

Archives Committee Attachment 1 Guide to Local Archiving Trifold

Panel 1

The purpose of the Archives is to collect, organize, categorize, copy, preserve and electronically store GreySheeters Anonymous' historically valued documents, digital materials, printed materials, and historical items.



GreySheeters Anonymous

www.greysheet.org

Guide to Local Archiving

Who may archive?

Any local meeting or Intergroup may open an archive of its history.

Panel 2

How to Begin?

Decide on the scope and purpose of your local archive. Will it include paper documents, printed material, items, electronic documents and images? What about audio interviews? Once the scope and purpose are decided, then a budget can be developed. Passing an envelope at local meetings can fund the archive's budget.

Seeking Guidance

Contact a local or national archival association. Find one that has forums where members can answer each other's questions. Courses and webinars on archiving may be offered.

Paper/ Printed Materials and Items

Humidity and fire are the obvious enemy of every physical archive. Attics, basements and garages are not appropriate locations for storage. If using a document storage facility, make sure there's a fire suppression system in place. Is the fire suppression system zoned? If using a member's home, attach a Deed of Gift so family members understand it's the property of GreySheet. A Deed of Gift can be created or obtained from Greysheet's Anonymous Archive.

Panel 3**Supplies**

Seek acid-free file folders, document boxes and binders. Archival suppliers will offer a variety of storage materials.

Archiving Best Practices

When receiving archival material, the originals should be kept in the order that they were received. Changing the order is influencing the context originally intended by the compiler who collected the material. For example, a stapled pack of 12 pages may be folded so that the 6th page is first. Page six may hold significance within its group, and it's for the future historian to understand why. We archivists are working with details. The future historian will have a broader perspective of the progression of GSA as an evolving program.

- Number the pages in the upper right-hand corner in pencil. Each folder begins with # 1.
- Remove all staples and paper clips. The metal damages the paper. Use a folder or add to the numbering; for example, page 4, 1 of 12.
- Save 3 copies in 3 locations. Unforeseen document accidents do happen.
- Create an index that describes each item in the collection.
- The year is in 4 digits not 2.

Panel 4**Electronic Archiving**

Scanning paper documents to convert them to digital documents creates a new storage option. A scanner or all-in-one printer can do this job. A paper document has a longer lifespan than an electronic document. The most stable electronic document is a PDF. The PDF/A is an archival quality electronic document. Converting a PDF to PDF/A is easily done with the Student/Teacher Edition of Adobe Acrobat Pro. Free programs that convert documents may be found online.

Software and Hardware Obsolescence

No one uses floppy disks, and CDs are fading away. To avoid your archiving format becoming obsolete, update the software and the hardware every 5 years. Check to see if the pdf/A format has been updated. If so, convert the documents. Check to see that the website (where you store your archive) is still serviced (Are updates still sent?). Hardware includes flash drives, external hard drives and computers. Joining an archival association will keep you abreast of changes.

Panel 5**Audio Interviews**

Download a WAV capable recording app on your smartphone. WAV is archival because it is linear and not compressed like the MP3. To save storage space, copy the WAV recording and then convert the copy to a MP3 to post on a website.

Share copies of your archived material with GreySheeters Anonymous Archive Committee.
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or write

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