



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

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

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



Part I - Importance of the C.A. Archives

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

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



This presentation
was made possible
by the C.A. World
Services Archive
Committee

The Importance of the C.A. Archives



In March 2001, two Buddhist statues, the largest in the world and nearly 1500 years old, were blown up in Afghanistan by a group associated with the Taliban. The niches that housed them were now totally empty. The destruction is a big loss not only to Afghans, but to all human beings, since the Bamiyan Valley has a long and rich cultural history that significant to people with different cultural backgrounds.

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 Archives of Cocaine Anonymous



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. 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 Archiving 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.**



Part II

Building a C.A. Archive Committee

RECRUIT, EDUCATE, ACTIVATE



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 Archive Committee ought to be comprised of:

1. ARCHIVE CHAIR – Elected by the District or Area Service Committee
2. ARCHIVE VICE-CHAIR – Elected by the Archive Committee
 - a. Ideally, this position is groomed for the Archive Chair's position when they rotate out.
3. ARCHIVE SECRETARY – Elected by the Archive Committee
4. COMMITTEE MEMBERS – C.A. Members who wish to participate in a C.A. Service Committee.
5. 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. Elders 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/>
- Meet regularly as an Archive Committee for camaraderie and support.



Part III

Building an Archive Repository For *Your* C.A. Area or District

- Acquisition
- Cataloging
- Protection & Preservation
- Curation



Archival Acquisitions

- 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.



Analog Archival Acquisitions

Audio (A): PSA's, Convention Speaker Tapes & CD's, Member interviews

Books (B): HFC I & II, Big Books, etc.

Ceramics (C): Coffee mugs, teacups, glassware, plates.

Chips (CH): Plastic, metal and commemorative C.A. tokens.

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.





Analog Archival Acquisitions

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 Archival Acquisitions

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)

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



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:

Catalog Number: e.g. CAWS-381-T

Code: (T) Textile

Title: 1985 Black, Short-sleeve t-shirt.

Type: C.A. Convention 1985 Memorabilia.

Description: Original. Used as a fundraising item for the 1985 C.A. Convention.

Location: Box #, Garment Bag #, Banner Tube #

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.





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.



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.



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.





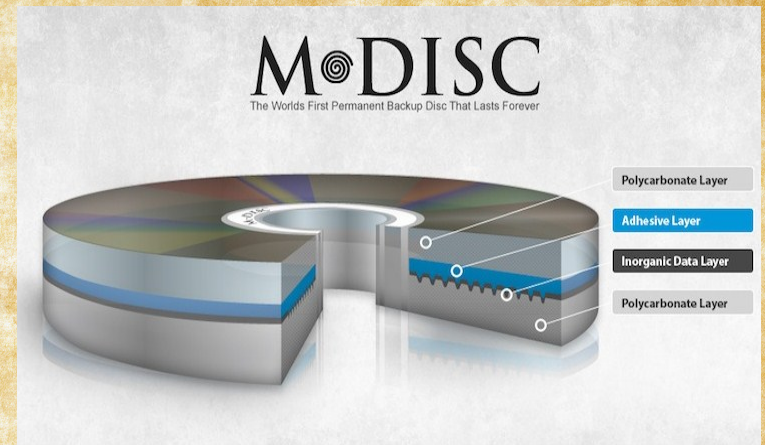
Protection & Preservation

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.





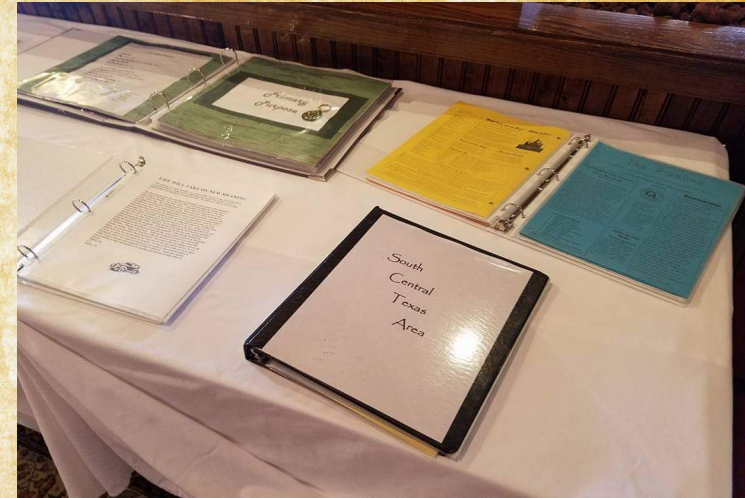
Part IV - Curating the C.A. Archives to the Fellowship

Creating a Small C.A. Exhibition

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



Part IV - Curating the Archives to the Fellowship





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Part IV - Curating the Archives to the Fellowship

The Cocaine Anonymous Virtual Museum

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Home C.A. Historical Chronology Submit a C.A. Object Area History Questionnaire CA NewsGram Archive Archiving Tutorials



T-Shirt 2019



E-Flyer – Convention 2022

February 18 - 20, 2022 – 17th
Annual Northern Alberta
Area C.A. Convention

Search ...

Galleries

CA Areas

C.A. Online Service Area

Canada

Alberta (Northern) Area

Every Object Has A Story: Created in March 2018 – The “C.A. Virtual Museum” <https://museum.ca.org> 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.



Part IV - 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, WSBT, 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. DOCUMENTS LIBRARY

C.A. Archive of World Conference, WSBT, 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](#)

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](#)



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DOCUMENTS CATEGORIES



WS Conferences

+

WSBT

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WSOB

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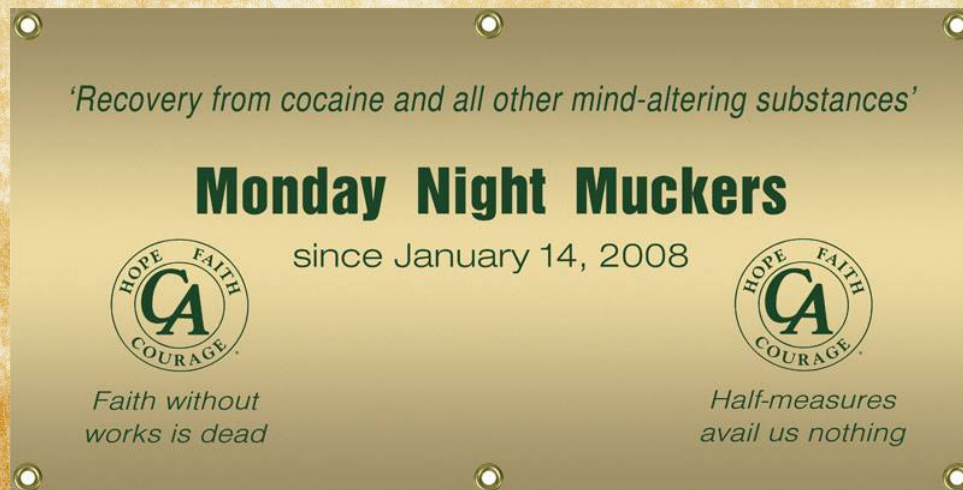
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was made possible
by the C.A. World
Services Archive
Committee*



Part V - ACTIVATING AN ARCHIVE COMMITTEE

- Put your 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/category/ca-areas/canada/southern-ontario-area/>
 - 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!





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Contact the CAWS Archive Committee

(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/)**

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)



Bibliography

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

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