

# Area 75 Archives Workbook

Revised  
April 2009

## Index

Contact Information – Archivist & Archives Chair

New District Archives Information Record

Area 75 Mission and Purpose

Area 75 Archives History submitted to G.S.O.

Area 75 Archivist

Area 75 Archives Chair & Archive Committee

Area 75 District Archives Chair

What Can a Group Contribute?

Group History Form – English

Group History Form – Spanish

How to do an Oral History Interview

Consent Form

Deed of Gift to Area 75 Archives

Deed of Gift to District Archives

Form - Request to View Confidential Archive Materials

Notes

Archivist

Nancy S (414) 321-8059 [aanancy@att.net](mailto:aanancy@att.net)  
2650 S. 68<sup>th</sup> Street Milwaukee, WI 53219

Archives Chair

David K (414) 777-0265 davidkraemer5@yahoo.com  
1635 N Hawley Rd. Milwaukee, WI 53208

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**Bill Wilson - 1957**

**We are trying to build up extensive records which will be of value to a future historian.....**

**It is highly important that the factual material be placed in our files in such a way that there can be no substantial distortion.....**

**We want to keep enlarging on this idea for the sake of the full length history to come.....**

PLEASE FILL OUT THIS FORM AS SOON AS POSSIBLE  
New District Archives Information Record

Send To:

Nancy Seelen  
Area 75 Archivist  
2650 S. 68 St. Milwaukee, WI 53219

District \_\_\_\_\_ Archives Chairperson

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E - Mail: \_\_\_\_\_

Month and Year Beginning the District Archives Position:

\_\_\_\_\_

Expected Month and Year Archives Position will End:

\_\_\_\_\_

\_\_\_\_\_ I give my permission to have the information stated above shared with other District Archive Chairpersons in Area 75.

\_\_\_\_\_ I do not give my permission to have the information stated above shared with other District Archive Chairpersons in Area 75.

Questions or Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHAT'S THE POINT??  
We Won't Know Where  
We Are Going If We  
Don't Know Where We Are!!  
We Can't Know Where We Are if  
We don't Know Where We Have Been!!!**

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**Area 75 Mission Statement:**

**The Archives of Alcoholics Anonymous, Area 75, is the repository of A.A. related materials. Primarily relating to the origin and development of A.A. in Southern Wisconsin.**

**Area 75 Purpose:**

**The Archives of Alcoholics Anonymous, Area 75 will:**  
\* **Receive, sort, index and preserve all A.A. related materials.**  
\* **Provide access to the fellowship and the public as determined by the archivist and the archives committee.**

**Area 75 Policies and Procedures:**

**No Beverages, Cameras, Smoking, or Food in the Archives  
Room**

**Adopted: January 22, 2006  
By: Alcoholics Anonymous;  
Area 75, Archives Committee**

**In 2006 G.S.O. Archives put out a request to all Area and District Archives to submit their stories and developments for the June 2007 G.S.O. Archives workbook. Area 75 was one of six that accomplished the task. G.S.O. received pictures of Area 75 Archives room, a copy that included full names, and a copy without full names. First you will read the copy sent to G.S.O. and following is the edited version that is in the June 2007 G.S.O. Archives workbook.**

### **Area 75 Archives – Southern Wisconsin**

According to the Assembly Meeting minutes of April 17<sup>th</sup> 1982 Virginia H. (Area 75 Delegate 1973 – 1974) unanimously was appointed to be Area 75's Archives Chairperson. Virginia began to pursue group histories. On October 15<sup>th</sup> of 1983 it is recorded that Lou L. was Area 75's Archives Chairperson. Lou continued the pursuit of group histories and requested that people send any old AA literature or memorabilia to Archives. Lou also asked for help to get the "Old Timers" stories on tape. Chuck W. became Area 75's Archives Chairperson sometime during 1995 and 1996 due to Lou having health problems. Chuck continued the journey seeking materials and began to take a traveling Archive to Conferences.

My name is Nancy S. I was asked by Area 75's Chairperson in 1999 to undertake the position of Archives Chairperson. I accepted the responsibility, commitment, and necessary dedication even though I experienced the anxiety and fear of the unknown. I began with various materials of Area 75 stored at the Milwaukee Central Office and six boxes of assorted papers. This included Area 75 records, District records, Group histories, and a variety of other items.

That summer the long process of sorting through the thousands of papers began. I concentrated first on compiling District meeting minutes and Area 75 Assembly records. The next step was to arrange the papers into chronological order. (My family wondered if they were ever going to eat in the kitchen again) Third step, the records were put into acid free sheet protectors and placed into binders. Finally, an index that included every piece of paper in the binders was included.

The following summer District documents were copied with originals placed into white binders. Maintaining our anonymity, the copies had all addresses; phone numbers; E-mail addresses; and last names deleted. Each page was placed into an acid free sheet protector and placed into gray binders for display purposes. Most Districts sent meeting minutes, when and where's, flyers, programs of mini conferences, newspaper clippings, and anything else they wanted included in Area 75 Archives. Area 75 Archives added records of Central Office publications, Area 75 conference flyers and programs, an abundance of group histories, maps, and an assortment of interesting information regarding the general history of A.A.

After a great deal of research with other Archivists in Canada and the United States, Nancy S. was elected as the first Area 75 Archivist at the Fall Conference Assembly October 23, 2004. Terry R. became the Archives Chairperson. The Archivist of Area 75 is a nonrotating position. The Archivist has no voting rights at any Area 75 Assemblies. The Area 75 Assembly may terminate the Archivists position and elect a new Archivist according to the 3<sup>rd</sup> legacy procedure at the time any of the following applies: The Archivist misses three Area 75 meetings consecutively, is not maintaining the materials within a 6 month period from the time that the materials have been donated, or he/she is not cooperating with Area 75 members when there is a request to see an item in the archives or there is a request to display the materials at a function. At Area 75 Assemblies the Area 75 Archivist reports on what has been being contributed to the Archives and what materials and documents are now being compiled.

The Area 75 Archivist presents the traveling Archives display at Group, District, and Area functions. The Archivist is reimbursed for two nights of lodging for a three day function so that the display can be properly set up. This takes at least an hour and a half. There is not time in a morning to set up the Archives display properly for a function.

The Area 75 Archivist is responsible for maintaining and preserving display items as well as confidential materials. It is the responsibility of the Archivist to uphold our anonymity that is so precious to us in all displayed materials. The Area 75 Archivist maintains open communication and an open mind while guided with suggestions from the Area 75 Archives Chairperson as well as District Archives Chairs, who make up the Archives Committee, about what to keep, display, and the Archives of Area 75 as a whole.

District Archives Chairs collect District meeting minute's flyers and histories and are encouraged to display their materials along side the Area 75 display materials at Conferences.

Up until about the end of the year 2002 Area 75 Archives were kept at Milwaukee Central office – rent free. The collection outgrew the available space and was moved into the basement of Area 75's Archivist – rent free. As suggested by GSO, this is not a good place for housing the archives.

After much discussion and research the proposal to house Area 75 Archives was passed on September 25<sup>th</sup> of 2005. The Area 75 Archives is housed in a room that is more than adequate and provides a comfortable atmosphere in the lower level of a church school building. There is no contract or documentation that has been signed. The rent is \$100.00 monthly. Being that the Area 75 Archives budget is limited a request went out to the fellowship to provide some of the needed items. As fast as the flyers were distributed the generous contributions of a 27 inch and a 19 inch TV, frames, a couch, 3 large wooden tables, a large area rug, office supplies, a chair, couch, and love seat that is like new, a DVD player, a VCR, a computer desk, and even a computer with a new scanner and ink were donated.

The grand opening of Area 75 Archives was Sunday, November 13<sup>th</sup> of 2005 from 12:00 – 3:00. At 12:00 the ribbon was cut by Area 75 Archivist and Area 75 Delegate and the doors were open. Over 100 people passed through the doors. It was a dream come true. The tape, "A House of miracles," was played throughout the afternoon. During 2006 the Archives room was open every Sunday between 12:00 and 4:00. Arrangements could be made to research materials at another time if necessary.

The Area 75 Archives Committee also succeeded with its goal in 2006 being the development of our mission statement and purpose.

Mission Statement:

The Archives of Alcoholics Anonymous, Area 75, is the repository of A.A. related materials. Primarily relating to the origin and development of A.A. in Southern Wisconsin.

Purpose:

The Archives of Alcoholics Anonymous, Area 75 will:

- \* Receive, sort, index and preserve all A.A. related materials.
- \* Provide access to the fellowship and the public as determined by the archivist and the archives committee.

Adopted: January 22, 2006  
By: Alcoholics Anonymous;  
Area 75, Archives Committee

There are times when working with the Archives it is overwhelming and a person just can't understand why they do it any longer. Then they pack the material, load them into their vehicle, and off to a conference they go. All is renewed when the newcomer, with a tear in their eye says, "Wow, thanks, this is great! I never knew my Dad because he died when I young but I knew he was the DCM in district 32. After reading that entire binder I feel like I know him now." That is a true story. True, the Archives are a history of facts, but that day I understood just how spiritual the Archives also are.

Thank you for letting me share my experience,  
Nancy S. Area 75 Archivist

### **Southern Wisconsin (Area 75)**

As early as 1982, Area 75 appointed an archives chairperson to seek and preserve its history. Throughout the 1980s and 1990s several dedicated archives chairpersons actively collected group histories, tapes of oldtimers in the area, old A.A. literature and memorabilia, and more. In the mid 1990s, Area 75 began to take a traveling Archive to conferences.

My name is Nancy S. I was asked by Area 75's Chairperson in 1999 to undertake the position of Archives Chairperson. I accepted the responsibility, commitment, and necessary dedication even though I experienced the anxiety and fear of the unknown. I began with various materials of Area 75, which were stored at the Milwaukee Central Office, and six boxes of assorted papers, including Area 75 records, district records, group histories, and a variety of other items.

Since 1999 we have actively compiled district meeting minutes and Area 75 assembly records. Most Districts sent meeting minutes, flyers, programs, newspaper clippings, and anything else they wanted included in Area 75 Archives. We also added Central Office publications, our area conference flyers and programs, an abundance of group histories, maps, and information regarding the general history of A.A. We have arranged the materials, placed them in acid-free sleeves, and created a full and complete inventory.

After a great deal of research with other archivists in Canada and the United States, I was elected as the first Area 75 Archivist in 2004. This is a nonrotating position. The Archivist has no voting rights at any Area 75 assemblies. The assembly may terminate the archivist's position and elect a new archivist according to the third legacy procedure, if certain conditions regarding regular attendance and cooperation are not met. The Area 75 Archivist regularly reports at Area 75 assemblies.

The Area 75 Archivist presents the traveling Archives display at group, district, and area functions and is responsible for maintaining and preserving display items, as well as confidential material. It is the responsibility of the Archivist to uphold our anonymity that is so precious to us in all displayed materials, and to maintain open communication and keep an open mind while guided by suggestions from the Area 75 Archives chairperson as well as District Archives chairs, who make up the Archives Committee, about what to keep, display, and matters relating to the Archives of Area 75 as a whole.

District Archives chairs collect district meeting minutes, flyers, and group histories. They are encouraged to display their materials alongside the Area 75 display at conferences.

After many tears of being stored in the Milwaukee central office and in the basement of the area archivist, the proposal to rehouse Area 75's Archives was passed in September 2005, and is now housed in a rented room that is more than adequate and provides a comfortable atmosphere in the lower level of a church school building. Since the Area 75 Archives budget is limited a request went out to the fellowship to provide some of the needed items to furnish the space. Almost immediately we received generous contributions of furniture, audiovisual equipment, and even a computer with a new scanner.

The grand opening of Area 75 Archives was Sunday, November 13, 2005. At noon, the ribbon was cut by Area 75 Archivist and the area delegate and the doors were open. Over 100 people attended; it was a dream come true.

During 2006 the Archives room was open every Sunday between 12:00 and 4:00. Arrangements could be made to research materials at another time if necessary. In 2006, the Archives Committee also succeeded with its goal of developing our mission statement and purpose statement.

There are times when working with the Archives is overwhelming and a person just can't understand why they do it any longer. Then they pack the material, load it into their vehicle, and off to a conference they go. All is renewed when the newcomer, with a tear in their eye says, "Wow, thanks, this is great! I never knew my Dad because he died when I young, but I knew he was the DCM in District 32. After reading that entire binder I feel like I know him now." That is a true story. True, the Archives are a history of facts, but that day I understood just how spiritual the Archives also are.

### **Area 75 Archivist**

The first Area 75 Archivist was elected at the Area 75 election assembly October 23, 2004. The Archivist of Area 75 is a nonrotating position. The Archivist has no voting rights at any Area 75 assemblies. The Area 75 Assembly may terminate the Archivist's position and elect a new Archivist according to the 3<sup>rd</sup> legacy procedure at the time any of the following applies: The Archivist misses three Area 75 meetings consecutively, is not maintaining the materials within a 6 month period from the time that the materials have been donated, or he/she is not cooperating with Area 75 members when there is a request to see an item in the archives or there is a request to display the materials at a function. When and if, the Archivist decides that he/she can no longer fulfill the duties of this position a new Archivist will be elected according to 3<sup>rd</sup> legacy procedure.

At Area 75 assemblies the Area 75 Archivist reports on what has been being contributed to the Archives and what materials and documents are now being compiled.

The Area 75 Archivist presents the traveling Archives display at Group, District or Area functions. The Archivist is reimbursed for two nights of lodging for a three day function so that the display can be properly set up. This takes at least an hour and a half. There is not time in a morning to set up the Archives display properly for a function.

The Area 75 Archivist is responsible for maintaining and preserving display items as well as confidential materials. It is the responsibility of the Archivist to uphold our anonymity that is so precious to us in all displayed materials.

The Area 75 Archivist maintains open communication and an open mind while guided with suggestions from the Area 75 Archives Chairperson as well as District Archives Chairs about what to keep, display, and the Archives of Area 75 as a whole.

### **Housing the Archives:**

Up until about the end of the year 2002 Area 75 Archives was kept at Milwaukee Central office – rent free. The collection outgrew the available space and was moved into the basement of Area 75's Archives Chairperson – rent free. Beginning July of 2005 the Area 75's Archives materials have been housed in the lower level of Holy Assumption School located between 71<sup>st</sup> and 72<sup>nd</sup> & Orchard in West Allis, Wisconsin. (5 minutes from Milw. Central Office) – Rent \$100.00 per month

### **Area 75 Archives Chair & Archives Committee**

The first Area 75 Archives Chairperson that worked together with an Area 75 Archivist began duties January of 2005. The position of Archives Chairperson in Area 75 is a rotating position. At the time of Area elections a new Archives Chair is asked to fill the position. The Archives Chair has voting rights at Area 75 assemblies. At Area 75 assemblies the Area 75 Archives Chairperson reports on new developments within the Archives Committee. In the event that the Area 75 Archivist can not present the traveling Archives display at Group, District or Area functions it is the Area 75 Chairperson's responsibility to do so.

It is the responsibility of the Archives Chairperson to inform District Archive Chairs when and where an Archives Committee meeting will be held. The Committee meetings are chaired by the Archives Chairperson. There will always be an Archives Committee meeting at 9:00 am held at the Madison Senior Center located at 330 W. Mifflin St., Madison, WI at the Agenda Planning meeting. When an Archives Committee meeting is called, other than the meeting at the Agenda Planning meeting, the Archives Chairperson will inform Archive District Chairpersons. It is the responsibility of the Archives Chairperson to inform Archive District Chairpersons of agenda items of all committee meetings so that they can send him/her their opinions and suggestions if they are not able to attend a meeting. Minutes will be taken at these meetings and distributed to all District Archive Chairs and Archivist within a reasonable time.

### **Area 75 District Archives Chair**

*I thank you for your interest and  
becoming the Archives Chairperson  
for your District. If there is anything  
I can help you with call, write, or e-mail.*

-- Nancy Seelen

Now that you are a District Archives Chairperson I welcome you also to the Area 75 Archives Committee. Your input and new ideas are very important. Please read the previous page for more details.

As a District Archives Chair you are responsible for making sure there is a history for your district so that those that are interested in the future are able to look back on it. How do you do it? Keep up with today, and try to find records from the past.

You will use two binders for your District and one binder for the Groups in your district. One District binder will have full records including last names, addresses, phone numbers, and e-mail addresses. The other District binder should have every page that the first binder has but last names, addresses, phone numbers, and e-mail addresses deleted. You can use white out, or some other way to delete the information. This is the binder that you display because it is the one that upholds anonymity. Your District binder can include district meeting minutes, handouts, district meeting lists, district functions such as picnics, mini conferences, Alkathons, newspaper clippings, a history of your district, a list of past and present DCM's and chairs and anything else you may want in it. Be sure that all documents are in chronological order. Put them in plastic top loading acid free sheets. (You can buy these at Office Max, Office Depot, or any of these types of stores) Remember to ask past DCM's and secretaries if they have any documents or records.

The second binder is for the Groups in your District. You can have a title page for each Group or add a divider sheet and label the tab with the Group's name on it. Next, make copies of the Group history form, which is included in this workbook, and ask each

Group to fill it out. There are several Groups that have provided Area 75 Archives with their Group history already. Send me a list of your District meetings and I will check if each of your Groups is in the Area Archives Group History binder. I will make a copy for you of the Group histories I have. If you collect Group histories please send me a copy.

The group history can be your first page for each group followed by flyers that the groups distributes for their open meetings, anniversary meetings, picnics, or any other functions. The Area has group histories on file but not any functions within the groups. Those will be kept at the District Archives level.

As your binders grow add a second binder. Every binder that you create should have an index in the front of it that includes every document in the binder. Periodically contact the Area Archivist to compare your District index to the Area's index. This way if either the District or the Area has recovered a missing document it can be shared.

There is a wealth of information in every District. You can take your District Archives to the fullest extent and begin to seek out those old timers in your District. Ask them if they will agree to allow you to take an oral interview with them. You might feel a little apprehensive at first but it gets easier and actually becomes fun after a couple of times. I know the first few times I did interviews I felt uncomfortable to ask questions of someone I didn't really know. Let them know that the interview will be recorded and transcribed. Also, that the tape will be placed in the Archives and not distributed to the fellowship. I included How to do an oral history interview in the workbook. Please take notice to the page with the consent form. Send a copy of the consent form and the interview tape to Area 75 Archives. If you had the tape transcribed please send that also. If you are interested in recording oral histories please contact me before you begin.

Finally, please send Area 75 two copies of all District documents acquired. One is for your District's original binder and the other for the display binder.

**KEEP IN MIND to KEEP IT SIMPLE** - This takes time and doesn't have to be rushed or become an overwhelming experience.

When the Area Archives is displayed at Conferences all Districts are welcome to bring their Archives display also. This will help the members of AA feel a personal connection when they see their group's flyers and histories.

### **What Can a Group Contribute?**

We have come to realize it is time to collect more than group histories. We have so many groups in Area 75 that keep the Steps and Traditions of Alcoholic Anonymous strong and alive; and in turn have open arms and an open door for the new comer to be part of a solid group. To each and every group: I salute you. I want to acknowledge your group not only for its roots but also for its growth.

Any information about the development, changes that are in progress or have happened, or anything you want will be an addition for your group's history. Send flyers for group anniversaries, picnics, open meetings, etc... If there isn't a flyer write it out and send that to me. You can also send phone lists or notes from a group conscience meeting. These are suggestions only for Archive contributions from your group. There will be folders in a file cabinet kept in the Archives room for all groups that send any information. I can only put in what I receive so send in your groups materials and it will be there in years to come. As always, Anonymity will be respected and upheld.

## **YOUR GROUP CAN BE PART OF AREA 75'S HISTORY**

IT'S EASY!! Fill out the form (PLEASE TYPE OR PRINT INFORMATION) and get input from your group for accuracy and interesting trivia. Remember, this is for your group to share their growth and experience. Some groups have included special yearly events they have, the sense of spirituality in their group, the service structure and involvement of their group, the changes within the group as time passed, etc., etc. When you have finished mail it and see it in Area 75's history binder at the next conference.

If your group is in our file already please use the form to update the information or add more details. I encourage you to use full names. The original will be in a **confidential file** and an edited copy will be placed in the display binder.

Thank you for your time and energy

**Mail to:** Nancy Seelen Area 75 Archivist 2650 S. 68 St. Milwaukee, WI 53219

(414) 321-8059    [aanancy@att.net](mailto:aanancy@att.net)

Submitted: Month \_\_\_\_\_ Year \_\_\_\_\_ Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Group Name:

District:

Area: 75

Day and Time:

Present Location:

Average attendance:

Type of Meeting:

Smoking or Nonsmoking:

Date of First Meeting (as specific as possible):

Who started the group (As stated, Last names will be edited for display purposes but kept for archival purposes:

Average attendance at that time:

Meetings that stem from this group:

Location changes and reasons if known:

**Unique qualities of group or interesting trivia from the past or present**

**If you like send a picture of the room your meeting is held. (Please no faces)**

**(Use the other side of this paper or your own paper. What ever is easier for you.)**

## **Tu Grupo Puede Tomar Parte En La Historia Del Area 75**

Es Facil!! Llena la forma y entra con tu grupo para la trivia interesante. Recuerda, esto es por tu grupo cambiar experiencias. Al gunos grupos incluyen eventos anuales; especiales, sentir espiritual en el grupo, el involucrimiento en el servicio del grupo, como a cambiado el grupo atraver del tiempo, etc. Cuando termines puedes enviarla y ver en el Area 75 en un folder la proxima conferencia.

Si tu grupo esta en el archivo puedes usar la forma detallada arriba. Mencionada te sugiero usar tu nombre completo. La original va en el archivo confidencial, con copia en el folder.

GRACIAS POR TU TIEMPO Y ENERGIA

Anota: Mes \_\_\_\_\_ Año \_\_\_\_\_ Anotado Por: \_\_\_\_\_

Telefono \_\_\_\_\_ Dirección \_\_\_\_\_

Correo Eletronico \_\_\_\_\_

Nombre del Grupo:

Distrito:

Area: 75

Dia y Hora:

Lugar actual:

Cuantos Miembros:

Tipo de junta:

Fecha Dela Primer Reunion:

Quien Inicio el Grupo:

Lugares Que Han Cambiado:

Culidades O Cambio Interesante:

Si usted quiere, envíe una fotografía de el Salon donde Se Reunen Para Las Reuniones.

(Por favor que no tenga Caras de Personas)

## **How to Do an Oral History Interview**

**Remember**

**Keep it Simple  
&  
Have Fun**

**\*IMPORTANT: Interviewee must sign this document or the interview is not valid\***  
**Keep a copy for your district and send a copy to Area 75 Archives along with a copy of the interview tape and if the tape was transcribed, and copy of transcript.**  
**\*Anyone wishing to see the interview must fill out an application stating purpose\***

## **Consent Form**

Research Use of the Oral History Interview of:

Full Name: \_\_\_\_\_

In the event that an application is made to the Area 75 Archives or a District Archives to use my closed oral history interview transcripts, deposited with the Area 75 Archives or a District Archives, in connection with research, or for written historical purposes, my preferences in this matter are as follows:

1. General Access:  
 Applicant has my permission to see the transcript  
 Applicant to see the transcript is denied
2. Note taking:  
 Applicant may take notes from the interview  
 Applicant may not take notes from the interview
3. Citations:  
 Applicant may cite the interview in his/her writings  
 Applicant may not cite the interview in his/her writings
4. Quotations:  
 Applicant may quote passages from the interview in writings  
 Applicant may not quote passages from the interview in writings
5. Copying:  
 Applicant is authorized to have a copy of the entire interview (audio tape or transcript) in whole or in part.

\_\_\_\_\_ Applicant is not authorized to have a copy of the entire interview  
(audio tape or transcript) in whole or in part.

Interviewee

Interviewer

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Personal Information of Interviewee**

Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Belly Button Birthday: \_\_\_\_\_

Sobriety Anniversary: \_\_\_\_\_

Years of Continuous Sobriety: \_\_\_\_\_

The following questions are *suggested* as a guideline during the Archives interview to help both the interviewer and the interviewee. It is a good idea to send a copy of the interview questions to the interviewee a few days before the interview. This is so that they are mentally prepared for the interview, not so they write the answers before the interview. It helps to put them at ease.

It is important that the interviewee understands that their confidentiality will be protected in accordance with the Twelve Traditions so that they respond with complete openness and honesty. Specific facts, dates, numbers and full names of people and institutions should be included wherever possible. This information is needed for further research and the development of an accurate history of Area 75.

Remember that you do not have to focus only on the following questions. Every question does not need to be answered. Allow the interviewee to talk freely and openly as they think back and remember how it used to be, what happened, and how they got to where they are now. These questions are but suggestions to help the interview flow.

**Begin the interview by stating your name, the date, where the interview is taking place and the interviewee's name and sobriety date.**

### **1. Drinking History**

Briefly describe your last drunk and how you came to find AA. Try to include answers to the following questions as you recall them. Please be specific with names, dates, and locations wherever possible.

- How many years did you drink?
- What beverages did you prefer?

- Did you drink anything other than alcohol?  
Mouthwash, Aftershave, etc...
- What losses did you suffer due to alcoholism?
- Did you go to treatment or another facility or institution?  
Where, When, How many times, etc.
- When & how did you first learn about Alcoholics Anonymous?

## **2. Early AA Experience**

- Describe your first AA meeting: When, Where, Who were the other people there, First impressions, Overall impact on you, etc...
- Where were meetings held at that time?
- How many meetings were available per week in the surrounding area?
- Describe twelve step work when you first entered AA.
- How were newcomers contacted and brought into the fellowship?
- Who was your first sponsor and how did you meet?
- What was your first home group? Name of group, Where/When it met, Does it still exist, Ratio of men/women, Ratio of young/old
- What was the meeting format of groups in the surrounding area?  
Open, Closed, Topic, Step, Speaker, Break off groups
- How much money did people typically put in the basket at your early meetings?
- What did your home group do with the money collected at meetings?
- Did your home group establish or conduct any special AA events?

## **3. AA Throughout The Years:**

- Which step(s) were most difficult for you personally?

- Can you identify some specific spiritual milestones in your sobriety?
- What would you consider to have been special AA events that you attended in your years of sobriety?
- Can you recall any particularly AA members or humorous anecdotes?
- Were you instrumental in starting any new AA groups?
- What is your current home Group? Name of group, Where/When it meets, Ratio of men/women, Ratio of young/old
- Does your home group conduct any special AA events?
- What changes have you noticed in AA meetings thru the years?
- How involved have you been in sponsoring other in AA?
- Who is your current sponsor? How long have they been your sponsor?
- How does this sponsor differ from your first sponsor?
- What changes have you noticed in AA sponsorship styles over time?
- Did you ever contribute an article to the Grapevine?
- Describe any involvement you have had in the AA Service Structure.  
Group, District, Area, GSO, Penal, Hospitals/Treatment
- Are there any additional comments that you would like to add?

#### **4. Archives research:**

- Do you have any materials (books, magazines, pamphlets, letters, etc...) that you could donate to Area 75 Archives?
- Can you name any other local AA “Early Timers” who might consider being interviewed?

**Area 75 Archives Donations (As suggested by GSO):**

Tell to the person that Area 75 follows GSO suggestions and we need them to sign a Deed of Gift form if they wish to donate anything to Area 75 or a District Archives. This is for their own peace of mind knowing that their donation will be kept in the Area 75 Archives, or District Archives and we have proof of donation.

\* The forms are on the following two pages.

**Deed of Gift to Area 75 Archives**

Item: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

—

Physical Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of any terms or conditions of the conveyance of the gift:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you the lawful owner of all rights and title of the property described here? \_\_\_\_\_

By this instrument a gift of all rights and title of the items listed herein is conveyed to the Archives of Area 75 of Alcoholics Anonymous.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_

Area 75 Delegate \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_

Area 75 Archives Chair or Area 75 Archivist \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Deed of Gift to a District Archives**

Item: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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Physical Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of any terms or conditions of the conveyance of the gift:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Are you the lawful owner of all rights and title of the property described here? \_\_\_\_\_

By this instrument a gift of all rights and title of the items listed herein is conveyed to the  
Archives of District \_\_\_\_\_ of Alcoholics Anonymous.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_

District Archives Chair \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_

District DCM or Alternate DCM \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Request to View Confidential Area 75 Archive Materials**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Home Group:** \_\_\_\_\_

**Material Requested:** \_\_\_\_\_

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**Reason for Requesting Material:** \_\_\_\_\_

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**Request Reviewed By:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

**Approved      Denied**

**Date To View Material:** \_\_\_\_\_

**Reason for Denial:** \_\_\_\_\_

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