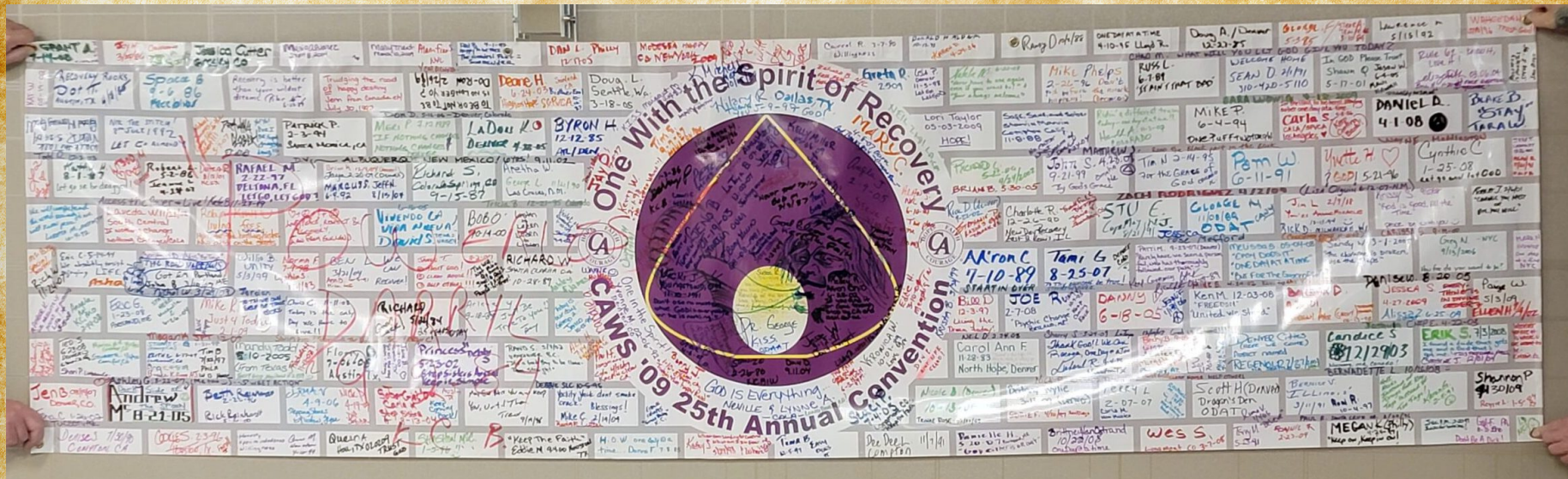
SPONSORED BY GSO



# Curating the Archives to the Fellowship



# Curating the Archives to the Fellowship





# The Cocaine Anonymous Virtual Museum

protecting c.a.'s future by preserving c.a.'s legacy

Home History of C.A. Submit a C.A. Object NewsGram Archive Tools & Tutorials Gallery Site Map



## Early C.A. Sobriety Coin

Early C.A. Sobriety Coin (1983-1987) created by the Northern California fellowship. Later in March 1987 at the 3rd World Service Conference, delegates voted between the CALA logo and the logo ...

Read more



## Stuffed Teddy Bears – 1995

Colorado State Convention:  
Spirit of Service—SOS  
March 24 – 26, 1995,  
Denver, Colorado. From the  
Colorado Archives.

- Colorado Area, Southwest (North America)
- Leave a comment



## Convention

### Featured Links & Pages



**C.A. 40th Anniversary Presentation: Record on November 18, 2022. Watch it here.**



**Visit the CAWS Document Library.**

## Curating the Archives to the Fellowship

### Every Object Has A Story:

Created in March 2018 – The “C.A. Virtual Museum” promotes the value of a Cocaine Anonymous archives, highlighting interesting C.A. objects from around the world and their representative C.A. Areas. The C.A. Virtual Museum allows C.A. members to have greater access to their collective history.

<https://museum.ca.org>

# C.A.W.S. DOCUMENTS LIBRARY

C.A. Archive of World Conference, WBSB, WSOB Minutes

[HOME](#) [DOCUMENTS](#) [SITE MAP](#)

## May 17, 1983 – GSO Minutes

Posted on May 17, 1983 by caws.archivist

MINUTES, MAY 17, 1983 (11 people present) Passed Resolutions: Offices will be held for six months. Chairman – Gil Vice-Chairman – John Treasurer – Veronica Public Information Director – Kenny Secretary – Charlie Office Manager- Ray Meetings will be held every week for the next four weeks; we will vote then on Whether to continue...

[Read more](#)



Search ...

## Nov. 22, 1983 – General Services Meeting Minutes

Posted on November 22, 1983 by caws.archivist

MINUTES COCAINE ANONYMOUS GENERAL SERVICES MEETING NOVEMBER 22, 1983 No attendance taken. I. OLD BUSINESS/REPORTS A. TREASURER'S REPORT 1. FINANCIAL REPORT Old balance: \$477.75 Party profit: 1,370.00 \$1,847.75 Meeting: \$45.00 1,892.75 Meeting: \$95.00 New balance: 1,987.75 2. MEETINGS WITH OUTSTANDING PARTY TICKETS/MONEY a. Sat. Long Beach – Hank b. Thurs. Cedars – Veronica – \$10.00...

[Read more](#)

### DOCUMENTS CATEGORIES



WS Conferences +

WSBT +

WSOB +

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## Curating the Archives to the Fellowship

The C.A.W.S. DOCUMENTS LIBRARY (<https://docs.ca.org>) is a C.A. online, password protected Archive of World Conference, WBSB, WSOB Minutes. To date, we have a searchable database of the entire history of World Conference minutes and an almost complete history of World Service Office Board minutes and World Service Board of Trustee quarterly minutes.

# C.A.W.S. AUDIO LIBRARY

C.A. World Conventions Speakers & Workshop Speakers

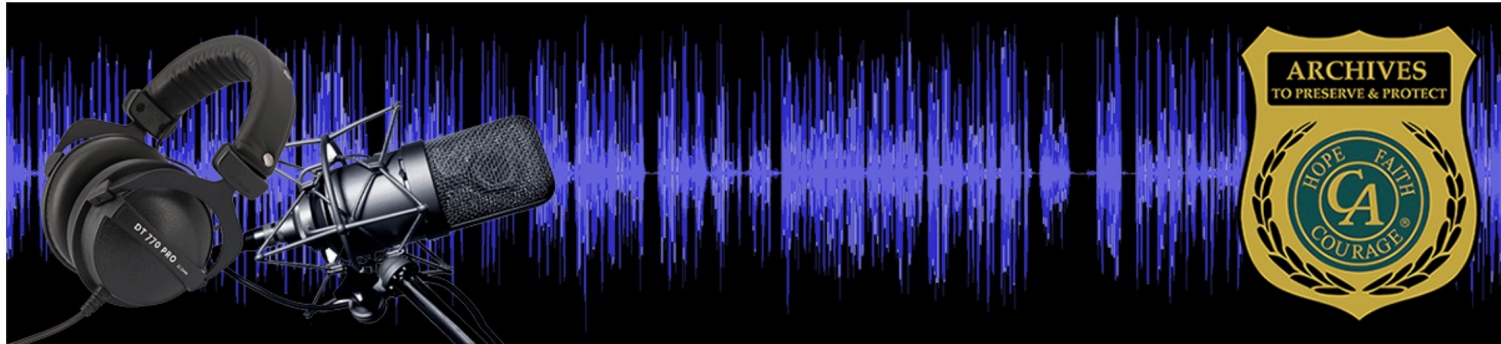
HOME

THE ARCHIVE SITE MAP

C.A. VIRTUAL MUSEUM

C.A. HISTORICAL CHRONOLOGY

ALL AUDIOS



## Category: 1985 CA World Convention

1985 CA World Convention: 1st: Seaside Unity & Acceptance: May 3,4,5, 1985, Santa Barbara,

### 1985 Keynote Speakers

Posted on June 9, 2023 by caws.archivist

1st: Seaside Unity & Acceptance: May 3,4,5, 1985, Santa Barbara, CA Keynote Speakers John B.-  
May 4, 1985

#### BREADCRUMB NAVIGATION

[C.A.W.S. AUDIO LIBRARY/ All Audios/ CAWS Conventions/ 1985 CA World Convention](#)

Search ...

#### AUDIO CATEGORIES

CAWS Conventions

x

**The C.A.W.S. AUDIO LIBRARY (<https://audio.ca.org>)**

A C.A. online, password protected Archive of World Convention keynote speakers and workshop speakers. To date, we have a searchable audio database of some 661 World Convention speakers.

# ACTIVATING AN ARCHIVE COMMITTEE

- **Put your Archive Committee to work:**
  - Conduct Audio interviews with inception members.
  - Implement a Group Outreach program
    - encourage groups to create an inception banner or table-cloth
    - Interview inception members
    - Publish their Group history:
      - <https://socaarchives.org/the-soca-archives-project/soca-group-history-form/>
  - Publish a history of your C.A. District or Area to the Virtual Museum — <https://museum.ca.org>
  - Host Archive events, breakfasts, fundraisers, displays at Conventions, Roundups, Unity Events, etc.
  - Reach out the C.A. Members for donations to the archives.
  - Have FUN, FUN, FUN!



*'Recovery from cocaine and all other mind-altering substances'*

## **Monday Night Muckers**

since January 14, 2008



*Faith without  
works is dead*



*Half-measures  
avail us nothing*

# Contact the CAWS Archive Committee

Email us: ([archive@ca.org](mailto:archive@ca.org))

[https://ca.org/service/world-service-conference/archives/  
archive-request-form/](https://ca.org/service/world-service-conference/archives/archive-request-form/)

## Download the CAWS Archive Guidelines & Procedures Manual

<https://ca.org/service/service-document-downloads/>

## How to build a C.A. Area Archive

<https://museum.ca.org/tutorials/>

## Protect C.A.'s Future by Preserving C.A.'s Legacy

*Remember, "Those who cannot remember the past are condemned to repeat it."*

Santayana (in *The Life of Reason*, 1905)

“How dark it is before the dawn!”



Contribute to the CAWSO  
FREEDOM FUND  
Help shine the light across the world

<https://ca.org/contributions/>



<https://ca.org/contributions/>



# Bibliography

Cocaine Anonymous World Services Archiving Guidelines for C.A. Areas and Districts (2022)

Archives Workbook Copyright © 2001 by Alcoholics Anonymous World Services, Inc. Grand Central Station, Box 459, New York, NY 10163

Schulz, David (2015) “The Memory of the Masses: David Schulz on How Cultures Remember. Accessed 2022 - <https://www.humanities.org/blog/the-memory-of-the-masses-david-schulz-on-how-cultures-remember/>

Sleeman, Patricia (2006) “Cultural Genocide,” Holland, A.C. and Manning, Kate, Editors. Archives and Archivists. pp. 187 – 199.