

# Policy & Procedures Guidelines

Central Nova Area of Narcotics Anonymous

[www.centralnovaarea.ca](http://www.centralnovaarea.ca)

## *Archives Committee*

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### **Concept One**

*To fulfill our fellowship's primary purpose,  
the NA groups have joined together to create a structure  
which develops, coordinates, and maintains services  
on behalf of NA as a whole.*

# **Part 1 Document Identification**

*This document “Archives Guidelines” contains 20 pages*

## **Revision Date:**

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Amendment 04: .....  
Amendment 05: .....

### **NOTE**

The latest revision date shown  
supersedes all previous revision dates.

Uncontrolled document once printed.

Refer to [www.centralnovaarea.ca](http://www.centralnovaarea.ca)  
SERVICE page for latest Revision Date  
of these Guidelines.

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# Archives Vision Statement

Written by our local service members, our archives offer identification and a message of hope from our serving members. Our archives are an invaluable source of help for members – currently-serving, past-serving, and those yet to serve.

The Archives Committee arranges and coordinates archive functions to preserve our local service history, and encourage fellowship interest.

All tasks and roles shall be consistent with the spiritual principals of recovery. Honesty, trust, and goodwill are the foundation of our service efforts.

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## ***Part 2 Document Administration***

### **Article 1 Purpose**

- 1.1 The purpose of these guidelines is to define the processes and responsibilities for arranging and coordinating archive functions in Central Nova Area of Narcotics Anonymous.

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### **Article 2 Definitions**

- 2.1 Archives/Archival material: CNA and subcommittee minutes and guidelines, and any other documents or material CNA considers worth archiving.
- 2.2 CNA: Abbreviation of Central Nova Area of Narcotics Anonymous, the geographical area that provides NA services for members and the public (via PR), encompassing all of the province of Nova Scotia (except for parts of the Annapolis Valley).
- 2.3 ASC: Abbreviation of Area Service Committee, comprised of CNA groups and officers.
- 2.4 PR: Abbreviation of Public Relations, the CNA subcommittee that provides NA services to members and potential members via Hospitals & Institutions (H&I), and to the public and health care and other professionals via Public Information (PI).
- 2.5 NAWS: Abbreviation of the legal name of Narcotics Anonymous World Services, Inc.
- 2.6 CBDM: Abbreviation of Consensus-Based Decision-Making, a process that encourages all members to participate in decision-making, allowing the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.
- 2.7 Straw Poll: Straw polls are not binding decisions, but are a tool to aid in the consensus-based decision-making process. A straw poll is a test for consensus:
  1. To determine if any discussion (or further discussion) is necessary;
  2. To frame issues during discussion; and,
  3. To determine if the body is ready to make a decision.
- 2.8 Housekeeping amendment: An amendment to guidelines that affects format, font, spelling, grammar, etc., but does not change the intent of the guideline being amended.

## Article 3 Guideline Amendments

- 3.1 Refer to Article 11 Procedures, [paragraphs 11.5](#) to 11.9 for proposal information.
- 3.2 The process of guideline amendment is:
1. A proposal is made.
  2. The proposal is discussed and modified (if required).
  3. Either:
    - a. Consensus on the proposal is achieved, and the proposal is put into action.
    - b. The proposal is forwarded to the ASC for approval.
- 3.3 Amendments that create policy, amends policy (the intent of an Article), or puts established policy in the guidelines require strong support (2/3 vote) of eligible committee members. See paragraph 12.7 for CBDM eligibility. Committee members must be present to have their say in consensus, unless other arrangements have been made beforehand.
- 3.4 An amendment not affecting the intent of a guideline article may be voted on during the meeting at which it is proposed.
- 3.5 Upon acceptance by the committee, the following types of amendment will be submitted for ASC approval:
1. Any that creates or changes policy, including incorporating established policy that had never been in the guidelines.
  2. Any that affects CNA groups, the ASC, or any other subcommittee.
- 3.6 Housekeeping amendments are performed on an as-required basis, usually without need for proposal action; however, the committee must be informed. Housekeeping examples are spelling or grammar corrections, reformatting, words added to Article 2 Definitions.
- 3.7 Upon final approval of any amendment (other than minor housekeeping) by the ASC or the Activities committee (as applicable), amendment information is added to the Revision date page and the Table of Changes page. The approved guidelines are then emailed to committee members, and to the CNA Web Servant for upload on our website.
- 3.8 Table 1 (below) details amendment types, support requirements, action taken, and provides examples of each type of amendment.

Type	Support Required	Action	Example
1. Creates policy. 2. Amends policy (intent). 3. Puts established policy in the guidelines.	Strong support (2/3)	1. Proposal is required. 2. Reviewed by eligible committee members. 3. Consensus reached at this or the next committee meeting. Proposal sent to Area for approval. 4. Upon Area approval, add info to Revision date & Table of Changes pages. 5. Inform the committee.	1. Adding an Article on how to access archives. 2. Adding or eliminating a committee position.

Does not affect the intent of an Article	Strong support (2/3)	<ol style="list-style-type: none"> <li>1. Proposal is required.</li> <li>2. Consensus may be reached during the committee meeting.</li> <li>3. Upon committee approval, add info to Revision date &amp; Table of Changes pages.</li> <li>4. Inform the committee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Splitting an Article into two Articles.</li> <li>2. Changing clean time requirement for a position.</li> </ol>
Major housekeeping	Support (50%)	<ol style="list-style-type: none"> <li>1. Proposal may be required.</li> <li>2. Consensus may be reached during the committee meeting.</li> <li>3. Add info to Revision date &amp; Table of Changes pages.</li> <li>4. Inform the committee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Reformatting.</li> <li>2. Adding words to Article 2 Definitions.</li> </ol>
Minor housekeeping	None	Make corrections and inform the committee.	Spelling/grammar corrections

**Table 1 – Types of Guideline Amendments**

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## **Part 3      Committee Administration**

### **Article 4      Integrity**

- 4.1 The Archives Committee will act with integrity when processing and archiving material by adhering to the principles and intent of these guidelines.
- 4.2 Should any difficulties arise, the committee will ask for help from the ASC.

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### **Article 5      Archives Committee Members**

- 5.1 The Archives Committee consists of:
  1. Three Executive Committee Officers: Chairperson, Vice-Chairperson, and Secretary.
  2. Members at large. Volunteer participation by members of each ASC subcommittee (Activities, Literature, and Public Relations) is welcomed.

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### **Article 6      Requirements & Duties of Executive Officers**

- 6.1 To ensure continuity of service, the Chairperson should use their positional email address when communicating with others regarding archives matters. Password changes or difficulties are to be immediately forwarded to the Area web servant at [centralnovaarea@gmail.com](mailto:centralnovaarea@gmail.com), so the problem, etc., can be quickly resolved.

## 6.2 **Basic Requirements of ALL Archives Officers**

1. Active participation in NA.
2. Have a working knowledge and understanding of the Twelve Steps and Twelve Traditions of NA, the Twelve Concepts for NA Service, and A Guide to Local Services in NA.
3. Have a working knowledge and understanding of CNA guidelines and Archives guidelines.
4. Willingness to serve and commit personal time and abilities to perform duties.
5. Ability to attend required service committee meetings to fulfill duties.
6. Completion of previous service commitments should be considered.

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## 6.3 **Chairperson**

1. Requirements specific to the position:
  - a. Have at least three years of continuous clean time.
  - b. Be an active voting member of the committee for at least six consecutive months.
2. Duties:
  - a. To arrange an agenda in co-operation with the Archives Committee, and preside over the monthly meeting, ensuring that proper rules of procedure are followed.
  - b. To attend and submit a written report to Area at each ASC meeting.
  - c. To make an annual report of CNA information archived for the previous term at the November committee meeting.
  - d. To maintain archival material, ensuring the physical and digital security of all entrusted items.
  - e. To ensure upload of archival material to the Archives Drive.
  - f. To monitor the Gmail account and act upon communications activity.
  - g. To follow up on committees that have yet to submit their archival material.
  - h. To have Archives Guidelines available for viewing/examination at every ASC meeting.
  - i. To ensure any archives documentation on the CNA website is up-to-date.
  - j. To be the sole point of contact for all archives information and activity.
  - k. To assume responsibilities of any open Executive positions (until filled via election), or appoint qualified individuals to perform duties.

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## 6.4 **Vice-Chairperson**

1. Requirements specific to the position:
  - a. Have at least two years of continuous clean time.
  - b. Be an active voting member of the committee for at least six consecutive months.
2. Duties:
  - a. To assist the Chairperson in their duties.
  - b. To assume the responsibility of the Archives Chairperson in the event of the Chairperson being absent, ill, away, or not having a Chairperson.
  - c. To forward any Vice-Chairperson information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## 6.5 Secretary

1. Requirements specific to the position:
  - a. Have at least six months of continuous clean time.
  - b. Be an active voting member of the committee for at least three consecutive months.
2. Duties:
  - a. To keep accurate minutes of each Archives committee meeting.
  - b. To maintain Archives committee files. Eg- Archives minutes.
  - c. To keep track of and update the Archives committee membership list.
  - d. To keep track of member attendance for CBDM purposes.
  - e. To notify members of upcoming meetings.
  - f. To email copies of the archives minutes to committee members and to the Web Coordinator within 15 days of the past meeting.
  - g. To have copies of archives guidelines available for view at each committee meeting.
  - h. To forward any Secretary information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## Article 7 Requirements & Duties of Non-Executive Officers

7.1 This Article is not applicable to Archives, as all committee officers are Executive officers.

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## Article 8 Other Requirements & Restrictions of Officers

- 8.1 Officers should serve no more than two (2) consecutive terms in any one office. A term is considered to be greater than six (6) months up to twelve (12) months. A period less than six (6) consecutive months is not considered a term.
- 8.2 Clean time may be waived by strong support (2/3 majority) of eligible members present, following careful consideration of the associated risks to the member, and to CNA as a whole.
- 8.3 There are no clean time requirements to be a member-at-large of the Archives committee.
- 8.4 All committee members are responsible to:
  1. Allow full participation by all committee members.
  2. Observe the spiritual principles of the NA program by respecting other committee members and observers.
  3. Remain for the full meeting of the committee.
- 8.5 New Archives Committee members should have a willingness to gain a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, CNA guidelines, and Archives guidelines (this document).

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## Article 9 Elections

- 9.1 The scheduled election for the Chairperson is held at the October ASC meeting. Scheduled elections for all other positions are held at the September monthly meeting. Elections for open positions may be held at any time.
- 9.2 The Vice-Chairperson and Secretary will be elected by either a show of hands or a secret ballot. If there are two or more members seeking election, a secret ballot should be held.
- 9.3 Nominations are requested the month before the election, at the August regular monthly business meeting. Nominees or volunteers are required to attend their nomination and election dates, and must qualify upon volunteering or acceptance of the nomination.
- 9.4 Outgoing officers will pass on positional information to the incoming officer (e.g.: password for the positional email account, etc.). Incoming officers will ensure they receive such info.
- 9.5 Elected officers will take over their offices immediately after election, except for the Secretary. The outgoing Secretary will take and distribute the minutes of the election meeting. All other secretarial duties are assumed by the incoming Secretary at the end of the meeting at which they were elected.
- 9.6 Electing members to serve is a serious responsibility. Concept Four states “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” Our leaders are trusted servants, not governors; but we expect our trusted servants to lead us. Through careful selection, we allow them to do so. A good measure of their suitability to fulfil their positional duties is: Are they ready, willing, and able?
- Ready.* Are they humble, yet confident in their abilities? Can they detach from personal biases to ensure principles come before personalities? Do they see service as a way for growth in recovery? Can they follow direction and accept feedback?
- Willing.* Do they feel forced to fill an open position? Will they step down from other service commitments interfering with this service position? Will they seek help and mentoring from previous holders and others? Are there some duties they can’t accept?
- Able.* Do they have the skills/tools to do the job? Can they communicate clearly, making accurate reports, including financials (if required)? Can they communicate via their positional email address? Can they attend all service meetings the position asks of them?
- 9.7 To help ensure a nominee/volunteer will succeed, questions may be asked. Some are general in nature, and some apply to those who handle NA funds.
- 9.8 The committee will forward the names of all members standing for Archives Chairperson. It is not the aim of the committee to eliminate nominees/volunteers for this position.

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## Article 10 Removal of Archives Officers

- 10.1 Removal of officers is done via proposal action, and should be considered as a last resort, after other options have been examined.
- 10.2 Executive officers may be removed from their position for noncompliance. Strong support for the removal (2/3 majority) from all eligible groups present is required, except in the case of loss of abstinence.

- 10.3 Noncompliance includes, but is not limited to:
1. Loss of abstinence (automatic removal).
  2. Non-fulfillment of the duties of their positions.
  3. Breach of the Traditions, the Concepts, or any unethical conduct inconsistent with the role of a “trusted servant” as decided by the groups they serve.
  4. Absence from two (2) consecutive monthly business meetings of the ASC without prior notification to any CNA Executive Officer, whether or not reports were submitted.
- 10.4 The Chairperson may resign by providing written notification to the ASC one (1) month prior to the date such resignation takes effect.

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## **Article 11      Procedures**

- 11.1 The procedures (actions) of the committee are generally managed by three items:
1. The standing rules of the committee.
  2. What constitutes a functioning committee during meetings
  3. Proposals brought for committee consideration.
- 11.2 **Standing rules:** The standing rules that the Archives Committee follows in performing its duties are the spiritual principles found in:
1. The 12 Traditions and 12 Concepts for NA Service.
  2. CNA Guidelines.
  3. These guidelines, as amended. The latest date on page 2 takes precedence.
  4. The Simplified CBDM Guide for Central Nova Area.
- 11.3 **Functioning committee:** Fifty percent (50%) of eligible committee members must be present to constitute a functioning committee for consensus purposes. Included in that 50% is at least one Executive officer.
- 11.4 If a functioning committee is not present, no new proposals or decisions affecting Archives shall be considered. Standing decisions, and proposal discussion may be performed.
- 11.5 **Proposals:** Proposals brought to the Archives Committee’s attention can be made by any member of the Archives committee. An eligible member is one who fits the criteria in Article 12, CBDM and Voting Policy, Table 2, row B.
- 11.6 Proposals stand on their own merits; seconds are not required. The Secretary supplies blank proposal forms at every meeting. Proposals must be legibly printed:
1. In order for it to be understood by all.
  2. So it can be transcribed (if required) for the minutes and the archives.
- 11.7 If, following discussion, the committee has not reached unanimous support for a proposal, those dissenting from the majority are given the opportunity to state the reason for dissent, if they choose. If their rationale does not change the majority view, the dissenting member(s) may be asked if they can support the majority view, even though they may not totally agree with it.
- 11.8 When filling out the “Committee Decision” area of the proposal form, recording the reason for an Assent with Reservation or a Stand Aside is optional, but is mandatory for a Block.

## Article 12      **CBDM & Voting Policy**

- 12.1      Consensus-based decision-making (CBDM) is a process by which a “common mind” of the committee is sought regarding the way forward on a particular proposal. CBDM is a creative process that captures ideas in such a way that the result can be better than the original proposal.
- 12.2      For detailed information regard the CBDM process, refer to the ASC document “Simplified CBDM Guide for CNA.”
- 12.3      All committee members who attend two consecutive meetings may fully participate in the CBDM process, including the Chairperson.
- 12.4      Members who join the committee can participate in discussions at their first meeting, but not consensus (voting). This gives them an opportunity to see how the committee operates. Observers can participate in discussions, but not consensus.
- 12.5      After a committee member misses two consecutive meetings, they will not be counted as a voting member when establishing quorum until the meeting of their return.
- 12.6      CBDM participation eligibility is shown in Table 2, below.

A	A member attends their first committee meeting.	Member can participate in discussions. CBDM eligibility is suspended until the member attends their second meeting. Cannot submit proposals.
B	A committee member attends their second (or subsequent) committee meeting.	Member fully participates in discussions and decisions. Can submit proposals.
C	A committee member misses one committee meeting.	Member fully participates in discussions and decisions upon their return. Can submit proposals.
D	A committee member misses 2 consecutive committee meetings, with or without prior notification to an Executive Officer.	CBDM eligibility is suspended until the member returns. Cannot submit proposals while CBDM eligibility is suspended. Committee member fully participates in discussions and decisions upon their return.
E	An observer attends.	Observer can participate in discussions, but not in decisions. Cannot submit proposals.

**Table 2 – CBDM Eligibility Matrix**

## Article 13 Committee Meetings

- 13.1 The regular monthly business meetings of the Archives Committee shall be held each month as directed by the Archives Committee.
- 13.2 The Chairperson of the Archives Committee may call special meetings. The purpose of the meeting shall be stated. No business other than that which is stated may be conducted. At least seven days' notice shall be given.

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## Article 14 Reports & Records

- 14.1 **Reports:** The Archives committee produces four types of reports:
1. Executive Officer reports. These are produced by the committee executive, read at the monthly committee meeting, and submitted to the Archives Secretary for inclusion in the monthly minutes.
  2. Minutes of the monthly committee meetings. These are produced by the Archives Secretary and distributed to committee members.
  3. Monthly reports to the ASC. Produced by the committee Chairperson, this is a summary of information gathered during the Archives meeting and is read at the monthly ASC meeting. Submitted to the Area Secretary, it is included in the Area minutes.
  4. Year-end Report. Produced by the committee Chairperson, this is a summary of the past term's information and is read at the November ASC meeting. Submitted to the Area Secretary, it is included in the Area minutes.
- 14.2 To receive Archives minutes, a member must provide an email address to the Archives Secretary.
- 14.3 Monthly reports will provide information regarding files provided to archives, from archives, and any outstanding files the archives require from CNA committees. It will state any problems and solutions archives faced in the past month.
- 14.4 The year-end report summarizes the term's monthly reports, stating any problems and solutions archives faced in the past term. It will also contain the results of an annual inventory of archived material.
- 14.5 Information included in monthly and yearly reports are collected from the Archives Register.
- 14.6 **Records:** Archives retains various secretarial records.
1. Digital copies of past reports to Area are retained indefinitely in the Archives Drive.
  2. Any receipts are forwarded to the Area Treasurer, so Archives retains no financial records.
- 14.7 Length of retention and disposal methods depend on the individual item. Secretarial records:
1. Reports: Retain for one (1) year. Dispose of old reports by recycling the paper.
  2. Contact information: Retain indefinitely, updating as required. Dispose of old contact info by shredding or burning.
  3. Other Archives forms and documents: Retain indefinitely, updating as required. Dispose of old forms & documents by recycling the paper, ensuring personal information is deleted.
  4. Any report or record existing solely as a physical copy should be scanned and retained as a digital copy prior to any disposal action.

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## **Part 4      Committee Functions**

### **Article 15      Overview of Functions**

- 15.1 The functions of the Archives committee are primarily focused in two areas
1. Information storage.
  2. Information retrieval.
- 15.2 **Information storage:** Information retained in CNA archives is comprised of physical and digital documents. This may include:
1. ASC and subcommittee minutes.
  2. ASC and subcommittee guidelines.
  3. Other documents pertaining to CNA. Examples include:
    - a. Guides, such as GSR Orientation Booklet, Simplified Guide to CBDM in CNA, etc.
    - b. Forms, such as Group Report Form, Proposal form, etc.
- 15.3 **Information retrieval:** Information retained in the archives may be retrieved as either a physical copy or in digital form. This may include:
1. A photocopy of a physical document.
  2. A printout of a digital document.
  3. An email or download of a digital document.
- 15.4 Information storage and retrieval functions are provided to CNA by the Archives committee.

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### **Article 16      Fund-Flow System**

- 16.1 Concept 11 states: “NA funds are to be used to further our primary purpose, and must be managed responsibly.” To manage funds responsibly, a fund-flow system is in effect.
- 16.2 The fund-flow system comprises three parts:
1. Prudent Reserve.
  2. Income generated by the committee.
  3. Expenses of the committee.
- 16.3 **Prudent Reserve:** The Archives Committee has no need for a prudent reserve or cash float.
- 16.4 **Income:** The Archives Committee generates no income.
- 16.5 **Expenses:** All expenses incurred providing archival services are to be reasonable and actual costs supported by receipts. Receipts are vetted by the committee, and submitted to the ASC treasurer for reimbursement. Any printing costs are submitted to the Area Treasurer.

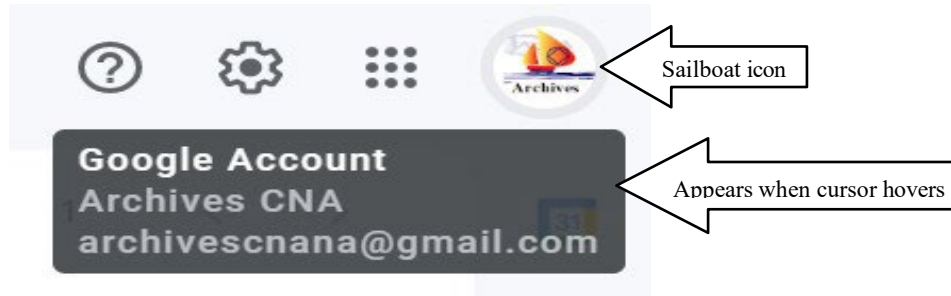
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## Article 17 Information Processing

- 17.1 The Archives Committee processes CNA information in the following ways:
1. By maintaining archives files, ensuring the physical & digital security of all entrusted items.
  2. By scanning and uploading archival material to the Archives Google Drive.
  3. By ensuring timely access to archived material when requested.
  4. By monitoring archivescnana@gmail.com on a regular basis.
  5. By submitting a written report to Area at each ASC meeting.
  6. By making an annual report of CNA information archived for the previous term at the November ASC meeting.
  7. By retaining a backup on a USB stick.
- 17.2 Maintaining the archives is achieved by two distinct mechanisms:
1. Via secure storage of physical documents and other items.
  2. Digital storage on the Archives Google Drive, and on the USB backup.
- 17.3 Storage of physical documents will be organized for easy access and securely stored for a period of seven (7) years, after which they may be disposed of, providing that:
1. No document may be disposed of if it exists solely as a physical document. Such a document will be scanned and uploaded prior to any disposal action.
  2. Documents of special interest may be retained indefinitely.
- 17.4 Electronic storage of archival material is performed in two ways:
1. Scanning and uploading to the Archives Google Drive.
  2. Backed up on a USB stick.
- 17.5 Scanning. Upon receipt of archival material:
1. If the item is a physical document:
    - a. Remove any staples, etc., holding pages together.
    - b. Scan all pages and save as a PDF (which allows any columns to remain aligned), ensuring the file name is formatted as Date (year-month-date), Who, and What (eg- 2023-01-29 Area Minutes, or 2023-02-25 Activities Guidelines).
    - c. Staple the original pages together and store with similar documents from the same year and same committee.
    - d. Retain the PDF until uploaded to the Archives Google Drive and the USB backup.
    - e. Update the Archives Register to show the file was received, scanned, and stored.
  2. If the item is a digital document:
    - a. Download from the Archives Gmail account.
    - b. Open and, if required, reformat the file to a DOCX with 12 pt Times New Roman font.
    - c. Compare the original document and the reformatted document. If any info is missing or mis-aligned, edit the reformatted document prior to saving.
    - d. Save the reformatted document as a PDF (which allows any columns to remain aligned), ensuring the file name is formatted as Date (year-month-date), Who, and What (eg- 2023-01-29 Area Minutes, or 2023-02-25 Activities Guidelines).
    - e. Retain the PDF until uploaded to the Archives Google Drive and the USB backup.
    - f. Retain the original document in the Archives Gmail.
    - g. Update the Archives Register to show the file was received and scanned.

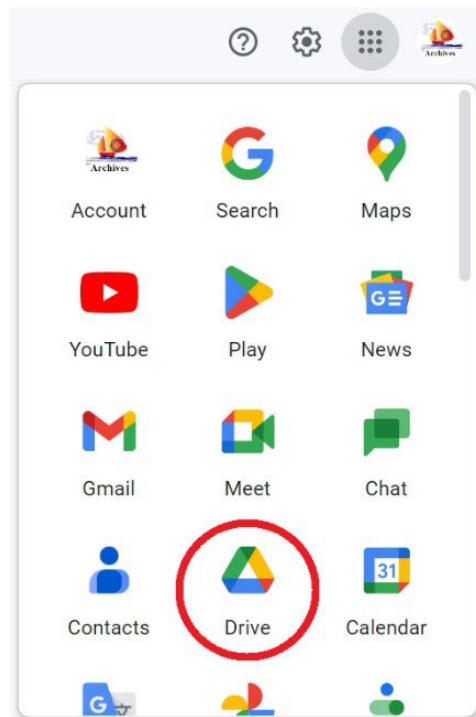
## 17.6 Upload archival files onto Google Drive.

1. Open Gmail account “archivescnana@gmail.com”.
2. Ensure Google account icon (upper right of your screen) displays the sailboat icon of CNA Archives. When your cursor hovers over the sailboat, it will spell out “Google Account: Archives CNA (archivescnana@gmail.com)” (shown in Figure 1).



**Figure 1 – Google Account Information**

3. Open Google Apps and click on “Drive” (shown circled in Figure 2).



**Figure 2 – Google Drive Selection**

4. Open the desired folder (eg- Area, PR, Literature, etc.).
5. Open the desired folder (eg- minutes, guidelines, etc.).
6. Open the desired year folder (eg- 2023, etc.).

**Note:** If required during 4-6 (above), click on “New” & click on “Folder” - a new folder will open.

7. Open the folder in your computer containing the desired reformatted document (PDF) and copy it into the appropriate folder on the Google Drive. Drag-and-drop the files. A little window will open to display upload progress.

8. When the files are uploaded into the appropriate folder on the Google drive, the little window will state the number of files uploaded and will state that the upload is complete, showing the names of all uploaded files. Close the little window.
9. The PDF is now stored in the Archives Google Drive.
10. Update the Archives Register to show the file was uploaded.
11. The PDF copy in your computer may now be deleted.

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## **Article 18      Accessing Archived Material**

18.1 If the archived document is paper, the following applies.

1. If the member wishes to view the file only:
  - a. Access the file.
  - b. Provide assistance as required.
  - c. When finished, update the Archives Register to show the file was accessed.
2. If the member wishes to retain a copy of the file, ascertain if a digital copy is available to email to them. If not:
  - a. Access the file.
  - b. Remove any staples, etc., holding pages together.
  - c. Scan all pages and save as a PDF (which allows any columns to remain aligned), ensuring the file name is formatted as Date (year-month-date), Who, and What (eg- 2023-01-29 Area Minutes, or 2023-02-25 Activities Guidelines).
  - d. Staple the original pages together and return to storage.
  - e. Email the digital copy to the member.

**Note:** Selecting the document’s editing restrictions to “Read Only” will ensure that any copies shared with a member are protected from unauthorized changes.

- f. Provide assistance as required.
- g. When finished:
  - i. Upload the saved PDF to the Google Drive; and,
  - ii. Update the Archives Register to show the file was accessed, scanned, and uploaded.

18.2 If the archived document is digital, the following applies.

1. Upon receipt of a request for access, open the Google Drive as shown in paragraph 17.6.
2. Click on Google Apps and click on “Drive” – a new window will open showing folders already uploaded.
3. Open the applicable folder and highlight all requested files. Click on the Share icon. A little window will open stating “Share with others” (if only one file), or “Share with others (2 items)” (if two files were requested, or “3 items” if three were, etc.). Enter the member’s email address.

**Note:** Selecting the document’s editing restrictions to “Read Only” will ensure that any copies shared with a member are protected from unauthorized changes.

4. Click “Send” and the files will be sent to the member’s email address. Google Drive will automatically insert “Archives CNA has shared the following files” and will name the member’s requested files.

5. Update the Archives Register to show that the files were sent.

**Note:** Sometimes, Google Drive will not allow a share to occur. To work around that, download the file(s) and attach them to an email to the member requesting them.

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## Article 19 Archives Register

- 19.1 The Archives Register comprises three-parts.
  1. **Inventory Register Sheet** (part 1) is an inventory of all items held in the archives. It itemizes the archives by committee, year, type of document (minutes, guidelines, etc.), document date, and number of pages. Each committee has a separate register sheet, allowing for timely access to records.
  2. **Chronological Register Sheet** (part 2) is a chronological listing of actions taken by the Archives Committee when archival material is either received, scanned, uploaded, disseminated, or accessed.
  3. **Committee Documentation** (part 3) contains documentation pertaining to the administration of the Archives Committee (guidelines, proposal forms, etc.).
- 19.2 The cover page of each Part provides identification of that Part, a legend regarding how to use that Part, some examples of usage, and the Archives Vision Statement.
- 19.3 The register allows the Archives Committee to ascertain whether archival material had been received from the ASC or its subcommittees, allowing action to be taken to obtain any required items.
- 19.4 The Archives Register is stored both physically and digitally.
  1. Physically: on the pages of the Archives Register binder.
  2. Digitally: on the Chairperson’s Archives USB stick.
- 19.5 The Archives Register will have a secure back-up performed every three months. This back-up should be retained on the Archives Google Drive and the USB backup.
- 19.6 The Inventory Register sheet contains 44 entries per 8 ½ x 11 portrait page. Figure 3 shows an example.

#	Committee	Year	Document Type	Doc Date	Pages
1	PR	2018	Minutes	2018-11-25	3
2					
3					

**Figure 3 – Archives Inventory Register**

19.5 The Chronological Register sheet has 32 entries per 8 ½ x 11 landscape page. Figure 4 shows an example.

#	File Name	Doc Date	Action	Received from - or - Sent to	Email address	Date
1	May Area Minutes	2021-05-30	In	Area Secretary	areasecretarycnana@gmail.com	2023-02-04
2						
3						

**Figure 4 – Archives Chronological Register**

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*End of guidelines*

# **The Twelve Traditions and Twelve Concepts for NA Service**

## **Twelve Traditions**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority, a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose -- to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group out to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

## **Twelve Concepts**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.