

NORTHERN CALIFORNIA WORLD SERVICE AREA

**ARCHIVES ACQUISITION FORM**

In the spirit of Al-Anon cooperation, it will be greatly appreciated if you will complete this form when you are ready to contribute material to NCWSA Archives. Please attach any significant notations to help facilitate proper placement into the archives. THEN it would be of great help if you would copy the COMPLETED form before giving the material to the Archives Coordinator so that both of us may sign it for the records. This form will be used as a basis for the new NCWSA Acquisition Guide

Date \_\_\_\_\_

Donated by \_\_\_\_\_

Area Position/Other \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

**Please try to categorize any records and correspondence relating to these “departments”:**

Alateen

CPC/PI

Group Records

Institutions

Local Newsletters

ad hoc Committees

NCWSA Annual Conventions/Conferences

Non-NCWSA Conferences & Gatherings: (PRAASA, RSS, International Conventions, Local Gatherings)

Other \_\_\_\_\_

Bylaws/Insurance

Diversity/Non-English Speaking

Financial/Budget

Literature

The Forum

Area Controversy/Issues

Donated By \_\_\_\_\_ Date \_\_\_\_\_

Signature

Received By \_\_\_\_\_ Date \_\_\_\_\_

NCWSA Archives Coordinator