

October 13th, 2012

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Archives Plan of action for the balance of Panel 61:

As of September 2011 there were approximately 144 boxes, as of August 2012; 67 boxes were removed or consolidated leaving us with a total of 77 boxes.

1. Inventory of items relinquished:

- a. Shredded or trashed:
 - i. 10 boxes of personal correspondence from various service positions held outside of Hawaii for General Service. Outcomes can be found in the final conference reports for the corresponding terms of service.
 - ii. 2 boxes of old checking account check stubs
- b. Consolidated:
 - i. 20 boxes of Maui Intergroup consolidated to 7 boxes = 13
 - ii. 8 boxes of Foreign Language books consolidated to 5 = 3
 - iii. 9 boxes of Cassette, VHS and DVD speaker and conference tapes consolidated to 7 = 2
 - iv. 14 boxes supplies consolidated into 5 crates (including pend-o-flex file hanger, file folder) listed under supplies. = 9
- c. Donated to Grapevine Standing Committee Chair
 - i. 2 large boxes of Grapevine Binders
 - ii. 8 boxes of Grapevines
- d. Given back to Oahu Inter Group
 - i. 17 boxes of Oahu Intergroup
- e. Given back to the Convention Steering Committee Chair
 - i. 1 box
- f. All items donated to Thrift Shop
 - i. 3 – four drawer file cabinets
 - ii. 1 – 2 drawer file cabinet
 - iii. 1 – file sorter box

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- iv. 1 – three foot pressed board desk
- v. 1 – printer (with no software and not working)
- vi. 1 – six foot wooden shelving (broken down in move and given back to Heidi)

2. Rough Inventory of the Archives: a total of 77 boxes

- a. 26 boxes - Hawaii Area miscellaneous stuff not sorted
- b. 3 boxes - Area Binders (20) several recent years
- c. 3 boxes - GSO conference binders (21) dating as far back as 1987 several years missing.
- d. 13 boxes of Districts/ Alano Clubs: Pier 12 (1) box, District 2 (1) box, District 3 (1) Box, District 4 (2) boxes, District 6 (2), District 9 (2) boxes, District 10 (1) box, District 11 (1) box, District 12 (1) box, and District 12 (1) box.
- e. 5 Crates of file folders and hanging file folders
- f. 5 boxes - Foreign Language Books
- g. 7 boxes - Cassette, VHS and DVD speaker and conference tapes
- h. 5 boxes - Pacific Region
- i. 7 boxes - Maui Intergroup (4) boxes, Maui Gazette (2) boxes, Maui Fest (1) box, Dawn Patrol (2) binders.
- j. 3 boxes - Kauai Intergroup

Total: 77 boxes

Other Supplies: Wood Display Boards (5) on a wooden cart; cardboard mattes (28); Several pieces of glass for the display boards; 4 portfolios (XL-2), (Lg-1) and (Med - 1); Metal folding chairs (3); Office rolling Chair (1), Small step ladder (1); Plastic folding tables (2) six foot , (1)four foot; Tri-fold cardboard display boards (2); Cork board bi-fold screwed together in a bi-fold display boards (3x4 feet); Metal adjustable shelves (6); Small Plastic supply file cabinet and (5) crates of other office supplies.

- 3. Submitted Proposal to the Budget Assembly requesting we define what is kept in Area Archives to include only information concerning Area 17 its Districts and Groups and their histories.
- 4. Vote on Proposal at Election Assembly
- 5. Additional remaining steps:
 - a. Organize the material, removing duplication and all articles which don't pertain to Hawaii Area, in hopes of relocating a second time to an even smaller unit.
 - b. Identify smaller storage unit.
 - c. Sort and organize documents so they are accessible to the body
 - d. Get bids for digitizing

Mahalo,
Adina M.