

Report of Area Archivist Winter Assembly 2018

The NIA Assembly approved the establishment of an Archives repository in the spring of 1998. In 2008, the Area Archivist reported that sorting and cataloguing of materials had been sporadic during the intervening years. At one point, a cataloguing system was begun, but, unfortunately, not continued. When I began my service as Area Archivist in 2012, the state of the storage facility had not noticeably improved.

In July 2013, after consideration and discussion at a couple of Assembly breakout sessions, the Archives Committee approved the Northern Illinois Archives Committee Policies and Procedures. It is patterned after that of the AA Archives.

Receipt, organization, classification and preservation of NIA archives materials have been ongoing since I became Archivist. In addition to the accumulation of material in the course of NIA service activities, the NIA Archives has received contributions from Past Delegates and Area officers, the Rockford Intergroup, Districts and individual members.

Hard copy materials are now organized into 60+ storage boxes and bins and 40+ binders. (A third set of steel shelving was added to the repository to accommodate these materials.) The transition into acid free storage boxes and sheet protectors has ensured preservation of that portion of the collection until additional steps can be taken. In addition to the glass cases which the Archives Committee uses for display purposes, I have begun bringing a selection of these binders to conferences and other events to allow their display.

Digital documents began to appear on the scene in Northern Illinois in about 2000. Most Area documents now come to the Archivist in a digital format. This supplements hard copy picked up at Area Assemblies, Committee meetings and other events.

Roughly speaking, these digital materials now consist of 19,000 digital files comprising 32.0 gigabytes of material. The breakdown is as follows:

<u>Category</u>	<u>Files</u>	<u>Folders</u>	<u>Gigabytes</u>
AA History	4060	323	7.0
AA Service Structure	1070	186	2.4
AA Talks	611	103	9.5
East Central Region	495	34	0.8
NIA	12,840	1103	12.2

Digital materials are currently stored on an external hard drive purchased on behalf of Area 20, as well on my personal laptop and external hard drive.

In the past year, scanning of materials not previously in digital format has taken a back seat to other service activities. This process is complete for Area Assembly and Committee meeting minutes for the period 1974-1989 and 2000 to present, as well as for a binder entitled "Downstate Era," covering the period 1951-1972. Area Minutes from the 1990s do not lend themselves to scanning on my home 3-in-1 printer. I expect that it will be necessary to look to an outside source for this work, especially given the ad hoc NIA History Committee's needs.

The creation of binders and digitization has necessitated the systematizing of a format for document and file description to allow for indexing and ease of retrieval. The index of the NIA Archives collection is now over 125 pages.

In the past year, the Archives Committee has displayed materials at the 2018 National Archives Workshop, the Spring and Big Book Conferences and workshops and other events in Districts 10 and 22. I have also assisted and interacted with current and incoming District Archives Chairs and Archivists in for Districts 10, 22, 23, 42 and 43.

Much of my time in the past year has been devoted to identifying, retrieving and organizing materials necessary for the work of the NIA ad hoc History Committee. A draft revision to the Second Edition of the NIA History has been begun. In addition, I have talked to the incoming Concepts Editor about a regular contribution to our Area newsletter.

Respectfully submitted,

Ray M
Area Archivist

RJM
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