

ADVISORY COMMITTEE ON THE RECORDS OF CONGRESS  
MEETING 47  
DECEMBER 8, 2014  
MEETING ROOM SVC212-10  
CAPITOL VISITOR CENTER

The meeting began at 10:08 a.m., Hon. Karen Haas [Clerk of the House] presiding.

Members of the Committee in attendance: Karen Haas, Chair (Clerk of the House); Nancy Erickson, Co-Chair (Secretary of the Senate); David Ferriero (Archivist of the United States); Don Ritchie (Historian, U.S. Senate); Matthew Wasniewski (Historian, U.S. House of Representatives); John Lawrence (Visiting Professor, University California, Washington DC campus); Sharon Leon (Director of Public Projects, Center for History and New Media, George Mason University); Jeff Thomas (Archivist, Ohio Congressional Archives, The Ohio State University); Sheryl Vogt (Director, Richard B. Russell Library for Political Research and Studies); Steven Zink (Vice Chancellor, Information Technology, Nevada System of Higher Education).

Also Present: Karen Paul, Archivist, U.S. Senate; Robin Reeder, Archivist, U.S. House of Representatives; James Gardner, Executive for Legislative Archives, Presidential Libraries, and Museum Services, National Archives and Records Administration; William J. Bosanko, Chief Operating Officer, National Archives and Records Administration; Richard Hunt, Director, Center for Legislative Archives, National Archives and Records Administration; and Charlie Flanagan, Supervisor for Outreach and Educational Programs, Center for Legislative Archives, National Archives and Records Administration.

Ms. Haas. Good morning. This meeting of the Advisory Committee on the Records of Congress will now come to order.

First, let me take this opportunity to welcome our members back: Sharon Leon, Sheryl Vogt, Jeff Thomas, John Lawrence, and Steven Zink. Thank you for your participation here today and your continued contributions to the Advisory Committee. Thomas Mackey is not able to join us today.

Let me also welcome the Secretary of the Senate, the Honorable Nancy Erickson, and David Ferriero, Archivist of the United States.

Let me begin by giving you an update on some things that have been going on in the Office of the Clerk since we last met. We continue to prepare for the end of the 113th Congress. This has been a busy time for all of us, with nearly 70 House Members who

have left, announced they are retiring, running for other offices, or have lost their elections.

The Office of Art and Archives has had a record number of consultations with 36 of these departing offices and participated in departing Member briefings sponsored by the Chief Administrative Officer. The Office of Art and Archives has also started receiving records from the committees and recently transferred the records from the 112th Congress to the Center for Legislative Archives.

At this time, I would like to recognize the Secretary of the Senate for any comments she might have.

Ms. Erickson. Thank you, Karen. Good morning, everyone.

As the Secretary of the Senate, it has been my pleasure to serve as a member of the Advisory Committee for the past 8 years. Over these years, the committee has confronted some of the most challenging archival issues, but, through our collective efforts, we have found solutions to most of these problems and achieved a remarkable degree of success. Easily the most momentous challenge was the transition to archiving electronic records. It is an issue we still face, but there are many signs that we are winning the effort.

This year, Congress passed H.R. 1233, the Presidential and Federal Records Act Amendments of 2014, which was widely applauded because of its focus on electronic records. Although the act applies to the executive branch, it serves as a measure for the legislative branch, particularly for our efforts to archive committee digital assets and transferring them to the National Archives in digital form.

Another notable milestone was the implementation of the Center for Legislative Archives' long-awaited online finding aid using XML-based transfer forms. By capturing essential information at the point of origin, this system streamlines and improves the entire accessioning process. We trust that the online finding aids will make the records more widely known to more people and attract more researchers to the Center.

I also count among our memorable milestones the passage of H. Con. Res. 307 in 2008 because it reminds both new and retiring Members of the importance of archiving the records of their congressional careers. As someone who values the use of archives, I have been privileged to help influence the quality of archiving Senators' papers. Through the Advisory Committee and its collaboration with the Association of Centers for the Study of Congress and the Congressional Papers Roundtable, I have been pleased to watch the spread of institutions across our country to preserve Members' collections.

I have derived particular pleasure in working with Richard Hunt and his team as they provide historical treasure vault tours for Members and staff and through their work with the CVC to enlighten members of the entire visiting public. The Center has grown in expertise over the 8 years, and we are indeed reaping the benefits.

I would also like to pay thanks to Archivist David Ferriero for elevating the Center for Legislative Archives on an administrative par with presidential, libraries. More than any other action, this has solidified the relationship between Congress and the Archives.

If I have learned one thing in the past 8 years, it is that archival challenges are never-ending and solving them is never easy. Confronted with one of the most dreaded of archival challenges -- that of running out of storage space -- with your help, we are moving forward towards a workable solution. Preserving the Senate's records has been a high priority for me personally, and I feel fortunate to have had the opportunity to play a part in maintaining the records of this historical institution and its many Members.

The first Secretary of the Senate, Samuel Otis, back in 1789 was tasked with preserving the Senate's journals. What Samuel Otis would make of electronic records I can't say, but I think he would be pleased all these years later with the seriousness and diligence which the Office of the Secretary takes toward those functions.

Special thanks to those of who you are serving as archivists in the Senate, those in Member offices and committees, because without your leadership and skills, the Senate's archives and history would not be nearly as rich. You are the front lines of preservation, and for your efforts I am truly grateful.

Thank you.

Ms. Haas. Thank you, Nancy.

[Applause.]

Ms. Erickson. As you can tell, archives is personal to me.

[Laughter.]

Ms. Haas. At this time, I would like to recognize David Ferriero for any comments he may have.

Mr. Ferriero. Thank you. Good morning. So this is a Congress that has been beaten up for its lack of action this past session, but let me tell you, in terms of archival practice, this

has been an incredibly supportive Congress to the National Archives and our mission. Nancy cited the fact that H.R. 1233 has been signed into law by the President, and that was a bipartisan effort on the part of Elijah Cummings and Darrell Issa recognizing the importance of electronic records. And, finally, since 1950, when the Federal Records Act was passed, we can acknowledge electronic records. Huge, huge contribution.

In addition to that, we have two pieces of legislation in the pipeline that, you know, have been approved and are moving through the process: acknowledging electronic records on the Federal Register side, letting us do away with paper, and publish that electronically; and on the FOIA side, beefing up the Office of Government Information Services.

So I am incredibly appreciative of the bipartisan support that we have gotten from our oversight committees and, in fact, I had a telephone call last week from the new chair of the House Oversight Committee, Jason Chaffetz, who was pledging his support. We are going to sit down at the beginning of the new year to talk about agendas. He volunteered legislative and budget issues, and I volunteered space. So we will have a conversation in the coming year about that.

We had an opportunity to welcome the new Members of both the Senate and the House at the National Archives dinner for new Senators and two receptions for the new Members of the House. On both sides, they are really interested in the National Archives, and we have already got people signed up for tours in January. People are bringing their families and staff to visit, which is a good sign.

I am very pleased to tell you that on Friday -- this should be of special interest for those of you interested in access -- we launched the new version of the Online Public Access Catalog, on Friday with 2 million images, 8 million more coming in 2015, and 10 million descriptions of our holdings have been loaded. It is in the cloud. It is mobile. It is social. It allows the public to participate in tagging in the catalog. We think this is groundbreaking. We don't know of any other large institution that has done this. We currently have 85 percent of our records described, and we are on track for 90 percent this year, 95 percent next year. So things look good on the access side, and I am very proud of that.

We at the National Archives would like to thank Nancy for her service. It is going to be hard to say goodbye, but we have a few reminders for you, from the Legislative Archives first.

Mr. Hunt. Well, Nancy, you couldn't have set this up more beautifully, because for our facsimiles we have some pages from the first Senate Journal, including the entry on

Wednesday, April 8th, 1789, when Samuel Allyne Otis was elected the first Secretary of the Senate. So since you are number 32 in that chain, we wanted you to have this, as well.

Ms. Erickson. Thank you.

Mr. Ferriero. And we have the proclamation by Benjamin Harrison that was signed on November 20th, 1889, admitting South Dakota.

[Laughter.]

Ms. Erickson. Very good. Thank you very much. I will have a special place for it.

Ms. Haas. It is time to review the minutes from our last meeting.

Ms. Haas. Is there an objection in dispensing with the reading of the minutes? Hearing none, are there any corrections that anyone has to the minutes from the last meeting?

Okay. I would entertain a motion to approve.

Mr. Ferriero. So moved.

Ms. Haas. Second?

Mr. Ritchie. Second.

Ms. Haas. All those in favor? Opposed?

Okay. The minutes are approved.

During our last three Advisory Committee meetings, we have talked about the correspondence management systems used in Member offices and the difficulty transferring these records to repositories by retiring Members of Congress.

In August, the Congressional Papers Roundtable held a forum featuring staff from a vendor that provides a CMS to congressional offices, who described the types of information stored in the database and answered questions about how the information could best be migrated to repositories receiving the Members' papers after their service.

At this time, I would like to recognize Deputy Clerk Bob Reeves, who will provide an

update from these meetings.

Mr. Reeves. Good morning. As you will recall, at the last meeting we discussed how the vendor had provided a Microsoft Access database option for Members to receive their records. And we handed out a couple of DVDs afterwards, and we did get some feedback from the University of Georgia with regard to layout and different things like that.

And then at the August 13th Congressional Papers Roundtable's meeting, myself and the vendor did a presentation to the archivists there, which certainly generated a lot of conversation amongst the group, and I believe it was well-received. Since then, the vendor has continued to make progress with the Access database, and they have made some minor adjustments to improve usability of the database.

I have some statistics that show good news from the House side. From the 112th Congress, regarding House Members, only 3 percent of the Members availed themselves to the use of the Microsoft database, but for the 113th Congress, regarding departing Members, 23 percent have requested the Access database, and there are 10 more customers that are pending decisions. And I think the good news is that zero customers have asked for the old format.

[Laughter.]

Mr. Reeves. So I think the hope is that, with the help of House and Senate Archivists and the vendor, advising Members that we are no longer going to propagate the old format out into the community and that going forward only usable data is going to become available.

Ms. Haas. Any questions? Thanks, Bob.

I think one of the other things that we found through this is that we have also heightened the awareness in this practice, so not only with the vendor side but then also with the Member side. So we are continuing that with the new Members coming in as well as the Members that are departing to make them aware of this issue.

And, Sheryl, thank you for your continued work in this area.

Ms. Vogt. Yes. We appreciate what we have been able to do through this committee to move forward in this area.

Ms. Haas. Thank you. Thanks, Bob.

At this time, I would like to recognize Karen Paul for an update on Senate activities.

Ms. Paul. We have been working very closely with the Members' offices that are closing. And for the 113th Congress, we have 18 Senators' offices either closed or in the process of closing. Fourteen have selected archival repositories. One collection is temporarily in personal custody. And we had two short-term placeholders, whose terms were so short they really didn't accumulate many records, and so those are still in personal custody.

And, as you all are aware, we will be working with another office this coming week to determine where that collection is going. But I have every hope and expectation that that collection will go to a repository, as well.

It has been interesting; we have had, of course, continuing issues with this process, and, actually, some new issues have cropped up. Email preservation is still number one in terms of a difficult decision for Members to make, although I have seen that it is becoming more acceptable for staff members to preserve their emails.

A new issue, though, that has been raised by several offices is concern about the security of donated electronic records and questions about access to such records. I think this is magnified by the Snowden effect and, of course, all of the hacking that is going on, but it is also a byproduct of tightly fought campaigns and the intensity of opposition research.

To help offices with this, we prepared a list of questions to be asked of repositories about their electronic records procedures, and we hope that the list will help provide reassurance, of course, if the answers are good. We also added language to a sample deposit agreement that addresses security of digital materials.

Another area new this Congress is social media archiving. We completed a year-long evaluation of social media capture tools under the auspices of the Senate Technology Assessment Group, and we concluded license agreements with three vendors in October. Two weeks ago, we held vendor demos and had good attendance. Our office actually is serving as business owner of this project, which means we are guiding offices and determining what they wish to collect and are working through administrative issues as they arise. Besides helping to save social media of the Members, this exercise has proved a good way to build bridges with our IT community.

Another area that we have been talking about are the constituent services systems. Unlike the House, the IQ Access solution doesn't scale to accommodate Senate CSS volume, and so we have begun to explore other possibilities. Through conversations with stakeholders, we are looking into the idea of creating a database derived from open-source material. The thought is that this, once developed, would be available to congressional centers who wish to reactivate the data they receive from retired Members. A prototype

exists at Middle Tennessee State.

At the CPR meeting in August, those who worked with downloaded data from Senate collections expressed interest in receiving more data tables than they have been receiving. A more robust download, they pointed out, would support study of aggregated data sets and would allow for studies into, for example, efficiency of these systems for communications, effectiveness, geographical differences, and the like. And our hope would be that with a somewhat turnkey database available to repositories, there would be a hope of eventually being able to study these things across congressional collections.

So our first goal right now is to have some larger downloads go to repositories, so we are moving in the opposite direction from the House a little bit at this point, which is fun. So the next step would be for probably one of the congressional centers in the ACSC to apply for a grant to begin work to develop the new database. So this is a story, obviously, that will be continued.

For committee archiving, we initiated a new strategy for this Congress, and we built on our new written policy for protecting records and restoring wiped records. And what we did is, we encouraged committees to run full saves before the election, thus guaranteeing that the electronic records get saved.

So, for this Congress, we have archived 930 cubic feet of textual records and 2.6 terabytes of electronic records. We also, I wanted to note, sent a record copy of committee hearings of the 110th Congress to the Center, and these are being processed and will be available.

Notably, we have received 250 cubic feet of Waco investigation records. These were returned to the Judiciary Committee from the University of Pittsburgh Arlen Specter collection, and these are being processed.

And we also received 20 cubic feet of Constitution Subcommittee records that were returned to the Judiciary Committee from the Birch Bayh collection at Indiana University, and these are being processed. The Constitution Subcommittee will be of research interest and will be open when they are processed.

So I think that underscores the effectiveness of our collaboration with the Congressional Papers Roundtable and also the Association of Centers, that people are contacting us to return these collections.

In the area of training, we produced a new edition of "Closing a Senate Office," and in



preparation for opening offices, we have updated the office version of Archives' Toolkit. We held a brown-bag on Preserving Senate History--Staff Directors' Stories. And I would like to give a call out to Herb Hartsook, who is director of University of South Carolina Political Collections, and the staff directors from the Senator Hollings and Senator Thurman offices, who helped with this brown-bag. And we certainly picked up some good tips and advice that we will be passing on to future staff directors.

We have found, because of electronic records changes, having the need to train our committee archivists. And Deputy Archivists Elisabeth Butler and Alison White developed an electronic records description training class for them, and we will be building on this class to provide them with additional training as issues arise.

For orientation of the new Members, Historian Ritchie gave a presentation and presented a card, "Five Things Every Staff Director Should Know," to all of the new staff directors. So we thank him for that. We figured five things was all that they would need to know at this point.

[Laughter.]

Ms. Paul. Digital changes have impacted my staff, and whereas once we all tried to cover similar issues, we have had to specialize. We have been forced to do that. So I continue and will continue to focus on acquisition, education, and outreach. Elisabeth Butler is heading all of our accessioning activity right now, and Alison White is heading our digital curation projects.

Looking forward, we look forward to initiating a study of our entire collecting, accessioning, and archiving process for electronic records. Standards for digital curation are beginning to coalesce, and we want to be sure that we are following best practices. What we don't want is 20 years from now to look back and say, oh, we made a big mistake at this point, so we want to take a really close look at what we are doing.

And to begin this process, we had Professor Cal Lee from the University of North Carolina do a presentation to us in July on the BitCurator software. And we will begin to explore whether elements of this would be of help to our work in accessioning committee records.

We just learned last Wednesday that we are a finalist for the National Digital Stewardship Residency Fellowship in 2015. And, if selected, this would give us a fellow for 1 year to assist with working on this study.

And, finally, I wanted to bring your attention to the #AskAnArchivist Day handout. And although our office Twitters, the archivists had never participated until October 30th,

which was #AskAnArchivist Day. And Beth Hahn, our head of this, told us that we normally average 4,000 impressions, and on that day we jumped up to 19,498. So do not ask me what an impression is, but I think that is good.

[Laughter.]

Ms. Paul. And if your eyes haven't fallen on the particular tweets, I will bring to your attention that the tweet that elicited the most twitter activity was quite naturally about finding birds walking among archival papers in storage space in the Russell attic.

[Laughter.]

Ms. Paul. Thank you.

Ms. Haas. Thanks, Karen. I would like to recognize Robin Reeder for an update on House activities.

Ms. Reeder. Thank you, Karen. Since the June meeting, Art and Archives staff have been focused on long-term and ongoing projects as well as planning for upcoming projects.

Art and Archives staff have been working closely with archivists from the Center for Legislative Archives and the Senate to consider the implications on congressional records caused by the space shortage at the National Archives, including making recommendations, updating procedures, and reviewing records stored at NARA.

Specifically, we submitted to NARA a draft protocol for retrieval of House records stored at the Washington National Records Center. Staff from the House, Senate, and NARA participated in a tour of the proposed space at the Records Center, during which many questions concerning access to and retrieval of records were addressed.

First and foremost, we have focused on what is best for congressional records in the short and long term to maintain our quality of service to our stakeholders. We have worked with repositories that have innocently "alienated" committee records in their congressional collections. In the upcoming months, we are developing strategies to address the issue both in terms of committee records leaving the House with Members' papers and working with repositories that have committee records.

In July, we hired a photo archivist to work in the Office of Art and Archives and with the Historian's Office. Michelle Strizever has a lot of experience with preservation and providing access to photographs and most recently was with a contractor for a Federal agency. She has jumped right in and is accessioning and cataloging photos, answering reference questions, and responding to rights and reproduction requests.

Heather Bourk spent a good chunk of time training Michelle on the software and procedures for cataloging photographs. Both Alison Trulock and Heather attended training classes on digital records sponsored by the Society of American Archivists. Alison passed the Certified Archivist Exam in August at the Annual Society of American Archivists meeting. Congratulations to Alison.

We have continued partnering with the House Learning Center to teach classes on records management to House staff. Heather Bourk taught one class on committee records management, and Alison Trulock taught two classes on records management for Members' offices. Each class is taught once a month on alternating months. And since we started teaching these classes in July 2013, we have taught seven classes to Member offices and five classes to committees. In total, we have presented to over 50 staffers.

Michelle and I participated in the #AskAnArchivist Day, as well, sponsored by the Society of American Archivists and held on Twitter on October 30th. And we posted 23 tweets, and questions included largest items we have, most interesting documents, most challenging records, most surprising items, oldest records, and whether all archivists are orderly outside of work.

[Laughter.]

Ms. Reeder. I had to kind of answer a little differently than a lot of people on that one.

[Laughter.]

Ms. Reeder. Archives staff have developed vision, mission, and value statements, and we are working on a strategic plan that includes activities and goals that will guide our office's projects in both the short and long term. And we also continue to regularly update our policies and procedures.

This fall has been full of activity for our office. We transferred the 112th Congress records, orphans, and electronic records to the Center, along with accompanying accession information from Archivist Toolkit. We have participated in 20 Member briefings since June, and these were for departing Members as well as for returning Members.

And here are some statistics. We have transferred -- actual records that have been transferred from committees to us, 825,000 pages. We have received 5 terabytes of electronic records; 40,500 pages of loans, as well.

Thank you.

Ms. Haas. Thanks, Robin.

As has already been mentioned, there has been progress regarding the space shortages for the records of Congress at the National Archives. I would like to call on Jim Gardner, Executive for Legislative Archives, Presidential Libraries, and Museum Services for the National Archives, as well as Richard Hunt, Director of the Center for Legislative Archives, who will update us on the progress that has been made.

Mr. Gardner. I am the person that bears the long title that Nancy mentioned in her opening remarks. I am the Executive for Legislative Archives, Presidential Libraries, and Museum Services. People rarely remember the whole thing, but they usually remember Legislative Archives since it is right up front.

Jay Bosanko, the COO at the Archives, has over the past meetings provided the larger context of space challenges we are facing at NARA. Legislative Archives, while critical to us, is a part of a much larger space challenge that NARA faces, an exponentially larger problem than we have here.

But the good news is that we believe we have a great solution for the immediate short-term needs as well as perhaps the longer term needs -- all the fruits of Jay's work analyzing and planning to address the Archives' much larger space challenges. As you will learn shortly from Richard Hunt, we are in a good enough place that Jay feels he can hand back the reporting over to Richard and me, while still remaining fully engaged himself in your and our needs. Rest assured that Richard and I will be working closely with Jay on the Legislative Archives piece of space planning at the National Archives.

My job today is to set the context for what Richard is going to discuss. As you know, the Center has approximately 176,500 cubic feet of records storage space in the downtown Archives building, of which approximately only 1,000 cubic feet remains available -- out of 176,500 cubic feet, only 1,000 remains available for the accessioning of new records from the House and Senate.

We predict that this remaining space will be completely filled by the end of this calendar year or soon thereafter. And we have agreed to continue to accept new records transfers from the House and Senate into the downtown Archives building since those records are the most likely candidates to be called back by House and Senate committees to support the current business of Congress.

In the first few months of fiscal year 2015, the Center has already received 1,800 cubic feet of new House records and stored them in the downtown Archives building. In the same period, the Center has received 425 cubic feet of new Senate records. And we

anticipate the transfer of an additional 3,000 to 4,000 cubic feet of records throughout the remainder of fiscal year 2015 -- clearly exceeding our existing capacity of 1,000 cubic feet.

Richard is now going to take over and provide the specifics of how we plan to address that need and the solutions that we have been working on since our last meeting.

Richard?

Mr. Hunt. Thank you, Jim.

Speaking personally and from my experience, I have had a bucket list at the Center, and electronic records was part of my bucket list a few years ago, which was the issue that would wake me up in the middle of the night screaming. Well, space has quickly become the next item on my bucket list, but I am confident that we are on a path to solving this one, as well.

Let me tell you what has happened since the last meeting and then walk you through the protocols and procedures for the use of space at the Washington National Records Center, also known as Suitland.

Let me tell you about the National Archives' short- and long-term plans for the storage of the permanent records of the House and the Senate.

These plans grew out of the discussions of the working group established by the House Clerk, the Secretary of the Senate, and with National Archives staff serving as well. It quickly became clear to the group that the major challenge was to find suitable and available space in the Washington, D.C. region that we could stand up immediately, and also identify expansion space for the future.

The immediate interim plan in place is one using the classified vault at the Washington National Records Center, which I will refer to as WNRC. The Center will exercise a level of intellectual control over the records and their locations, analogous to the level of control and care we provide for House and Senate records in our custody at Archives I.

WNRC, located in nearby Suitland, Maryland, is one of the largest records centers in the NARA system, storing approximately 4 million cubic feet of Federal records in 20 separate stacks. It services Federal agencies in Washington, D.C., Maryland, Virginia, and West Virginia and also provides courtesy storage for Members' papers while they are in office.

The facility is certified to store security classified and other types of agency restricted records. Three of WNRC's 20 stacks securely house national security classified or other agency restricted documents, and that is where House and Senate records will go, as well.

WNRC is protected by multiple layers of security, including an intrusion alarm system monitored 24 hours, 7 days a week by Department of Homeland Security contract employees in the adjacent MegaCenter. There are also security cameras monitoring the property as well as inside the facility.

Working with the House and Senate, the Center has identified sets of older closed House and Senate records that are unlikely to be called back by House and Senate committees and that, subject to House and Senate approval, are candidates for moving to the classified WNRC vault. This will create sufficient space in the downtown Archives building for new House and Senate records.

I will reiterate: All new accessions of House and Senate records will continue to be sent directly to the Center and will be stored and processed at the downtown Archives building.

The next step is to meet with the House and Senate archival staffs in the next few weeks to finalize recommendations on the first set of records to be moved. Somewhere between 1,000 and 2,000 cubic feet can be sent to WNRC as early as January. The Center will then work with the WNRC staff to schedule and complete the move, and we will have sufficient free space in Archives I for what we estimate to be 3 to 4 months of new accessioning activity.

Accession figures over the past 20 years tell us that fiscal year 2015 will be a high volume year for records accessions. In addition to what we have already accessioned since October and the 1,000 to 2,000 cubic feet of older records we anticipate transferring to WNRC in January, we will need to work with the House and Senate to identify another 2,000 to 3,000 cubic feet of additional transfers to accommodate accessions for the rest of fiscal year 2015.

We will have to do the same exercise for each fiscal year, with varying amounts of volumes, with high-volume years and low-volume years, until additional records storage space is secured to accommodate the projected growth in House and Senate records.

The good news is that House and Senate records are moving into a section of the WNRC classified vault that can be separated and caged off and can hold up to 25,000 cubic feet of records. Worst-case scenario, that would give us 7 years to find a permanent, long-term solution to the records storage challenge we face today.

In the rare circumstances when the House and the Senate may request the return of closed records from the classified WNRC vault, these requests will be sent, as today, to the Center, who in turn will contact our WNRC colleagues to identify and pull the records. Center staff will pick up the requested records from WNRC and deliver them to the appropriate congressional authorities.

Appropriate paperwork, with signatures, will establish an unbroken chain of custody throughout all phases of the records movement, including their return to Suitland. We will track all loans through the Holdings Management System, the same system we use to track records moved from Archives I.

House and Senate requests for records will be fulfilled within 24 hours, as we promise today. And urgent requests for same-day delivery will be accommodated if the request is made early enough in the day.

All records and locations will be labeled and tracked at the box level in the Archives and Records Center Information System, also known as ARCIS. That is the holdings management system they use at the WNRC. Two of our staff at the Center will have ARCIS accounts and will have access to information about House and Senate records stored at WNRC. So we will know where they are at all times.

Access to the classified vault is highly restricted to a small number of personnel, and every visitor must sign a daily visitor log that records and tracks their entry and exit. Center staff will have escorted access into the vault as needed. If access is required on a more frequent basis, however, one or two Center staff with the proper clearances will be granted unescorted access into the classified vault. All staff members and visitors undergo exit screening when they leave WNRC.

So we are confident that we have a viable short-term solution in place to continue to accept new accessions of House and Senate records and provide secure storage for all of our holdings until a long-term solution is in place.

The long-term solution under review by the National Archives involves the consideration and analysis of the feasibility and associated costs of storing all closed House and Senate records at leased space from GPO at one or more of their North Capitol Street locations in close proximity to the Capitol. The Clerk, the Secretary, and the Archivist conferred with the Public Printer to launch this initiative.

The National Archives has had three on-site meetings and tours of GPO space with GPO

staff and engineers. The Archives is providing the funding for an engineering feasibility study of the available spaces to determine the records storage capacity of the spaces and the estimated costs of necessary improvements so they meet National Archives storage standards.

We are in the award phase now, and the formal analysis should start in earnest in January. We expect to have the results of that study by late spring or early summer, in time to report at the summer meeting of this committee.

While we must wait for the results of the feasibility study, we believe that we have a long-range solution in sight for the continued safe storage of House and Senate records for the decades ahead.

I would be happy to take any questions.

Mr. Ritchie. May I ask a question? First, I just want to say I really appreciated the fact that the Archives took us on personal tours of both of those facilities, the Records Center and the GPO space. And everybody came along; we really had a chance to ask a lot of questions. And there is an impressive amount of space that is available.

One issue that came up when we were at the Records Center was the financial arrangement between the Archives and the Records Center. Do you actually lease space from the Records Center for records? How do you work this out in terms of the budget and the finances?

Mr. Hunt. I am not the expert on the subject, so David will correct me, or Jay. But the Records Center is a fee-for-service operation --

Mr. Ferriero. Jay used to run this operation.

Mr. Hunt. Jay, would you like to answer that?

Mr. Bosanko. Thank you. That is a good question. The Federal Records Center Program at the National Archives for just over a decade now has been a cost-recovery fee-for-service model. And the National Archives, when we use the Records Center storage capabilities as well as the services that they provide, we pay for those into the revolving fund out of our appropriated funds. That is how we manage the storage and any services related to the courtesy storage that we provide for Members, and the same arrangement will be in place going forward for House and Senate records.



So, in addition to the investment we are making in the engineering and feasibility study, the interim storage space is another demonstration of our commitment to making sure that we are bringing all of our resources to the table to address the space challenge.

Mr. Ritchie. Thank you.

Ms. Haas. Any other questions?

I would just like to thank the Archives for the work that you have been doing in this area. We continue to have concerns; I think everybody does. But we have made some progress here, and we have a plan for an interim solution.

But I think we still have a lot to do on a long-term solution, and I would ask that we continue to get regular updates on the progress that is being made so that we can share it with the rest of the Advisory Committee members so we can follow the progress.

Mr. Bosanko. Of course.

Ms. Haas. Okay. Thank you. At this time, Richard is up to give us an update on the Center and the ongoing activities there.

Mr. Hunt. I just wanted to highlight three areas of accomplishment that I am particularly proud of this year. In the report, in the section on electronic records, I hope you have noticed that we are now receiving hundreds of accessions of electronic committee records from the House and Senate. So we have really crossed the threshold where more and more committees are contributing their electronic records. And we are not just getting the low-hanging fruit anymore; we are getting the actual work product of these committees. So I applaud the House and Senate archival staffs for all the missionary work they have done on that front. But you are making life very busy for Shannon and Brandon, now that we are processing those records.

[Laughter.]

Mr. Hunt. We have received along with those records incredibly rich metadata, which will enhance access when those records are open in the future, created contemporaneously to the creation of the records, tapping into staff intel about the records. So that is going to be extremely useful.

We have seen a doubling of Center staff time devoted to electronic records services, which shows our transition from support on the missionary work we were helping you do to the actual processing of electronic records.

We have seen a significant reduction in the volume of electronic records in the data preparation category, which means transferred but not yet processed, and then a concomitant increase in the volume preserved in ERA-CRI, especially for House and Senate records. So we have done a significant amount of processing this year.

Legislative commission records still remain a major challenge for us. It is the sheer volume of those records as well as the way they were transferred, typically in haste at the final hour as the commission went out of existence, and included things like encrypted files without passwords. So that has been a challenge.

The second area I would like to highlight is improved access to the records of Congress. You have seen the continued progress we have made in the enhanced description project. We have nearly doubled the number of descriptive records available in the National Archives Catalog, so part of those 8 million new descriptions are House and Senate records.

I need to recognize and thank our colleagues in the Office of Innovation, who have reviewed all of the descriptions that we have done so that they could make their way and be publicly available in the catalog.

You may have noted we have completed enhanced description for records for 80 Congresses out of the 98 Congresses that have open House and Senate records. So we have made incredible progress.

And with the release of our new Web portal for researchers, we have provided a user-friendly search interface while also providing a very sophisticated, complicated, customized search mechanism to explore House and Senate records. So I feel like we have made great strides on that front.

And for the last accomplishment, I would like to invite Charlie Flanagan, our outreach supervisor, to come and demo our new mobile app, "Congress Creates the Bill of Rights."

Mr. Flanagan. It is my pleasure to share our app with you. "Congress Creates the Bill of Rights" mobile app is an interactive learning tool for tablets that lets the user experience the proposals, debates, and revisions that shaped the Bill of Rights in the First Congress. The app was released to the public on September 17th in celebration of Constitution Day, accompanied by the "Congress Creates the Bill of Rights" e-book.

The app was designed to engage today's digital-media-savvy students through hands-on

learning with the original records of Congress. Its menu-based organization engages the user in three dimensions of historical inquiry. They explore the historical context in which the Bill of Rights was created, they go inside the First Congress to witness the House and Senate at work, and they join the debate.

The three types of inquiries are clear from the menu that you see in front of you. The column on the left in teal introduces the context of Congress in creating the Bill of Rights. It begins with a summary of the process by which Congress proposed amendments and introduces an extraordinary markup that reflects how conflicts and compromises between the House and the Senate and factions in each chamber shaped the amendments.

Next, a slideshow of 20 images using maps, period illustrations, and documents explain how Congress served as the forum for the nation to resolve the debate about amendments that had emerged from the State ratifying conventions.

And, of course, it ends up in Congress, and we want the focus to be on the fact that the Bill of Rights was the product of Congress -- the people's representatives resolving one of the great issues to face the nation in the early days under the Constitution.

The heart of the app is the center column. That takes you inside the First Congress, and it is there that we were able to do some magic with the records of the Congress. As you know, if you are going to understand how Congress created the Bill of Rights and why that is important, there are some things you need to know.

You need to know who the people were. Who were the leaders in Congress who thrashed out the differences on the question of whether there should be rights or not? Well, of course, you have to start with James Madison, so we present a thumbnail biography of James Madison.

But there were others, as well, who were very important. Because if you look at what students are expected to learn, they need to know the Federalists from the Anti-Federalists. And we were able to give a thumbnail description of the position of the Federalists, the Anti-Federalists, and then to bring up some of the people who actually led these factions. And so we have a little biography of Roger Sherman, James Jackson, and Elbridge Gerry and others who were the leading voices in the Congress.

Well, those are the people, and now that you know the players, you really should know the issues. And so people would think that they argued about the First Amendment, gun control, or things like that, but what we did is we went back to the records of the House and the Senate, and we asked, what did they actually talk about? And so you see five

issues here that were the principal things that were debated. People were surprised to find the first one: Should the Constitution be amended at all?

And in addressing this, what we did is we went back to the debates that were recorded in the House, and we took the actual language from those debates and put them in front of the students to immerse them in this debate. So they are using the records of Congress to go inside the First Congress and find out what was said.

The best thing we have is the markup created in the Senate as they created the Bill of Rights. The House passed 17 amendments. James Madison badgered his reluctant colleagues to get it done, but they finally passed it in August of 1789. And when they went to the Senate, this document was created.

When you are looking at this document, you are seeing the notes that Samuel Otis wrote on this piece of paper as they debated. So I always think of it as if you were just looking in the window watching this debate happen.

And we find that the thing that makes it student-friendly, that makes it public-friendly is they can get close to the First Congress. Through the wonders of handheld computers, you can move in, and you can really see a document in a way that you couldn't in real life. You can keep going and you can see the fibers on the paper if you want.

[Laughter.]

Mr. Flanagan. But it really takes you in, and you can see what all those notes were. And that is a good start. But those notes weren't created in one moment. They were created over the course of 7 days. And so what we thought would be really great was that you could see how compromised unfolds. And we took the most famous of the amendments, the First Amendment, which started off as House Amendments 1 through 3 --

Mr. Hunt. Three and 4.

Mr. Flanagan. Thank you -- 3 and 4. And over the course of days, it became what we know as the language of the First Amendment.

So we started with the August 24th version. And you can see this on three levels. You see a facsimile at the top, and you can see the text transcribed in the middle, and at the bottom you see a brief explanation.

Well, if we walk through the debates, here we are on September 3rd, and you can see some changes starting to happen. And in the middle band, we adopted the track-change feature

that we are all familiar with so you can track the changes. And, literally, a user, a student, a member of the public can see the First Congress at work, thrashing out what the language of what we know as the First Amendment should be.

And you see on September 14th we are out of the woods. Well, not quite. And that introduces them to the legislative process, because we go to a conference committee where they strike out the language. And it is on October 2nd that the language that we know as the First Amendment has been approved.

That was so much fun that I know you would like for me to walk you through the next step of this, which would be to see all 17 of those amendments --

[Laughter.]

Mr. Flanagan. -- but I will reassure you that I am not going to do that. But just to show you the logic of it, if you go to House amendment, the third, you can see that at each step in the legislative process, we have captured an entry which gives you a facsimile, showing you how, again, that appeared on the Senate markup. You can see a transcription of it in the middle, and at the bottom you can see an explanation of what has happened.

Well, if you do the math, we have 153 snapshots that show you each of what became the amendments of the Bill of Rights as it worked its way through Congress. And we are almost done. We are two-thirds of the way through our app.

Mr. Flanagan. And in the final column, we do the most important thing, which is let the public or students join the debate. And the way they can join the debate is they can vote on actual amendments that were proposed in August of 1789.

And for each of the amendments, we give them a chance to see a brief thumbnail description of it, to look at the original language if they wish, to vote "yes" or to vote "no." We wanted to have it tabulate. We wanted them to find out if they were Federalist or Anti-Federalist, but we couldn't do it in an app, so we did the next best thing. We gave them an explanation, if you vote "yes," this is what happens, and if you vote "no," you get an opposite explanation.

So far, I have shown this to about 500 teachers at workshops. They have been very enthusiastic. There are a number of schools that have used it, and what they all say is the same thing: We never realized that the Bill of Rights was so interesting. And the students never knew that Congress created the Bill of Rights.

[Laughter.]

Mr. Flanagan. So it is my pleasure to share this with you today. I would be happy to answer any questions.

Ms. Haas. That is wonderful.  
[Applause.]

Ms. Erickson. Charlie, how are you marketing this in the House and Senate? I mean, have you sent any type of mailer to Senators and House Members?

Mr. Flanagan. We have one ready to go, which you have received a copy of today. Isn't that correct, Richard? Our rack card?

Mr. Hunt. Yes, this is what we have been using at conferences and with teachers. But I did talk to John Hamilton, our Congressional Affairs Officer, and we thought in the new Congress would be the appropriate time to do a dear-colleague letter and have one of the Members that is close to us let people know that it is out there, because I would love to see it used in schools across the country.

And Charlie is available for workshops.  
[Laughter.]

Ms. Erickson. It would be handy for every Member who does a school visit to have that flier --

Mr. Hunt. Absolutely.

Ms. Haas. And I think we can assist you with that. And I know the Senate would be happy to help.

Mr. Hunt. Wonderful. Thank you.

Ms. Haas. Yes. Anything else, Richard?

Mr. Hunt. No.

Ms. Haas. Any questions for Richard?

Mr. Lawrence. Can I just ask, when you were talking about teachers, are we talking about secondary-level schoolteachers? Are we talking about college and university level? Or does it go across the board?

Mr. Hunt. It goes across the board. We at the Center are focused on middle school and high school because they teach civics, government, and American history at one of those levels. So it can scale down that way.

But there is a third audience that I didn't anticipate, but it has gone out and been picked up by a number of law schools, and they are putting it on their blogs. And they are saying, when we teach the Bill of Rights, we want to use this for that comparative value to go through the amendments.

Mr. Lawrence. And, also, I know there are various organizations, professional organizations, that deal with civics education and government education. And you are in touch, I assume, with them?

Mr. Hunt. Yes. This whole initiative from the Annenberg School for the Civics Renewal Network, we were featured content on that site.

Mr. Lawrence. Great.

Mr. Hunt. -- the day the site rolled out. And then they were also at the recent National Council on Social Studies meeting. We were unable to attend, but a representative from Annenberg took the app and these cards to the conference for us. So we are sending missionaries out there, as well.

Mr. Lawrence. Great. Terrific.

Ms. Haas. Great. Thank you.

I would like to talk for just a few minutes about accomplishments of the Advisory Committee over the last 2 years as we hand over the reins to the Senate.

The collaboration among the House, Senate, and the Center for Legislative Archives on the Next-Generation Finding Aid Project was fostered by the Advisory Committee members to make congressional records more accessible to researchers. These discussions also resulted in the creation of the Congressional Research Portal.

As we discussed earlier, another issue this committee addressed has been opening the lines of communication with the Committee on House Administration and the vendors who sell correspondence management systems to Members of Congress about extracting the data in a usable format for repositories receiving Member papers.

I am confident that further collaboration with our colleagues in the Senate and at the National Archives will lead to a long-term solution in identifying additional space for the records of Congress.

At this time, I would like to open it up to any new business. Anything?

Mr. Richie. Can I just add, I think it would be appropriate to say that our office has benefited enormously by having a Secretary of the Senate who actually understood and cared about archival issues. And, you know, everything that we have done in the last 8 years has really been in collaboration with Nancy Erickson. And I really have to thank her for everybody on my staff and for, I think, everybody here for her contribution.

Ms. Haas. Well, Don, I would like to join in on that, if I could, because Nancy has truly been a partner in everything that the two of us work together on, but her leadership specifically on this Advisory Committee has really been obvious. It has been helpful to me as I came back into this position. And so I can't thank her enough for all of her efforts.

Ms. Erickson. Thanks, Karen.

Ms. Haas. Anything else?

Ms. Vogt. May I add to that?

Ms. Haas. Please.

Ms. Vogt. As Nancy's representative, it has been a pleasure and really an honor to be her representative. She took me on, having met briefly, and I really appreciate her confidence in appointing me.

So I noticed in this second round of being with the committee such a change in environment and climate in the way this committee has worked. I had the privilege to work on the committee back in the mid-1990s, fulfilling someone's position who had to leave early. It was a very different climate then.

It has been wonderful to have the House and the Senate working together, having an Archivist who is very interested in this committee. And with the work of all three of you, we have done so much. And from someone sort of on the outside and the inside looking at what we have accomplished in the last 8 years, at least, it has been wonderful to see.



Ms. Erickson. Thank you.

Ms. Haas. Okay. If there are no other comments, then, at this point, I will entertain a motion to adjourn.

Mr. Richie. So moved.

Ms. Haas. Thank you.

[Whereupon, at 11:13 a.m., the meeting was adjourned.]