

Zone 7 Proposal to Consider the Establishment of a Permanent Structure for WSA Archives

The following proposal was submitted by Subud USA through Zone 7 and is being put forward as a starting point for a workshop at the Subud World Congress in Puebla, 2014 with the intention of advancing the discussion on the need for a more permanent archive structure.

Whereas: Safeguarding and preserving Subud materials of our founders is of vital importance as our legacy to future generations.

Whereas: It is the responsibility of the World Subud Association (WSA) to establish Policy that provides for the systematic identification, review, retention, archiving, and long term protection of materials created by Subud throughout the world.

Whereas: Such Policy contain guidelines for how long all materials, records or documents, regardless of physical form (paper, film, audio and digital) must be retained and how they should be destroyed if necessary.

Therefore be it resolved: That the WSA will create and maintain three International Archive Centers – one in each Area. Each International Archive Center in addition to safely securing all material crucial to the countries and zones within its geographical area and shall be charged with the redundant storage of all Bapak and Ibu material in an environmentally controlled location. Each International Center will be funded 50% by WSA and 50% by the Zones within its Area. Other Satellite Centers may be established for specific collections but without WSA funding.

Furthermore: That each director of the International Archive Center will establish a management plan (with support of its Zone Councils) that shall prioritize all material to be preserved beginning with the most critical projects. Each Center will also prepare for dissemination proposals on each project that identify the specific media to be conserved. The proposal will include the necessary timelines, tasks and staff resources including the funding amounts so its countries, centers or groups may raise funds towards project completion.

Be it further resolved: That the WSA create an administrative structure to implement procedures to ensure that an Archive Policy is executed. The administrative structure shall include a Professional Archivist funded 100% by WSA who will be responsible for the training and management of three directors that oversee the operations, staff and policy in each International Archive Center. Each of the three directors shall be paid 50% by WSA and 50% by the Zones within its Area.

Furthermore: The Professional Archivist, with advice from its advisory committee, shall be authorized to make modifications and monitor the Policy to ensure that it is being implemented by the archive staff at each site and annually report to the World Subud Council when changes are necessary.

Be it finally resolved: That each Zone Representative on the World Subud Council shall inform members of their zone councils of their financial responsibility to support their Areas International Archive Center and build awareness of this WSA initiative, its policy and administrative structure.