

Archives Task force report Jan 2025

Members: Missy Y., Connie H., Luanne T., Becky V., Tracy H-G., & Dawn B.

The Archives task force committee has been meeting monthly. We have discussed the charge given to us by the Area Officers. This is a large task and will take time to complete. The Task force will continue to work on this charge in 2025.

A plan has been established on how to move forward with moving the Archives to an electronic platform and identifying any missing documents.

- We will start with 2024 and work backwards through the years.
- The items will be stored in the Archivist Shared Drive at iowa-al-anon.org.
- All documents going forward will be saved here.

I have shared the drive with the committee, so we all have access currently. As this project moves forward the drive will be shared with others. Our vision for this is the Archivist will be the one who gives access to the shared drive. We want to continue to have research requests go through the Archivist.

We started with the minutes and saved them back to 2008. More will be added as we continue to work through this large task.

We need to go through the paper archives and determine what we are missing. This is the step we will be concentrating on as we move into 2025, with a report back in March.

Our next meeting is scheduled for Jan 19th to continue work on this project.

Charge:

- Reach out to the membership for replacements for documents damaged by water.
- Scan and store the Area Archive documents in a manner that allows them to be saved in the cloud using the Area domain iowa-al-anon.org.
- Work with the Area website coordinator to provide access to digitally stored material on the Area website