

**Cocaine Anonymous
World Service Conference
Archive Committee
2015**



**Committee Guidelines
& Archiving Protocols**

Reflecting Changes Approved by the 2015 WSC

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Statement of Purpose

The purpose of the WSC Archive Committee is to collect, protect, preserve, organize, categorize, copy, and electronically store Cocaine Anonymous' historically valued documents, printed materials, historical items and memorabilia.

Introduction

The future of our fellowship is guided by our past. Archiving is an important part of our Fellowship. It is important to follow the guidelines set forth in this publication so that the integrity of the archive can be protected from damage or worse. We have compiled a systematic approach to help the member or the group who has possession of the archive to care, transport, donate and ultimately preserve their archive.

Recovery is Our History; Our History is Our Legacy

Archive Committee History

In the year 2000 a member of the fellowship came to World Service Conference with hopes of being of service at the World level. After serving on the LCF committee for his first year, he came to the realization that the fellowship was missing some type of historian.

Having a childhood experience helping his grandmother with her local Historical Society he had the skills to perform the task of archiving and thus began the pursuit to create this committee. The WSOB was the first stop. They created an adhoc committee called Archives, since the majority of the C.A. Archive was located in the warehouse of the C.A.W.S.O. office. Over the next five years this member sifted and organized the archive that was located at the office while creating procedures and systems for how to archive C.A.s historical data was to be preserved. In 2005, through minor debate the World Service Conference approved the formation of its newest standing committee now called The Archive Committee.

From 2005 to 2010 the committee grew slowly in participation and workflow. The 2010 Committee proposed its first in a series of limited edition commemorative reissues of C.A.s first sobriety chips and approved the first working draft of this committee book.

We the committee, ask you the member, group or area to follow the guidelines set forth in this booklet. In an effort to keep a documented chain of custody for all archives, the following of this plan insures that the archives will be cared for and not lost or misplaced. We thank you and we look forward to the preservation of Cocaine Anonymous History.

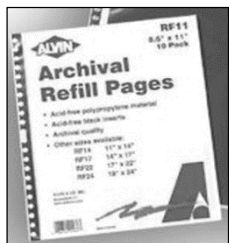
Thank You for your cooperation.

What is an Archive?

The dictionary defines "archive" as: A place where records are collected and stored. For our purpose, we refer not only to the collection and storage of records but also the preservation of those records.

What do we mean by Protection?

To begin the process of protection, acid-free materials are required. These are easily you need to acquired from a host of online companies that specialize in Acid-Free™ containers from storage boxes to mylar sleeves. Use acid-free boxes only!



Acid-Free™ is absolutely critical. The use of any other product will damage or begin the damage process to the archive if it's kept inside for any duration.

What is Preservation?

Most museums and libraries have a department responsible for preservation. Currently Cocaine Anonymous does not have a separate preservation department, the task of preservation falls under the responsibility of the WSC Archive Committee. Preservation in the scope of these guidelines is concerned with maintaining or restoring access to artifacts, documents and records through prevention of decay and damage.

Part of our preservation process is long term, climate-controlled, storage. It is necessary to facilitate the preservation of materials and are especially important to monitor our special collections such as the original Articles of Incorporation for Cocaine Anonymous. Key factors we watch include temperature, relative humidity, pests, pollutants, and light exposure.

In general, the lower the temperature is, the better it is for the collection. However, since books and other materials are often housed in areas with people, a compromise must be struck to accommodate human comfort. A reasonable temperature to accomplish both goals is 65-68F.

Books and other materials take up and give off moisture making them sensitive to relative humidity. Very high humidity encourages mold growth and insect infestations. Low humidity causes materials to lose their flexibility. Fluctuations in relative humidity are more damaging than a constant humidity in the middle or low range. Generally, the relative humidity should be between 30-50% with as little variation as possible, however, recommendations on specific levels to maintain vary depending on the type of material, i.e. paper-based, etc.

The WSC Archive Committee

The WSC works throughout the year, making periodic visits to the WSO to continue protecting and preserving our C.A. archive.

Once an archive has been received, identified, bar coded, and the information entered into the logistical management software, it is either transferred to the masterarchive or held in the duplicate section.

Creating the Master Archive



The system that the WSC Archive Committee uses is the most reliable and current technology available. Through the use of desktop document scanners and conversion software that converts the scans into pdf files. Once in pdf files, whether color or black and white the scan is labeled and filed within the archive's master archive.

In addition to electronically preserving the loose paper portion of the existing archive, the other categories (see next section) are identified, sorted, protected, and stored. Duplicate items will be used for Convention auction baskets or repurposed for displays.

Organization of the C.A. World Service Master Archive

Based on our experience at the WSO, the Committee, for the purpose of our guidelines, has refined the C.A. World Service archive into the following organizational structure:

A = Audio: Speaker Tapes & CD's, PSA's, Books on Tape, Conference Tapes & CD's, interviews and the like.

B = Books: Work product of LCF Committee for C.A. Book Projects

C = Ceramics: Coffee mugs, teacups, glassware, plates,

CH = Chips: Plastic, metal and commemorative C.A. tokens, Eternity and Principles chips,

D = Digital: All files saved in a digital format.

LG = Large Format: Step banners, Traditions & Concepts banners, and all other large display banners, posters, etc.

M = Miscellaenous: We are bound to come across something that doesn't fit into any of these categories!

O = Objects: God boxes, umbrellas, mouse pads, artwork, jewelry, vases, artwork, golf balls & tees, key chains, buttons, etc.

P = Pulp: All paper documentation of C.A. Business (excluding financials) including:

- WS Conference Minutes
- WSOB Minutes
- WSBT Minutes
- Board to Board Minutes,
- News Gram & Connection Newsletters
- Delegate Mailings
- Pamphlets – Work Product of LCF Committee
- World Service Manuals – Work Product of the Structure & Bylaws Committee
- Assorted bumper stickers, meeting directories, postcards, posters, fliers,
- etc.

T = Textiles: All fabric items - T-shirts, jackets, hoodies, sweatshirts, sweat pants, shorts, boxers, polo, baseball, soccer, et al shirts, ball caps, quilts. clothe banners, bandanas, golf and beach towels, etc.

Creating the Audio Archive

Audio Archiving is another way of preserving our area, district or groups history. At the world level we began the process of conducting oral histories of founding members. The purpose of maintaining and storing an accurate account of earlier membership is so that new members of Cocaine Anonymous can learn about where we come from and how we are progressing and growing. There is much wisdom in our collective "Experience, Strength and Hope."

Conventions, marathons, workshops, and alike are perfect venues to conduct oral histories. The information process should contain historical details of C.A.s growth. To this end we offer the following suggested topics. Remember we are focused on the History of Cocaine Anonymous and not on a single individual's personal recovery story.

- Basic Personal Information
- Contributions to C.A. Growth
- Specific Memories
- Involvement with C.A. now
- Closing comments.

We have to keep in mind that these interview questions will be administered with consideration of and adherence to the 12 Traditions of Cocaine Anonymous. The Archive Committee may wish to repurpose the content of interviewees into PSAs, pod casts, H&I videos, or use in a traveling archive, and other venues for carrying the message. Please be sure to obtain a release form from every interviewee prior to recording. (See suggested release form.) Please keep in mind some state laws require this permission before making it for public use.

C.A. Audio Archive Interview Format

The purpose of maintaining and storing an accurate account of earlier membership and how our fellowship developed into what it is now is the goal of the archive committee's historical interview process. Interview questions should always be administered with consideration of and adherence to the 12 Traditions of Cocaine Anonymous.

The following verbiage should always be used at the beginning and end of all recorded interviews.

Introduction: (Hi, Good Morning, etc) this is (first name & initial), from the C.A. World Service Archive Committee. I'm here with (first name & initial). It is (date) and you have given your permission to be recorded for posterity. Is that right? (Wait for audible response) Thank you.

Closing: I want to thank you for your time today (interviewee's first name). On behalf of the WSC Archive Committee and our worldwide fellowship, thank you for your time and your service.

Topics & Questions for Original and Area Organizers

1. How did you become involved with the creation of Cocaine Anonymous?
2. Who else do you remember as being at your first meetings?
3. Whose idea was it and what part did you play in getting the fellowship started?
4. Why was that important to you?
5. What was the most difficult collective challenge you faced?
6. What is your most memorable moment in early C.A.?
7. What growing pains did you experience?
8. What mistakes were made?
9. What do you think you did right?
10. Did you cooperate with AA in those days?
11. Was there ever a gentlemen's agreement regarding the use of their adapted literature?
12. Would you please tell me the story of C.A. from your point of view?
13. Tell me about the early World Service Conventions/Conferences.
14. How & when were the Regions established?
15. When were you a Trustee?
16. How would you like to be remembered in C.A.?
17. Has the torch been passed?
18. Are you pleased with the way the organization has developed over the years?
19. Do you still attend C.A. meetings?
20. Is the Fellowship different now? How?
21. What would you say to today's trusted servants?
22. Is there anything else you'd like to tell me?

Questions for a Standard Audio Archive Interview

These basic questions were created at the 2010 CAWS Conference and approved by the 2011 Conference. They are meant to be an interview framework from which to be drawn.

A. Basic Personal Information

1. What name do you go by?
2. What is your sobriety date?
3. What drugs did you use?
4. How were you first introduced to C.A.?
5. How did you get to your first C.A. meeting?
6. What C.A. meetings did you go to regularly?
7. Who took you through the Steps?
8. What was your C.A. home group?
9. What attracted you or kept you coming back to C.A.

B. Contributions to C.A. Growth

1. Do you know who started C.A. in your Area and how?
2. What were the meetings like in the beginning?
3. Why was it necessary to start C.A. meetings where you lived?

4. How did potential members find out about meetings?
5. What was the social climate around C.A. meetings at that time?
6. How did you attract new members?
7. How did C.A. conduct business in the beginning?
8. Did you find the World Service office or did they find you?
9. How did meetings change after contact with World Service?
10. Do you remember any of the early Delegates from your Area?

C. Specific Memories

1. Who else was going to C.A. meetings in those early days?
2. What literature was read in early C.A. meetings?
3. What was your reaction to hearing “Who’s a Cocaine Addict” for the first time?
4. What’s your favorite C.A. reading?
5. Where was the first C.A. Convention you attended?
6. Were there controversies within the Fellowship that helped or hindered the growth of C.A.?
7. What’s the most fun you ever had in C.A.?
8. What is your most memorable moment in early C.A.?
9. What growing pains did your Area experience?
10. What mistakes were made?
11. What do you think you did right?
12. What would you do differently?
13. Were there any particular difficulties you encountered?

D. Involvement with C.A. Now

1. Do you still attend C.A. meetings?
2. Why?/Why not?
3. Do you have any C.A. service commitments now?
4. What area of service interests you most?
5. Is the Fellowship different now? How?

E. Closing comments

1. Has the torch been passed?
2. How would you like to be remembered in C.A.?
3. What C.A. service work gave you the most satisfaction?
4. What are you doing to make C.A. be a better Fellowship today?
5. What could be done to make C.A. be a better Fellowship?

Archiving for Areas & Districts

Members of the Fellowship or Groups of the Fellowship such as districts or meetings can begin the process of archiving at any time. All you need is the desire to do so, specific containers, forms and hopefully an Area Service Committee's Archive Chair with whom you can make direct contact. If there is no Archive Chair in your District/Area, why not step up and be the first?! The WSC Archive Committee is willing to help answer questions. **Contact us at archives@ca.org.**

Archiving for most can be a fun and educational process. We begin with an overview of how to archive:

- If your archive is currently stored in a basic cardboard banker's box, we suggest you get acid-free storage boxes, files and sleeves, and transfer the material into protection as soon as possible.
- Find out who has items they are willing to donate - original or older members usually have things from their early sobriety.
- Ask members about old speaker tapes, conventions, being a delegate, etc.

The structure of your Area/District Archive need not be complicated. A basic C.A. Area or District Archive could be divided into the following 4 categories:

- Audio
- Objects
- Pulp (paper)
- Textiles

Preparing Items to Donate to the WSO Master Archive

The Archival process to donate items to the WSO Master Archive begins with a C.A. member, Area or District who wants to donate a collection of memorabilia or founding documents. The process for archiving on a world level begins with the District if applicable, then Area, then World Service Office Archive Liaison or WSC Archive Committee.

The Importance of Having an Area Archivist

Area Committees, no matter how small or large, should have one person to be the Archivist. This position's responsibility is to have the initial contact with the Fellowship member who wishes to donate his or her memorabilia/archive to the World Archive.

Once initial contact has been made some basic information must be collected through the Archive Identification Form. Once the Initial information is obtained, a detailed list of the items must be made with both the Fellowship member and the Area Archivist. (The reason for this is to ensure that the archive of which we are taking possession, is accurately accounted for and we do this by affixing a receiving Archive ID Form on each box received.



The documenting of archive items is done per the following:

Archive Identification

If the archive is pulp (papers, books, pamphlets, meeting directories, guides etc.) the document should be kept in its entirety, if stapled or bound. If loose but part of a package then keep the items together. If the item is 2 of 5 then keep separately. Place the item or items into an acid-free sleeve. Always make an inventory of what you have and where it is.

If the item is a textile ie: T-shirt or other clothing, use a Post-it™ note or paper and tape to stick the identifying information inside or on the article's protective packaging (acid-free bag).

If the archive is an object ie: coffee mug, chip, glassware, china, plastics etc. This type of object should be placed into an acid-free container approximately the size of the object. Place one copy of the Archive Donation and/or "On Loan" Archive Form inside the box and a 2nd copy on the outside of the box in a packing slip envelope.

- The Inventory sheets follow a basic format to identify the items. Please use the proper form. There are 2 forms – 1 for donated items, which will not be returned and the other for items "on loan" that will be returned.

Shipping Donated & "On Loan" Items to the WSO

It is the Area, Member or Archivists responsibility to contact the Director of Operations (DOO) at the WSO or WSC Archive Committee to begin this process.

Please follow this procedure:

1. Provide an inventory sheet of what you would like to ship when you contact us, using the proper form.
2. Shipping needs to be approved by the DOO.

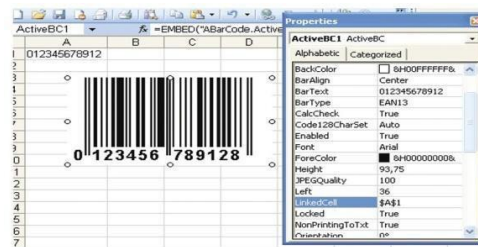
PLEASE NOTE: Your archive items must be packed safely and securely in preparation for shipping. C.A. and the WSO will not be responsible for any damages to any items during shipping. Purchasing insurance is strongly suggested.

3. Once the shipment has been approved by the DOO, you will be asked to weigh your securely packed boxes and communicate that information to the DOO.
4. The DOO will then provide the necessary information to ship the donation by the most cost effective way possible.

The Committee will create a line item in our budget to assist money-strapped Areas in the shipping of archive items to the WSO. We ask that this courtesy be used only by those who need to, as after that amount has been spent we will not be able to offer assistance until the following fiscal year. Please do not plan on shipping boxes of paper! Original items such as fliers and directories are fine; wherever possible, scan items in color and send the digital file to **Archives@ca.org**. Feel free to ask questions of the Archive Committee; we are here to help

Bar Coding for the Master Archive

Using a US Standard 15 Digit Bar Code, we are designing a method to track and organize each archive item that comes into the WSO. The barcodes are printed on an adhesive label that will be affixed to each item. Moreover, each Region and Area will be designated their own bar code prefix, thus further ensuring that the submitted archives can be tracked.



Being ever-expandable, it will grow as the fellowship gets older. Also, this type of bar code allows up to more than a million archives. As an archive reaches the WSO, a member of the Archive Committee will check the contents of the item(s) received and continues to the next step of the process. A bar code will be assigned to each item by using the hand held bar code scanner to scan each bar code into the logistical management software.



Chain of Custody

The logistical management software acts as the primary recording device for chain of custody. Chain of custody refers to the chronological documentation, and/or paper trail, custody of the archive.

Establishing chain of custody is especially important when the archive consists of multiple items. An identifiable person must always have physical custody of the archive. In practice, this means that the WSO Archive Liaison will take charge of the Archive for storage in a secure place. These transactions, and every succeeding transaction, between the collection of the archive and its next location should be completely documented chronologically. Documentation should include the conditions under which the archive was obtained, the identity of all archive handlers, duration of archive custody, security conditions while handling or storing the archive, and the manner in which the archive is transferred to subsequent custodians each time such a transfer occurs (along with the signatures of persons involved at each step).

The software collects the data entered by the WSO Liaison; name of the member donating or loaning, the Area Chair or Area Archivist who sent the archive, the archives description, and any other information that relates to the archive.

Archive Committee Understandings with the WSO

- The Archive Chairperson will work with the DOO to secure archiving supplies, to be stored at the WSO.
- The WSOB will handle payment of invoice from Convention Committee for 2 of each pre-convention fundraising item at wholesale cost.
- The WSO will provide 2 pieces of WSO and WS Convention memorabilia for protection and preservation.
- The C.A. Webservant will provide and maintain an email address and
- password for the Archive Committee and advise the Archive Chairperson of the same.
- The WSOB reserves the right to set the retail, wholesale and special promotions prices on all products and projects originating from the Archive Committee.

- The Archive Committee Chairperson will submit a written request for archive items for the WS Conference no later than 90 days prior to the Conference.

WSC Archive Committee Structure

In the spirit of rotation, elected committee positions should not exceed 2 consecutive terms, except as otherwise noted or in the absence of willing and qualified trusted servants.

Chairperson - 2 Year Term

Prerequisite: Minimum 1 year experience on Archive Committee, prior to election.

Required Experience: Chairperson candidate must have a working knowledge of the policy, procedures and Guidelines of the Archive Committee.

Responsibilities

- To be the general oversight of all committee activities including scanning, photographing, organization, separating the archive between what is to be returned to a member versus what is being sent to long term storage.
- To act as the parliamentarian on the committee.
- To act as the liaison between the Archive Committee and WSO Archive Liaison.

Vice Chairperson – 2 Year Term

Prerequisite: Minimum 1 year experience on Archive Committee, prior to election.

Required Experience: Vice Chairperson candidate must have a working knowledge of the policy, procedures and guidelines of the Archive Committee and ability to lead in the absence of the Chair.

Responsibilities:

- To add additional oversight of all committee activities including scanning, photographing, organization, separating the archive between what is to be returned to a member versus what is being sent to long term storage.
- To act as the parliamentarian on the committee in the absence of the Chairperson.
- To assume all responsibilities in the event the Chairperson is unavailable or unable to attend the Conference.

Secretary - 2 Year Term

The only prerequisites for position is the ability to write in legible handwriting or have a computer program to take notes and record all minutes of the committee actions. Email access outside the Conference is preferred.

Responsibilities:

- To keep accurate notes and record the minutes of the committee.

- Participation in the archival process by assisting in scanning, photographing, and organization.
- To keep copies of the minutes in both paper and electronic formats.
- To record committee conference calls, backed by email for all committee meetings.
- To assist the Chair in preparing Conference Reports

Co-Secretary – 1 Year Term

The Committee may elect a co-secretary for online business and backup for the Secretary.

Committee Members

The only prerequisite is a desire to be a part of the protecting and preserving of our Fellowship's history. Committee members may be called upon to lead sub-committee activities at the Conference and throughout the year.

World Service Office Liaison

It is the scope of this position to offer a point of contact between the Area and the WSC archive committee. The W SOL:


- Is a member of the WSOB assigned to the Archive Committee.
- Advocates for Archive Committee interests with the WSOB.
- Oversees the long term storage of the master archive.
- Works with the DOO to facilitate Archive Committee requests.
- Fulfills other duties contained elsewhere in these Guidelines

Forms

The following pages are forms for identification, sending archives to the WSO, a release for conducting interviews, a chain of custody form, and an archive manifest form for traveling archives.

- **Archive ID Form** - This is the form used to identify items that are sent to the WSO
- **Shipped Donation Inventory Form**
- **“On Loan” Archive Inventory Form**
- **Release for Archive Interview**
- **Chain of Custody Form**
- **Manifest for Traveling Archive**

This is the Archive ID Form that will be used to identify and track the chain of custody once your shipped items arrive at the WSO.

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|---|---|--------------------|---|
|  | CAWSO Inc. 21720 S. Wilmington Ave., Ste. 304 Long Beach, CA 90810-1641 USA Tel. 310-559-5833 | | <div style="font-size: 2em; margin-bottom: 10px;">00001</div> <div style="font-size: 1.5em; font-weight: bold;">ARCHIVE ID FORM</div> |
| | BOX NUMBER | WSO LIAISON | WSC ARCHIVE CHAIR |
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| Date of Transfer | Intials | Transferred To | Intials |
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☐ PULP

☐ TEXTILE

☐ PREMIUM

☐ ASSET

☐ LONG TERM STORAGE

☐ SHORT TERM STORAGE

THE CONTENTS OF THIS BOX IS THE PROPERTY OF CAWSO INC.

This form is for office use only.



World Service Conference Archive Committee
Shipped Donation Inventory Form

Area _____ Area Archivist _____ Phone # _____

Name of Donating Member _____ Phone # _____

Archive spans dates between _____ Shipped to WSO on _____

Shipping Contact: _____ Email _____

Detailed Description of Archive Item – From Where, What Event, Color, Size, Date, etc.

Please Print Clearly or Attach Printout

Signature of Shipper _____ Date Total _____ # of items in this box _____

For WSO use only: _____

Approved for shipment by DOO on _____ Weight _____ Tracking # _____

Archive ID Form # _____ Received at CAWSO on _____ Contents Verified by _____

Sorted & Inventoried by _____ Title _____ Date _____



World Service Conference Archive Committee
 “On Loan” Archive Inventory Form

Area _____ Area Archivist _____ Phone # _____

Name of Donating Member _____

Return Shipping Address _____

Address Line 2 _____

State/Territory _____ Postal Code _____ Country _____

Archive spans dates between _____ Shipped to WSO on _____

Detailed Description of Archive Item – From Where, What Event, Color, Size, Date, etc.

Please Print Clearly or Attach Printout

Signature of Shipper _____ Date _____ Print Name _____

Total # of items in this box _____ This is Box # _____ of _____ Boxes

For Office use only:

Approved for shipment by DOO on _____ Weight _____ Tracking # _____

Archive ID Form # _____ Received at CAWSO on _____ Contents Verified By _____

Sorted & Inventoried by _____ Title _____ Date _____

Returned items packed by _____ Title _____ Date _____

Returned to sender on via _____ Tracking # _____



Interview Release Form for
C.A. Archival History

I, _____ (please print), hereby give permission
to be recorded during my interview with _____

(please print), on _____ (date) regarding the History of Cocaine Anonymous.

I transfer to Cocaine Anonymous World Service Office, Inc. all literary/audio rights without limitation **upon the condition that I, and any other C.A. member I identify, remain anonymous at the level of the public media, (including, but not limited to, newspapers, internet, radio, television, electronic downloads, press, or other existing or future forms of communication which would be available to the general public, rather than just to members of C.A.).**

Name (print): _____

Signature:Date: _____

I, _____ (please print),
hereby give permission to be recorded during my interview with (please print), on (date) regarding
the History of Cocaine Anonymous.

Name (print): _____

Signature:Date: _____

Name of Interviewer (Print):Date: _____

Signature of Interviewer:Date: _____



Chain of Custody Form for Traveling Archive

Archives requested by _____ Date _____

Contact _____ Position _____

Phone _____ Email _____

Name of Event _____ Date(s) of Event _____

Event Location _____

Materials requested to arrive by (date) _____ Shipper _____

Shipping Address _____

Shipping Contact _____ Phone _____

Chain of Custody

Archives packed and checked at WSO by (print name) _____ Position _____

Archives shipped on _____ by _____

Signature _____

Carrier Tracking _____ # _____

Shipment received by (print name) _____ Phone _____ Date _____

Stored in/at _____ Signature _____

Items unpacked and set up by (Print Name) _____

Signature _____ Date _____

Notify the World Service Office immediately if anything is missing or broken

Packaging stored at/in _____

Items checked and repacked for return shipping by (print name) _____

Date _____ Signature _____ Position with event _____

Return Shipper (print name) _____ Date of Shipment _____

Tracking # _____ Contact _____

Received at WSO on (Date) _____ By (print name) _____

Signature _____ Date _____ Status of shipment OK/Damaged _____

Items checked and returned to Archive by (print name) _____ Date _____

Print Name _____ Signature _____ Notes _____