

**ALCOHOLICS ANONYMOUS
DISTRICT 33 ARCHIVES
COLLECTION SCOPE (POLICY)**

MATERIALS TO BE FOCUSED ON AND COLLECTED BY THE ARCHIVES

Scope and Content: District 33 Archives Committee has approved the below items as a Collection Scope to be stored in the Archives File Cabinet:

This is ongoing work and will be updated as necessary. There is limited space and consideration must be given to all items donated and/or created that will be stored and must be approved by the archive committee.

Location of Archives: A locked four-drawer file cabinet is stored at the Alano Club, Al-Anon Rm, Sonora, CA. Keys to be held by the Archivist.

The following are archival materials to be collected:

DISTRICT 30 MANDATORY BUSINESS

Description	Comments
D33 BUDGET	Years: All
D33 FINANCE RECORDS, Treasurer's Reports, D33, Agendas, Notes, Minutes	Year End Reports Only – Treasurer to keep own records Recording Secretary to keep own records unless historical or unique in nature.
AA CONVENTION BOOKLETS	Attended by DCM
NEWSLETTERS	Years: All
EVENT FLYERS – INFO	All

GROUP ARCHIVES

Description	Comments
Questionnaire for Group	
Meeting Schedules, original if available	
Preambles	
Phone Lists	Must be authorized by individual group
Artifacts	Limited space – must be approved by committee
Photos	
Flyers	
Location & changes	
News Clippings	
Correspondence	
Media (CD's & Tapes)	Memory sticks can be stored in file cabinet

INDIVIDUAL(S) ARCHIVES

Description	Comments
Questionnaire for Individual	
Narrative	

Photos	
Individual's BIG Book	2 nd and 3 rd editions only – limited to space
AA Literature (Collections) Historical/Unique	
Coins	
Correspondence (Only significant)	
Sponsor/Sponsee input	Significant Historical Comments

AA HISTORICAL ARCHIVES

Description	Comments
Historical Books, i.e., Big Book(s), 1 st , 2 nd , 3 rd , 4 th Editions	One of each edition
Historical Magazines, i.e, Saturday Evening Post, etc.	
Pre-Alcoholic Anonymous Groups, i.e., Oxford Group, Temperance Movement, Emanuel Movement	
Dr. Bob, Bill W, Sister Ignatia artifacts	
Old Historical Grapevines	Must be approved by Committee
Historical AA Literature	Must be approved by Committee

END OF COLLECTION SCOPE

Approved by Archive Committee: 7/30/25 (50% quorum needed)

Kathy M - Present

Jeanine – Present

Lisa – Absent

Rayna - Absent

Supplies:

Sheet Protectors

Dividers

Folders

Glue

Tape

Pens

Markers

Presentation Folders

Binders

Poster Board