

How the Archives Inventory is Organized

(4/8/22)

The Archives Committee was resurrected in 2009 by Bruce A. as Chair and Larry H. as Alt. Chair, having been non-functional for some time (not sure how long). The inherited inventory was piled ceiling-high in a 5x5 storage unit. Boxes, bags, plastic totes, and suitcases were stuffed with a jumble of books, binders, folders, files, loose papers and audio cassettes.

Grapevine: The green binders holding 1 year each were eliminated to save space. Grapevines are bundled and labeled by year. All issues with staples have been restapled with Monel rustproof staples. The collection is complete from 1964-2016 with a few scattered earlier issues. There are also a few issues of *Share*, the British version of *Grapevine*. It was decided to cease collecting paper copies at the end of 2016 because they were readily available online, and out of District 1's scope of collection.

Paper files: Files were eliminated by organizing all filed material into 3-ring binders for easier storage and access. Binders and contents are itemized in the Master Inventory.

Audio: Some 200 cassette tapes of interviews were digitized by Ellis P. of the Ozona Group. They are now on CD's and an external hard drive. Eventually, to save space, the original cassettes were discarded.

The inventory is organized as follows:

The **Master Inventory Index** is divided into five categories; **Books, Binders, Boxes, Audio** and **Miscellaneous**.

Books are divided into four categories; **Big Books, Other Conference Approved Literature, Non-Conference Approved Literature** and **Grapevines**.

The **Binder Index** is divided into six categories and are color coded; **A (red)-Local** (Pinellas County, District 1), **B (green)-Florida** (outside Pinellas County), **C (orange)-New York**, **D (pink)-People**, **E (yellow)-AA General**, **F (white)-Archives**.

The **Binder Contents** tab contains itemized lists of some binder contents that are too lengthy to put into the Binder Index. Not all binders will appear here.

The **Audio** file contains CD's and hard drive recordings of interviews.

Miscellaneous: Anything that does not appear in one of the other categories. Examples: framed pictures, staplers (we have 3), the banner, family tree, wooden standup picture displays (six: 3 short, 3 tall) and more..