

# **2<sup>nd</sup> ANNUAL DISTRICT ARCHIVIST WORKSHOP**

**Saturday, November 20<sup>th</sup>, 2010**  
2 PM to 5 PM

**Open to all District, Intergroup,  
Group Archivist, and Historians**

*Come and learn what you can do to help preserve  
the history of A.A. , MSCA Area 09, and your District*

## **Workshop will include:**

- *I am an Archivist, now what?*
- *What to collect and what not to collect*
- *Simple preservation & conservation*
  - *How to do oral histories*
  - *Tracing a Group history*
  - *Questions and Answers*

**Location: Mid-Southern California Area 9  
Archives Repository – 7111 Arlington Ave., Suite B  
Riverside, CA. 92503  
(951) 785-0845 or [archivespanel60@msca09aa.org](mailto:archivespanel60@msca09aa.org)**

Each topic approx 30 minutes each -

- **I am an Archivist now what?**  
District Archivist Guidelines  
Way to help each other  
Channel of communication
- **What to collect and what not to collect**  
What to and what not to preserve  
Setting up a District Archives  
District Collection Policy
- **Simple preservation & conservation**  
Dust jacket covers  
Staple removal and “cording”
- **How to do oral histories**  
Tape an old-timer as example
- **Tracing a Group history**  
Show all the means at disposal to search histories  
    Group members  
    Meeting Directories  
    Local Central Office Newsletters  
    GSO Directories  
    GSO Archives
- **Summary/Questions and Answers**  
Go over the basic ideas from each topic  
Open for questions & answers
- **Hand outs:**  
  
GSO Archives Guidelines  
History of Area 9 Archives Committee  
Archives Committee guidelines  
MSCA 09 Archives Collection Policy  
Taping guidelines  
Archives Workbook  
Committee Roster  
GSO Address