

# **NA Australia Archive (initially NSW NA Archive)**

## **Collection Policy – Draft 1 July 2023**

***Important note: At this point this policy is being drafted by a NSW based archiving working group operating under the auspices of Sydney Metro. The archiving initiative may, of course, extend beyond NSW, indeed some areas are already working on this. This NSW initiative is just one way this project may come together for Australia as a whole. More will be revealed!***

### **Draft Collection Policy Draft V1 July 2023**

The N.A. NSW Archive is a repository for official and unofficial records and artifacts that document N.A.'s history. This project is starting off in NSW however the records may include those from other states. These include personal collections, manuscripts, correspondence, publications, photographs and memorabilia related to the origin and development of N.A in Australia. It is the obligation of this archiving body to care for these records permanently and to provide proper facilities and procedures to ensure their preservation.

#### **Collection Scope**

The NA NSW Archives collects materials in any format that have long-term value documenting the work of Narcotics Anonymous in Australia. The Archives' acquisition priorities include, but are not limited to:

- Publications released by N.A. Australia including books, meetings lists, reports, magazines and other media relations materials, and more.
- Materials published outside N.A. Australia that describe the program of N.A., the problem of addiction generally, or that otherwise have significance to the organization, such as books, articles, speeches, reviews, television and media programming, and more.
- Audiovisual collections including: photographs, videos, and sound recordings significant to N.A. Australia.; recordings of significant events; speeches and talks by early N.A. Australia members, and other individuals; and more;
- Minutes and other documentation of the N.A. Australia Region, FSO Committee, committee meetings, Conferences and Conventions;
- Personal papers of N.A. Australia members and other significant figures, both addicts and non-addicts – these may include correspondence, journals, diaries, scrapbooks, photographs, manuscripts, speeches, obituaries, awards and artifacts; Oral histories and stories of figures significant to the Australian operations of N.A.
- Group and area histories, and selected reports and newsletters of groups and areas.

OR exceptions made on a case by case basis by the working group.

As we're developing the final draft we'll give date indications.

## Acceptance of Donated Materials

The NSW Archives is happy to accept donations of archival materials that fit the above collection scope. Anyone wishing to donate items of archival value should contact the NSW Archivist working group to discuss the donation and determine the items' suitability for donation to the N.A. NSW Archives. Any collection we accept commits us to the task of organizing and preserving it, which involves hand labor and costs for archival supplies. Donations that require expensive conservation, special housing, intensive processing, or other excessive demands on the Archives' resources may not be accepted. The donor will be asked to sign a Deed of Gift, transferring his or her property over to the N.A. N.S.W. Archives body. We prefer that title to the property be transferred without restriction, but we are willing to work with donors who specify certain restrictions as a condition of the gift. If appropriate the donor may also be asked to sign an Assignment of Copyright form. The NA NSW Archives does not do monetary appraisals for donors and will not comment on the financial value of any material. If a monetary appraisal is necessary, it is recommended that such appraisals be done by a disinterested third party before title to the material is conveyed to the NA NSW Archives. The NA NSW Archives generally does not purchase archival records, books, or artifacts. The NA NSW Archives generally does not accept items on loan.

## Exclusions

The NA NSW Archives does not seek to acquire collections with a focus on local groups, districts, or areas. Local N.A. groups and areas may build archive collections of their own, and these kinds of materials may be more significant to archives in those areas. However, we do accept area histories and certain other materials produced at the local level. Similarly, the NA NSW Archives generally does not seek to acquire collections developed outside Australia. The NA NSW Archives also generally does not collect the following types of documents:

- Drafts, raw statistical data, or incomplete documents
- Multiple copies of any one item

## Retention and Deaccession

In most cases, a maximum of three copies of any item will be retained. The Archives may decide to digitize or otherwise reformat donated collections for preservation purposes. In these cases, the original material may be kept by the Archives, sent to off-site storage, or removed from the collection. Usually, donated archival materials are considered extremely important and are intended to be kept permanently. However, no individual or institution can predict or govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures. The Archives reserves the right to reevaluate historical material and to carefully and judiciously deaccession and dispose of certain items from its collection in a manner consistent with professionally accepted standards. The Archives may decide to deaccession an item if any of the following conditions are present:

- The item is not relevant to Narcotics Anonymous or to the Archives' mission and purpose;
- The item would be more appropriately housed in a different archival repository;
- The item has deteriorated beyond usefulness;
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of people who are in contact with these materials;
- The Archives is unable to continue to provide care and storage for the object in keeping with professionally accepted standards;
- The item's care and storage are far more expensive than the value of the object as it relates to the Archives mission and purpose;
- The item may be replaced with a similar object of greater significance, quality, and better condition;
- The item is subject to legal and ethical standards requiring its removal.

Complete records will be maintained on all deaccessioned items and their subsequent disposition. A deaccessioned item may be disposed of in one of the following methods (in order of desirability):

- Transfer to another more appropriate Narcotics Anonymous archives repository, at the level of the region, intergroup/central office, area, district, or group;
- Donation to an appropriate non-N.A. archives or scholarly institution;
- Return to the original donor;
- Destruction of the item