



Area **59** EASTERN PENNSYLVANIA
 GENERAL SERVICE ASSEMBLY
www.area59aa.org

**Archives Subcommittee Quarterly Report
 June 9, 2019**

Archives Subcommittee Members-

Ken P. (Sec'y)	D41	Mario V.	D68
Rick H.	D32	Steve B	D64
Andy B.	D63	Ed M. (chair)	D59

**In Cooperation with-
 Archivist-
 Assistant Archivist-
 Advisor-**

Donald H.
 Jack C.
 Caroline N. (Alt-Delegate)

Summary of Subcommittee Activities for 2nd Quarter-

- Monthly work sessions held at storage unit to continue organizing physical files, data files and scanning & digitizing archive materials.
- Several subcommittee members, along with Archivist and Alt-Delegate, made a day trip to G.S.O Archives in New York City and found the visit to be richly rewarding and inspirational.
- Members of the Archives Subcommittee provided manned tables with trifold display and Group History Request forms at events held in districts 34, 36, 45, 40,41, 59 and 61 as well as at PCSS.
- Adopted updated version of Archives Subcommittee Policy.
- With the Assistance of our Area 59 Delegate we conducted a survey of all the Areas in U.S. and Canada seeking shared experience related to three facets of functions.
 - A. Use of outside vendor for scanning & digitizing Archive records
 - B. Current status of scanning/digitizing and lessons learned.
 - C. Experience with combined office and storage space.
- Summary of surveys-
 1. No other Areas are currently using outside vendor for scanning records. One Area considered it but decided it was cost prohibitive. Several Area replies offered their opinion as opposed and shared experience with opinions showing polar opposites i.e. several voices concerns about anonymity while others thought it was a good idea and thought, if properly done, would not be against our Tradition of Anonymity.
 2. Most Areas involved in scanning said it has been a slow slog. None work out of a storage unit. Some shared their experience with having “Scanning parties” in which they would

use someone's home or church hall, order food and arrange for volunteers with computers and scanners to do the work.

3. Most Areas that have combined storage & office space lease from their Central Office.

- We have continued work on Workspace Plan for combined storage and shared office/workspace that was adopted September 2018 and put forth additional consideration to lease combined storage/office space at 618 Gregg Avenue, Reading, PA after construction is completed and walk-through done; anticipated combined rent and utilities for both 16' X 22' office and 10' X 30' storage unit to be \$619.00 to \$699.00/month)
- We completed materials inventory as requested at DCM Orientation.
- Panel 69 Delegate's Recommendation's update-5 items completed, 12 are ongoing and 9 not started.

Respectfully submitted.

Ed M.

D59 DCM, Chair Archives Subcommittee Area 59