



# ROCHESTER INTERGROUP ARCHIVES

## Archives Collection and Access Guidelines

*The Archives Committee is responsible for establishing policies, budgets, and procedures. It undertakes and maintains final responsibility and authority for the use of the archives and exercises its group conscience in regard to matters of general policy”*

- Archives Workbook, AAWS, (2001) pg12

The Archives should be made available to the entire AA fellowship and to those of the public who may have a valid need to review such material with access to be provided with a thoughtful respect toward the anonymity of our members. With the purpose of preserving the physical and intellectual integrity of the archives and respect for the tradition of anonymity, the Archives Committee has created the following archives collection and access policy.

### **Donations:**

For all donations received at the Central Office a **Temporary Custody Transfer Record** must be filled out and routed to the Archivist/Archives Committee via the Central Office Manager. It is imperative that donor information and general descriptive information be accurately recorded so the applicable transfer form (**Deed of Gift**) can be initiated. This form provides legal ownership of the materials as well as establishes a record of *Provenance* (records/materials history.) All accepted material is recorded using the **Archives Accession Record** by the Archivist.

Once the **Temporary Custody Transfer Record** is completed by the central office volunteer/personnel, the information is forwarded to the Central Office Manager who notifies the Archivist or the Archives Committee Chairperson, who then take temporary custody of the donated material. The importance of documenting this information cannot be over-emphasized. The Archive Committee has final authority to accept or decline the donated material.

### **Access:**

In order to protect the physical and intellectual integrity of the archival information as well as the anonymity of the individual members, instant access to the archives is not possible at this time. In accordance with the guidelines recommended by General Service Office (GSO), access to the archival collections will be guided by four categories of records:

- A. Open to all
- B. Open to A.A. members
- C. Open with approval of the Archives Committee
- D. Closed (at this time)

All requests for research or access will be reviewed by the Archivist and Archives Committee as appropriate and coordinated with the use of a *Research Request*. Individuals can complete the request and forward it to the Archivist or Archives Committee via the Central Office Manager or deliver it directly to the archivist at the below listed address. The Central Office copy of the Collection finding aid and detailed inventory can aid in determining whether the desired information is available in the archives collections. The archives collection is available to the public Monday through Friday from 9:00am to 4:00pm at the Viahealth Archives Consortium at 333 Humboldt St, Rochester, NY (Ph: 922-1847 or 1876) or by appointment coordinated through the Archivist.