



### **1. Background:**

In an effort to address the large volume of paperwork being put into boxes and passed from one Executive to another, the Executive in 2006 – 2008 term, discussed and determined these guidelines for the management of the area's paperwork that is generated and received by the Executive.

This practice will protect the documents that are of enduring value to the area and ensure our history is protected. It will also support the Area Archivist's work.

The Area Archivist was consulted and members of the executive brought both practical and professional experience to the discussion and the decision making process.

Many aspects were discussed at length and taken into consideration.

- Are there any legal requirements we need to meet? The short answer is 'No'.
- Are there any financial requirements we need to meet? "The main reasons for keeping financial information are for tax purposes and to meet employment record requirements. OSA does not employ anyone. The LDC does have an employee but the LDC, in this regard, is an entity unto itself. Our only reason to maintain financial information would be for historical purposes."

There are many repetitive administrative documents that have value for a period of time, but do not have archival value. Recommendations are made for these under each meeting type.

Action was taken to reduce the many boxes of records held by Executive members. These guidelines were implemented in 2008 before passing paperwork on to the incoming Executive instead of handing over years of old records to either the incoming executive or the Area Archivist.

#### **NOTE:**

All materials should be dated and organized in a chronological arrangement.

### **2. Scope:**

It is recommended that the Archival collection be named AWSC & Assembly. Includes: Chairperson cover letter; agenda; reports; motions and items for discussion and minutes.

Does NOT include repetitive administrative documents.

Does NOT include general correspondence over 6 years old, except as assessed by the Chairperson to have longer value, but still may not be archival. Consult Area Archivist for guidance.

Does NOT include Executive meeting agenda or minutes over 6 years old, except as noted under Executive meetings.

Does NOT include Assembly Host Committee minutes over 3 years old. Does NOT include minutes of District Meetings received by the Delegate.

Does NOT include Trillium Minutes – they are to be retained by the Trillium Committee or to work with Area Archivist for transfer.

### **3. General Correspondence:**

General correspondence includes letters, typed, handwritten and email communications. Dependant on the topic, this material must be assessed for value to future executive and Archives. At work we would say, “if it gives direction or communicates a decision” keep in relevant file, either paper or electronic. The Area Secretary may create files for specific topics that come up again and again, or take a long time to be resolved.

### **4. Executive Meeting documents:**

Chairperson

#### **Last 6 years:**

Keep all documents: Agenda, reports, background to discussion items or motions and minutes. Pass on to incoming Chairperson for reference.

#### **Older than 6 years:**

review for any topics that may be relevant in the future or are already known as recurring issues. These may be passed to the Area Secretary who may already have a file on the topic and can review to include or discard the material if it is a duplicate.

For example: Insurance, incorporation, fundraising, Alateen.

Older material may then be discarded and this may be done annually or at the end of the term.

Secretary

#### **Last 3 years:**

Pass on 3 years of minutes to new Area Secretary.

#### **Older than 3 years:**

After checking with Chairperson, these may be discarded annually or at the end of the term.

#### **Motion sheets:**

Retain until the minutes have been approved. Then discard.

## 5. AWSC & Assembly:

In the recent past there have been 3 main components to the AWSC and Assembly documentation. The information package that is distributed to members and invited guests, the registration package given when members arrive and the minutes produced and distributed after the meeting.

### Chairperson

Information package:

#### **Last 6 years: (two terms)**

Cover letter from Chairperson informing members of the meeting and inviting members to attend.

Agenda, information related to registration, background for items and motions to be presented. Pass on to incoming Chairperson for reference.

#### **Older than 6 years:**

before transfer to Archives, discard repetitive administrative documents. Registration form, information sheet, hotel information. This may be done annually or at the end of the term.

### Secretary

Registration package:

#### **Last 3 years: (one term)**

Agenda, table of contents, reports, those willing to help (from evaluation form)

Pass on to incoming Secretary.

#### **Older than 3 years:**

before transfer to Archives, discard repetitive administrative documents. For example: Evaluation form, expense/mileage claim form, acronyms, AWSC member lists, AWSC and Assembly Bid Forms, 3Cs of Service

This may be done annually or at the end of the term.

#### **Minutes:**

Pass on 3 years to incoming Secretary, transfer older years to Archivist.

This may be done annually or at the end of the term.

**Evaluations:**

Retain until summarized and reviewed by Executive. In an election year, pass on last year's actual evaluation forms to the incoming Executive for reference. After no longer useful, discard.

**Motion sheets:**

Retain until the minutes have been approved and Section 6: Motion Summary has been updated. Then discard.

**6. Financial information:**

There is some duplication between what the Treasurer retains and the AWSC and Assembly collection. However the Treasurer needs this unique collection to allow access to information without having to look through many files. At some time, in consultation with the Area Archivist, a decision could be made to only keep a certain number of years of budgets and final reports, example 20 years, or decide to transfer certain years to Archives.

**Last 3 years:**

Retain proposed budget, explanation of assumptions made to develop the budget; all financial reports produced for the executive meetings, AWSC and Assembly. Pass on to incoming Treasurer.

**Older than 6 years:**

Keep the proposed budget and year end reports.

**Expense claims** and attached receipts may be discarded after three years.

**Software system:**

Retain all data except when transfer to new system occurs. Then transfer what is decided upon by the current Executive, or what the new system will allow.

**7. Blank Forms:**

Evaluation, workshop report back sheets, Ask-It Basket, Motion Forms, Items for Discussion. These forms are developed and maintained by the Secretary. Keep only the last and current versions. Discard any extra copies of the older versions.

**8. Letters:**

Executive members may create various letters over the years. If so, retain only while still useful. Pass on one copy to incoming Executive, as names will change.

## **9. Area Manual:**

Retain the background to the latest revision. This will allow questions to be answered when the updates are distributed. There may be instances where background could be kept until end of term (3 years) depending on the content of the changes. Discard previous versions and background notes. Maintain the electronic documents to match the paper version.

## **10. Assembly Host Committee Minutes:**

Chairperson

### **Last 3 years:**

Minutes should be reviewed to determine if Assembly Host Committee Guidelines need to be updated. Retain for reference value to incoming Executive. Pass on to incoming Chairperson.

### **Older than 6 years:**

Discard.

## **11. Destruction:**

If documents contain personal information or anything that could be sensitive to Al-Anon, please shred, tear up or burn to ensure destruction. Other paperwork, old versions of area manual, forms without names etc. may be discarded to recycling.

## **12. Electronic data:**

Data should be managed in the same time frame as noted for the paper version. (most of what we have is printed and distributed)  
Templates, form letters etc. may have ongoing value, therefore are still current.

## **13. Transfer to Area Archivist:**

This may be done annually or at the end of the term. Contact and discuss with the Archivist.

## **14. AAPP Police Record Checks:**

These are to be kept for as long as the 'certification' is valid and then destroyed.