

4. RSO to scan regional minutes and to deliver to Internet Technologies Coordinator for posting on the web page at the RSO billable rate. (Motion 31, 7-21-02)

Regional Archivist

Purpose

Like any other service activity, the primary purpose is to carry the message of Narcotics Anonymous. Archival work is more than mere custodial activity; it is the means by which we collect, preserve and shares the heritage of our fellowship.

N.A. members have a responsibility to gather and take good care of the fellowship's historical documents and memorabilia. Correspondence, records, photographs, newspaper and magazine articles from the past need to be collected preserved and made available for the guidance and research of N.A. members for now and for the generations to come.

Functions of the Archivist

1. The Archivist shall receive, classify and index all relevant material, including but not limited to, administrative files and records, correspondence, and literary and artifactual works considered to have historical importance to groups, areas and regions in the State of Florida.
2. The Archivist shall create and maintain a mobile history display(s) available for conventions and special events in the State of Florida and beyond as long as the funding and/or reimbursement for such related costs such as transportation and room and board are funded by either the region or requesting service committee.
3. The Archivist shall therefore function in a two-fold manner: primarily, a custodial responsibility for assuring the physical integrity of the collection, storage of artifacts and its availability to persons with a valid reason. Secondly, a parallel and critical role of data gatherer.
4. The Florida Regional Service Office (RSO) was designated as the primary repository for archives since its inception; therefore, the RSO provides adequate space for the collection, cataloging and preservation of historical materials.
5. Letters, books, booklets, pamphlets, world directories, area and ~~regional meeting lists~~, (Motion 2007-06-P 1-21-07), event and conventions flyers and memorabilia for groups, areas and regions in the State of Florida along with documents and memorabilia from WSC/WSO/WCNA, area and regional newsletters, area and regional service committee minutes, written histories, photographs, audio and videotapes and digital records serve as the foundation of the archival library.
6. The Archivist shall develop and maintain a detailed inventory of all items in the regional archives.
7. The Archivist shall develop ways and means to enhance the archival inventory by creating a method for donors to have some assurance that their gift will be treated and handled with care for generations to come.
8. The Archivist may recruit other volunteers to act as Assistant Archivists (these assistants shall meet the same qualifications and requirements as the archivist).
9. The Archivist shall not remove any material from the RSO unless the material is to be used as part of the mobile history display or to be repaired by a professional. The special

worker will cross-reference and inventory those items removed from the RSO via a checklist to insure all the materials that were taken and returned can be attested too.

10. The Archivist is responsible for the physical integrity of the collection, documents and artifactual items; therefore, the archivist maintains proper methods of storage for such items.
11. The Archivist is responsible for ensuring the protection of the anonymity of members, and the confidentiality of the records.
12. In keeping with the Tradition seven, the archives ought to be fully self-supporting, declining outside contributions. It is better that funding for the archives are derived from an overall budget within the service structure.
13. Maintains regular communication with the World Service Office, and other regional Archivist

Subcommittee Membership

The position of Archivist (elected) and Assistant Archivist (volunteer) are individual positions, not a committee or sub-committee. They may meet with the special worker(s), RSO Board members or other committee members as deemed necessary from time to time in regards to the archive collection.

Voting

The position of Archivist is a non-voting member of the Florida Regional Service Committee. The Archivist acts in a reporting capacity only, although they may submit motions from time to time that specifically relate to the archive collection.

Qualifications and Responsibilities

1. Nominated and elected by the RSC at the time of their election.
2. Three years clean time.
3. At least one (1) year involvement in the Florida RSC.
4. Active member of Narcotics Anonymous.
5. Attends the Florida RSO Board Meetings (only when required by the board)
6. Attends the March and September RSC meetings each year and provide a written report in regards to the status of the collection.
7. Does not hold any other RSC position.
8. Lives within the Florida Region (amended with Motion #47-P as amended, 1-15-06)
9. Have the time and resources necessary to spend at least 50 hours annually fulfilling the functions of the archivist.
10. Have a reasonable level of knowledge of and experience with N.A. archives, memorabilia and the like ... *and* ... attend at least an introductory course in archival science or library science, and (if deemed necessary) membership in a local archivists organization.
11. Insurable and if required by other parties; bondable.

Suggested Donation letter, on RSO Letterhead:

If you have items of interest to the NA fellowship, you may be able to assist us in our efforts to collect, preserve and share our heritage, by donating them to the FRSO. Since we are a nonprofit 501 C (3) organization, your donation may even be tax deductible.

Such items may include:

- Organizational documents from groups and areas
- Memorabilia
- T shirts
- Literature drafts
- Letters & other correspondence
- Photographs
- Newspaper and magazine articles

For more information, please contact us at the above number.

Suggested Donation Receipt, on RSO Letterhead:

Thank you for your donation to the Florida Regional Service Office of Narcotics Anonymous, which have been received at the above location. The items we received are:

We acknowledge that there were no goods or services provided in exchange for this gift to offset any valuation you may independently determine. Please retain this receipt for your tax records. The Florida Regional Service Office, Inc is a nonprofit 501 C (3) corporation. Our EIN is

We offer no advice or opinions on matters of taxation but instead encourage you to consult legal and tax advisors.

Your donation is greatly appreciated.

Florida Regional Service Office, Inc.