

Memphis Area Archives

• (607) 768-0057 • Email: memphisareaarchive@gmail.com

-Statement of Purpose-

Consistent with A.A.'s primary purpose of maintaining our sobriety and helping other alcoholics achieve recovery, the Memphis Area Archive Committee will:

- *Receive, classify, and index all relevant material, such as administrative files and records, correspondence, and literary works and artifacts considered to have historical importance to Alcoholics Anonymous.*
- *Hold and preserve such material.*
- *Provide access to these materials, as determined by the archivist in consultation with the Memphis Area Archives Committee, to members of Alcoholics Anonymous and to others who may have a valid need to review such material, contingent upon a commitment to preserve the anonymity of our members.*
- *Serve as a resource and laboratory to stimulate and nourish learning.*
- *Provide information services to assist the operations of Alcoholics Anonymous.*
- *Promote knowledge and understanding of the origins, goals and programs of Alcoholics Anonymous.*

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— DEED OF GIFT —

I, the undersigned Donor, donate and convey the following material to the Memphis Area Archives.

Description of Donated Material: _____

This Donated Material, and any future additions I may make to it, shall be preserved, organized and made available for research and related uses in accordance with the Memphis Area Archives access and use policies.

The Memphis Area Archives may display any Donated Material in its exhibits with or without attribution, as may be appropriate, in the sole discretion of the Memphis Area Archives staff may use the Donated Material, and/or digital surrogates, for presentations or offsite exhibitions at events held within Alcoholics Anonymous. The Memphis Area Archives also may convert the Donated Material into a new medium, for example, a hand written letter may be scanned and converted into a digital file and used in the new format.

Memphis Area Archives, in its sole discretion, is authorized to dispose of the Donated Material outside of its Collection Scope and/or material deemed to be not of enduring historic value, in accordance with the Archives Deaccession Policy. I transfer, convey and assign any literary and copyright rights, title and interest that I possess to the contents of the above described Donated Material (including future additions I may make to it) to the Memphis Area Archives within the limits, if any, stated below.

Additional Terms and Conditions: _____

I affirm that I have the authority to donate this Donated Material and agree to all terms and conditions of this Deed of Gift.

DONOR INFORMATION

Name: _____ Address: _____

Signature: _____ Email: _____ Date: _____

Receipt of the material listed above by the Memphis Area Archives is hereby acknowledged and accepted.

Memphis Area Archives

By: _____ Signature: _____ Date: _____

Deed of Gift Addendum for collections with electronic records

The Donor acknowledges that the Memphis Area Archives acquires the Donated Material with the intent of making it available for an indefinite period of time. The Memphis Area Archives may need to transfer some or all the Donated Material from the original media donated to new forms of media to ensure its ongoing availability and preservation. The Donor grants the Memphis Area Archives rights to make preservation and access copies of Donated Material in the collection and to make those copies available for use, in accordance with Memphis Area Archives policies.

The Memphis Area Archives may need to digitize or migrate Donated Material provided in electronic content or transfer such content from original storage media as donated to another storage device (e.g., hard drive, CD, DVD, USB). In the process of undertaking the above tasks, deleted files or file fragments, passwords, encrypted and personal information may be discovered. The Memphis Area Archives will not retain, preserve or provide access to any data or personal information discovered as a result of the above described processes.

Material Not Retained by the Memphis Area Archives

The Memphis Area Archives reserves the right to reject data transfers at any stage of processing. In the event that the Archives locates duplicative content within the collection or content that is not of enduring historical value, the Archives may remove, discard and/or destroy said material. The Archives will not knowingly accept any content deemed unsafe or dangerous (i.e., various types of computer viruses or malware) and reserves the right to destroy Donated Material containing such. Please indicate if donated media carriers for born digital content should be returned.

- Yes, return to Donor.
- No, the Memphis Area Archives may destroy media after content has been migrated to new storage media.

I, _____, understand and agree to the terms and conditions outlined in this Deed of Gift Addendum.

Signature of Donor: _____ Date: _____

To whom it may concern,

The Memphis Area Archive Committee is looking forward to documenting your group's collective information and history. Being an active group in the Memphis Area, you are the leading edge of a long line of Alcoholics Anonymous in this area going back to at least 1939. As a part of 75 plus years of history your group represents a unique piece of the puzzle that is AA in the Memphis Area. This is the puzzle that our committee would like to document and display in an ongoing attempt to preserve our history and traditions.

It is possible that you have received in inquiry on Group History in the past and possibly from this same committee. If this may be the case, on behalf of the Memphis Area Archives Committee we apologize as we do not currently have a record of any inquiry or information you may have provided.

We would like to assure you and your group that anything provided to the Memphis Area Archives Committee including a response to this inquiry will be met with complete and thorough documentation and preservation by this committee as an extremely important piece of the Memphis Area History. Inventory, Financials, and Access to anything the Memphis Area Archives Committee has will always be available by request. Of course we can provide you with our Statement of Purpose, Access and Use Policy, Deaccession Policy, Mission Statement, and Archives Collection Policy if you or your group wishes.

The Memphis Area Archives Committee is interested in helping AAs actively participate and share in our history. A vision and outline of our purpose and goals can be found in the Archives Workbook, The AA Archives pamphlet, and the AA Guidelines on Archives.

This Committee has undergone a revival and is currently perusing the highest standard of service and quality possible. With this great opportunity of service to the Memphis Area comes great service opportunities for AAs. A great way to participant and help our committee is for your group to elect or nominate its own Archives Representative that can attend and participate on behalf of your group in our Committee Meetings. Though encouraged, please note you do not need to be a group representative to attend or participate in the committee or its meetings.

Our Memphis Area Archives Committee Meeting times and location can be found on the Intergroup Website listed as MAAC, on one of our Flyers, or by contacting us directly and please do not hesitate to inquire us for any additional information or questions.

Sincerely,

TRAVIS BLINCOE
Memphis Area Archives Committee Chairperson
(607) 768-0057
memphisareaarchives@gmail.com

Group Information and History

Prepared By: _____

Date: _____

Group Name: _____

Previous Group Names: _____

District Number: _____ Group Number: _____ Average Attendance: _____

Date, Place, and Time of First Meeting: _____

Did the Group Move: _____ Where: _____ When: _____

Date, Place, and Time of Current Meetings: _____

Founder/Founders: _____

Early Members: _____

Do the Early Members Still Attend? _____

Present Membership Number: _____ Max Membership Numbers: _____ Time of Max Membership: _____

Additional Notes: _____

-Please Provide a Narrative of the Group History (Story Form)

(Including but Not Limited To Past and Future: Anniversaries, Special Meetings, Speakers, or Notes about the Founders)

-Please Add as Many Additional Pages as Necessary

-Please Note you can contact GSO for a copy of all your Group's Correspondence with GSO

-If Possible Include Dated Pictures of you Meeting Place

-If you have Old-Timers, Group Founders or Long-Time Members that would be interested in giving

Oral Histories or if you need a Deed of Gift Form, Oral History Release Form or access to any of our policies please contact us directly

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-Group Information and History Release-

I, the undersigning donor, _____, hereby give this Group Information and History provided on _____ to the Memphis Area Archives as a donation. With this gift, I transfer to the Memphis Area Archives legal title and all literary rights, including copyright.

I understand the Group Information and History may be made available for research and such public programming as the Memphis Area Archives may determine. This includes right and license to reproduce, copy, modify, display, distribute, perform, broadcast, transmit, and create derivatives from the Group Information and History. This may include use of the Group Information and History material in print and in live or recorded programs for radio, television, or any electronic publishing medium. I transfer all of the above rights without limitation, to support the mission of A.A. and to disseminate information about A.A., upon the condition that I, and any other A.A. member I identify, remain anonymous at the level of the public media. This gift does not preclude any use that I may wish to make of the information in the Group Information and History.

I donate the aforementioned Group Information and History to the Memphis Area Archives within the limits, if any stated below.
Additional terms or Conditions: _____

Signature of Group Information and History Provider

Name (printed) _____
Address _____

City, State/Province, Zip _____
Date _____

Signature of Memphis Area Archives Representative

Name (printed) _____
Address _____

City, State/Province, Zip _____
Date _____

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MEMPHIS AREA ARCHIVES COMMITTEE