

# North Florida Area 14 Archives Collection Policy

The NFAC Archives is a repository for official and unofficial records that document the history of Area 14 of Alcoholics Anonymous. These include minutes of the proceedings of the area assembly and service committees, papers of past delegates and trustees and personal collections, manuscripts, correspondence, publications, photographs and memorabilia related to the origin and development of A.A. in the North Florida area. It is the obligation of the NFAC Archives to care for these records permanently and to provide proper facilities and procedures to ensure their preservation.

## Collection Scope

The NFAC Archives collects materials in any format that have long-term value documenting the work of the Area. The Archives' acquisition priorities include, but are not limited to: minutes, records and other documentation of the Area Assembly and area service committees; personal papers of Area 14 Delegates, Trustees and other significant figures, both alcoholic and non-alcoholic, including early Area 14 A.A. pioneers; oral histories and stories of figures significant to the history of Area 14, group histories, and selected reports, newsletters and events fliers; audiovisual collections including: memorabilia, photographs, videos, and sound recordings significant to the history of A.A. in North Florida.

## Acceptance of Donated Materials

The NFAC Archives is happy to accept donations of archival materials that fit the above collection scope. Anyone wishing to donate items should contact the NFAC Archivist to discuss the donation and determine the items' suitability for donation. Any collection we accept commits us to the task of organizing and preserving it, which involves hand labor and costs for archival supplies. Donations that require expensive conservation, special housing, intensive processing, or other excessive demands on the Archives' resources may not be accepted.

The donor will be asked to sign a Deed of Gift, transferring his or her property over to the NFAC Archives. We prefer that title to the property be transferred without restriction, but we are willing to work with donors who specify certain restrictions as a condition of the gift.

The NFAC Archives does not do monetary appraisals for donors and will not comment on the financial value of any material. If a monetary appraisal is necessary, it is recommended that such appraisals be done by a disinterested third party before title to the material is conveyed to the NFAC Archives. The NFAC Archives generally does not purchase archival records, books, or artifacts. The NFAC Archives generally does not accept items on loan.

## Exclusions

The NFAC Archives generally does not seek to acquire collections with a focus on local groups or districts. Wherever possible, these materials should be placed with the group or district to which they pertain. However, we do accept group histories and certain other materials. In cases where the collection would be a better fit in a different archives collection, the NFAC Archives will work with the donor to place it in the appropriate Repository.

## Retention and Deaccession

The Archives may decide to digitize donated collections for preservation purposes. In such cases, the original material may be kept by the Archives, sent to off-site storage, returned to the donor if requested, transferred to another A.A. Archives or removed from the collection.

The Archives reserves the right to reevaluate historical material and to carefully and judiciously deaccession and dispose of certain items from its collection in a manner consistent with professionally accepted standards. The Archives may decide to deaccession an item if any of the following conditions are present:

- The item is not relevant to Area 14 Alcoholics Anonymous or to the Archives' mission and purpose;
- The item would be more appropriately housed in a different archive;
- The item has deteriorated beyond usefulness;
- The Archives is unable to continue to provide care and storage for the object;
- The item's care and storage are far more expensive than the value of the object as it relates to the Archives mission and purpose;
- The item may be replaced with a similar object of greater significance, quality, and better condition;
- The item is subject to legal and ethical standards requiring its removal. Complete records will be maintained on all deaccessioned items and their subsequent disposition. A deaccessioned item may be disposed of in one of the following methods (in order of desirability):
  - Transfer to another more appropriate Alcoholics Anonymous archives repository, at the level of the region, intergroup/central office, area, district, or group;
  - Donation to an appropriate non-A.A. archives or scholarly institution;
  - Return to the original donor;
  - Destruction of the item