

ADVISORY COMMITTEE ON THE RECORDS OF CONGRESS
MEETING 51
DECEMBER 5, 2016
THE CAPITOL
LBJ ROOM, S-211

The meeting began at 10:00 a.m., Hon. Julie Adams [Secretary of the Senate] presiding.

Members of the Committee in attendance: Julie Adams, Chair (Secretary of the Senate); Karen Haas, Co-Chair (Clerk of the House); David Ferriero (Archivist of the United States); Betty Koed (Historian, U.S. Senate); Matthew Wasniewski (Historian, U.S. House of Representatives); Deborah Skaggs Speth (Archivist, McConnell – Chao Archives, University of Louisville, McConnell Center); 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; Richard Hunt, Director, Center for Legislative Archives, National Archives and Records Administration.

ADAMS: Good morning, this meeting of the Advisory Committee on the Records of Congress will now come to order. Welcome to the 51st meeting in the 25th anniversary year of the Advisory Committee on the Records of Congress. The Advisory Committee was established by Public Law 101-509 on November 5, 1990, and held its first meeting on October 3, 1991. At that meeting, Chairman Walter J. Stewart, a previous Secretary of the Senate, stressed the importance of the responsibilities of the Committee to make certain that the records of Congress were better preserved, made available to the public, and represented adequate documentation of one third of the Federal Government. This remains our purpose today and I thank you for being here to carry on our important work.

The Senate is celebrating another anniversary this month. Two hundred years ago on December 10, 1816, the Senate established 11 permanent standing committees. Efforts have been underway to mark the bicentennial of this important event.

On September 16, 2016, we celebrated Constitution Day with an event entitled, “A More Important Duty: Standing Committees and the Senate’s Constitutional Powers and Responsibilities.” Working in collaboration with the committee archivists and the Center for Legislative Archives, Senate historians offered historical context and teamed up with Senate archivists to present archival exhibits that explored important moments in the history of four major committees; the Commerce, Finance, Foreign Relations, and Judiciary committees. Our thanks go to all the participants in this very successful Constitution Day event.

Also, as the December 10th anniversary date approaches, Senate Historian Betty Koed has written a brief history of this event which has been distributed to the Senate leaders, as well as committee chairs, and ranking members of today’s standing committees. You’ll find a copy of that brief history at your seat today.

I want to thank the members of this advisory committee for their reports at our June meeting. They were most informative, and provided wonderful insight into the preservation and use of our Members’ archival collections, and we have a good lineup of reports scheduled for today’s meeting as well. I look forward to hearing from the Senate and House Historians, and archivists, about their ongoing work; from the Center for Legislative Archives, and the status of renovations of our new storage space, as well as current exhibits and activities; and to hearing a final report from our NDSR fellow, John Caldwell. And under new business today, I hope to hear from our individual members about exciting things happening in their fields, and institutions. It’s a full agenda, so please allow me to introduce my co-chair, Karen Haas.

HAAS: Thank you. Let me join the Secretary in welcoming everyone here this morning. It’s great to be back together. Unfortunately, Sharon Leon, John Lawrence, and Jeff Thomas were unable to join us this morning, due to prior commitments.

I’d like to update the Committee on some of the activities that have taken place in the Clerk’s Office since our last meeting. We are in the midst of the transition for the 115th Congress and

continue to meet with departing Member offices. Currently, 59 House Members are leaving at the end of the 114th Congress. Thus far, we've met with 40 of these offices; a significantly higher proportion than in previous Congresses. We also have reached out to the committees to remind them of their obligation regarding the transfer of their records.

At the last Advisory Committee meeting, I mentioned that some former Members still have papers at the National Archives courtesy storage in Suitland, Maryland. The Chief Administrative Officer has been very proactive in streamlining the courtesy storage process for House Members. In addition to contacting Members to provide them information on the period of availability for free shipping, the CAO has also clarified the overall process by developing a written policy concerning future courtesy storage guidelines for former Members' papers.

Also at the last meeting, I mentioned the new records search component that the Office of Art and Archives launched on the *History, Art, and Archives* website. The office demonstrated the new feature to Committee and Member offices at the House Social Media Fair that was held a few weeks ago. It's been incredibly well received on the Hill by staff and by educators, who are delighted to see features we designed specifically for their needs. We thank the Center for Legislative Archives for their assistance in this effort. Alison Trulock will be providing a demonstration of the records search later in the meeting.

I'd like to mention another new addition to the website. It is a section commemorating the 100th anniversary of Jeannette Rankin's historic election on November 7, 1916, and swearing in on April 2nd, 1917 as the first woman to serve in Congress. The House Historian's Office launched an accompanying oral history project related to women in Congress. The House Historian, Matt Wasniewski, will discuss this later in our meeting.

I also want to make members aware that we are working on drafting the Sixth Report of the Advisory Committee that will be published in 2018. This report will cover the activities of the Advisory Committee from January 2013 until December 2018. The Senate compiled the last report that was published in December of 2012.

In closing, I'd like to thank Julie for organizing our meeting today, and thank David for his continued service.

ADAMS: Thank you, Karen. I will now turn it to David Ferriero for any comments he may have.

FERRIERO: Thank you Julie; thank you Karen. Good morning. We are also up to our necks in transition activities. But before I talk about that, the most important transition has been that of Susan Donius, the head of our Office of Presidential Libraries, who is now the acting executive of Legislative Archives, Presidential Libraries, and Museum Services. Jim Gardner retired at the end of November. Susan has graciously accepted to step into his shoes while we recruit for a new person. So thanks, Susan.

In terms of transition, 4 to 5,000 political appointees will be leaving Washington, and 4 to 5,000 political appointees will be coming into town. So one of the things that we have been doing is preparing each of the executive branch agencies to ensure that those who are leaving are leaving behind their records in a way that they can be transferred to the National Archives at the appropriate time, and that the incoming political appointees are being trained in the rules and regulations of record keeping. Massive, massive set of responsibilities.

On Friday, I hosted a meeting of the senior agency officials and records managers to remind them about their responsibilities. And I'm cautiously optimistic about doing a successful transition.

We are at the same time moving aggressively on the next presidential library. A site has been selected, Jackson Park, outside of the South Side of Chicago. An architect has been selected. A temporary site has been outfitted near the O'Hare Airport, and our first staff are onsite. The first truckloads of material have actually left Washington, and have arrived in Chicago. So we are well underway in the next of our presidential libraries.

You may not know, but NARA's Office of the Federal Register is responsible for managing the Electoral College process. In the middle of October, I signed letters to all of the state governors outlining their responsibilities. Electoral College elections will be held on the 19th of December. Certified copies of the results will be forwarded to the Office of the Federal Register where they will be reviewed for completeness before being forwarded to the Hill. There they will be counted officially to announce the election.

Finally, we have been happy to receive new Members of Congress at NARA. The House had a reception for new Members, and the Senate had a dinner for new Members. And we were surprised to learn at that dinner that Kamala Harris, Senator-elect from California, was a former NARA intern. So, (laughter) it was great to welcome her home.

ADAMS: Thank you, David. It is now time to review the minutes from the last meeting. Are there any objections to dispensing with the reading of the minutes? Hearing none, are there any corrections to the minutes from the last meeting? None. I would entertain a motion to approve.

M: I move.

ADAMS: Second?

F: Second.

ADAMS: All those in favor? Opposed? The minutes are approved. At this time, I would like to recognize Senate Archivist Karen Paul. Karen.

PAUL: Thank you, Julie. For Senators' records preservation, we're working closely with seven closing offices, six of which have designated a research repository for their collection. In August in conjunction with the Senate Sergeant-at-Arms, we launched a final countdown to-do list that has really helped streamline this fairly complex process. During orientation, Senate Historian Betty Koed presented each new Member with a copy of our

pamphlet, *A Note About Your Historical Records*, and a copy of the *Senator's Office Archives Toolkit* was offered to staff who attended a scheduled tour.

In the new year, we will be meeting with the new offices to review the Toolkit, and present recommendations made by John Caldwell, our NDSR fellow, to strengthen the long-term preservation of Members' electronic records. New Members' staff also received a copy of a handbook entitled *The Senate: The First 60 Days* that includes information about records management for opening offices.

In January, we are scheduled to discuss best record keeping practices for Members' offices at a brown bag lunch held monthly by our Senate chief counsel for employment. And as soon as we're able to devote more attention to this project, we will be developing a new training program with the aim of teaching Senate employees -- to quote, "think like archivists." We hope to be able to report substantive progress on this at the June meeting.

For committee records preservation since June 2016, we have transferred 1.7 terabytes and 463 cubic feet of records to the Center for Legislative Archives. We have advised and worked with committee staff about end-of-Congress archiving, and have been encouraging preservation of committee social media accounts. Since the opening of the Congressional Records Instance of the Electronic Records Archive (CRI-ERA) at the Center in 2009, we have focused on creating preservation guidance for committees, and finally reached a point where we felt comfortable that our guidance had kept pace with the rapidly changing digital record keeping environment. So consequently, we have updated the Records Management Handbook for United States Senate committees, and are pleased to present a discussion copy to the members of this committee. We look forward to receiving your input and comments. This is the first time the handbook has been updated since 2006, and we are hoping to have a product that works very well for offices as they archive their electronic records.

An interesting committee that materializes phoenix-like every four years is the Joint Congressional Committee on Inaugural Ceremonies. Since 1901, this committee has been

responsible for planning and executing the swearing-in ceremonies, and the luncheon for the inauguration of the President of the United States at the Capitol. This year the committee is placing special emphasis on social media, so we are working with that committee to capture those records as well. Also, something I find personally of curious interest is the fact that the 2013 Inauguration was the first to be documented only with electronic records. However, upon receiving those electronic records back for the new committee, the decision was made to preserve a lot more paper records this time around because they feel that the paper records will provide them much better context in a more user-friendly way. So, I found it curious that we're moving from electronic records back to paper in this instance.

Another committee project of interest is a customized application that will handle various traditional committee functions. The chief clerk of the Foreign Relations Committee has developed, and is using, a module to manage committee correspondence. We will be archiving that material at the end of the current Congress. The correspondence archive will enable us to test the archival process on this application, and to determine that we are getting all of the desired metadata and content in hopefully a meaningful way when it's retrieved in the future.

Brandon Hirsch and Shannon Niou of the Center for Legislative Archives are working with us to ensure that the archived records will support future accessibility and understandability within the Congressional Instance of NARA's Electronic Records Archive. As other potential models are built, and they are in the planning stage, several other committees will participate. So it is anticipated that these modules could help manage hearings, investigations, amendments, committee business, and more at this point.

The Senate Rules Committee has been working on a new SharePoint implementation, and we have met with and provided feedback to their chief clerk on the development of a taxonomy that is specific to the functions of that committee. The goal is to provide much needed organization and to help staff seamlessly integrate their work documentation into their customized SharePoint system.

With congressional archivists, we continue to collaborate with the Association of Centers for the Study of Congress and with the Congressional Papers Roundtable of the Society of American Archivists in order to strengthen the preservation of Members' records during their service. Deputy Archivist Alison White is participating on a Congressional Papers Constituent Services System (CSS) task force, a group of Senate and repository archivists who are exploring issues related to the massive amounts of CSS data generated by Member offices in proprietary systems. Task force deliverables will include a white paper on the background, life cycle, export, and potential use of such data, with consideration given to an expanded set of data now available to closing offices. Additionally, the task force will look at ways to develop and advise on a viable solution for exporting and accessing the CSS/EMS data for collecting repositories.

Deputy Archivist Elisabeth Butler continues serving on the Congressional Papers Section's electronic records committee. She's currently in charge of the committee's electronic records manual project, which is a series of modules written by roundtable members addressing a particular need in electronic records workflow and preservation. And I am serving on the CPS task force to develop a strategic plan, identifying projects to enhance the ability of research repositories to collect and preserve Members' records.

And finally, thanks to our Senate committee archivists and chief clerks who are conscientiously and diligently helping us to preserve the Senate's records. Without their help, especially during this time of change, the Senate's historical collection would not be nearly as robust. We are living through a communications revolution; I think we're aware of that. But that is impacting everything from the way we learn, what we learn, how we relate to each other, and in our singular domain of historical records, even what becomes such a record. And as we begin to work our way through these changes, and the issues that result, we can look forward to one thing for sure, and that is more challenging times ahead. I would now like to ask Historian Betty Koed to introduce John Caldwell.

KOED: Thank you, Karen. For a full year, from June 2015 to June 2016, the Senate Historical Office enjoyed working with our National Digital Stewardship Residency Fellow John

Caldwell. Not only did we benefit from his knowledge and expertise, but we thoroughly enjoyed his company. He's a smart and talented professional, and I'm delighted that he can join us today. All of you here on the dais received by email a copy of John's executive summary to the final report. He's going to summarize his findings and take your questions in just a moment.

But first, I'd like to take just a second to place his report into our context. After a year of intense research, study, and testing, John has given us a number of recommendations to guide us into the future of digital curating. We have already acted upon some of his suggestions, and we are considering others, particularly as we develop our new training program. Now his suggestion that we hire an additional archivist falls into the "Gee, if only we could do that" category. But we appreciate the sentiment, John. John's done his work, and now it's our turn. It's up to Karen and her deputies, working with myself and the Secretary of the Senate to interpret and translate John's recommendations into a workable practice that will benefit the Senate; its Members and committees, and the people tasked with the important responsibility of archiving Senate records. He's given us a wonderful roadmap, I'm happy to say. And now, it's up to us to chart our course. So John, I turn it over to you.

CALDWELL: Thank you, Betty. And good morning to the committee. When I last spoke to you December a year ago, I had just finished my study of the committee electronic records archiving process. And I was just starting to identify tools to test. So, I'm going to start by putting the rest of my project into context, and then talk on the final result.

From the tool perspective, after extensive research on the plethora of digital preservation tools that are available, I selected 26 individual tools for testing. Due to the limits on the technical infrastructure, most of these focused on tools accessible through the Windows operating system, which was a slight oversight on my part, because the Senate does also offer Mac compatible products. But fortunately, most of these products do have a Mac substitute. The tools focused primarily on generating file fixity, identifying file formats, email processing, digital forensics, and copying and packaging records for transfer between storage mediums. Some of the most successful tools that I found in my testing and that are now being

used in some committees, as well as in some Member offices, were Droid for identifying file formats and generating file fixity, as well as Robocopy, a command line utility that creates a more accurate bit-level copy of digital information from one storage area to another. I know that the Historical Office is using these two tools, and also a lot of the committee archivists have adopted them into their processing workflows.

I also tested a number of email processing tools. We had some compatibility issues with a few of those tools. But that has really opened the door for the Senate to address the ever-growing issue of email archiving, and the volume of email that is being generated and preserved in the United States Senate.

In September, there was a meeting of the committee archivists that I was able to attend to start planning the roadmap for what comes next. After completing all of the testing, I created testing reports which totaled about 200 pages. It really gets into the weeds. The Historical Office has a copy of that report if anyone is interested. But I also created a one-page quick card that describes each of the tools. In your packets that I provided this morning is a sample of the Droid quick card. These cards were designed to hand out to offices and systems administrators so that they could get a brief overview of what the tool does, and how to use it.

When I had spoken with you last, I had only spoken with committees because the initial audience for my project was to help the Senate committees and their archiving process. It became very clear quickly however, for Senate Member offices themselves, this is a critical issue. I was able to meet with 27 sitting Members' staff, as well as staff from three former Senate offices, to discuss digital preservation concerns. Some of those concerns were storage limitations and capacities, the organization of shared drives, or lack thereof. Other concerns were the use of SharePoint and other content management systems, the very different uses of the CSS systems in offices, as well as web and social media archiving. The offices that I met with though, even if they had not begun a robust process of electronic records archiving and digital records management, were very interested in how to get started. And it was not uncommon for systems administrators to get in touch with me after our meeting to start asking

more substantive questions of where can I start? What is the first step to take? That was incredibly encouraging as my project went forward, that there was momentum at the ground level. It was also very good, because I was able to meet with administrative directors as well as chiefs of staff, and explain to them and get them to understand the importance of electronic records management, and that it needs to start much earlier than in the traditional paper archiving world. I also tried to create tools and guides that could help them through that process.

Your packet includes some of those, including a sample workflow for the capture of electronic records in a Member's office with accompanying text instructions, a sample staff exit interview, a checklist that talks about the steps for processing electronic records and describing them, as well as generating all of the required technical documentation to accompany electronic records. The format of this checklist is actually based on checklists and materials that the Historical Office has created in the past to help identify historical records for archiving.

So it was a very busy year, generating all of the workflows and working with the committee archivists, who I cannot thank enough for having demoed a lot of my recommendations and tools, and put them into process. The last thing from the packet that I do want to mention is I also created a Senate digital curation lifecycle. The purpose behind the lifecycle was to give a more holistic view of the stages in an electronic record's life, as well as all of the action items and decision points that are associated with that to give a general overview of the entire scope of the issue that we're talking about. I know that this has also been very well received in offices.

My project concluded with eight recommendations for continued improvement in Senate electronic record archiving. Adopting the use of tools as well as the periodic review of digital preservation tools are suggested because everything changes very quickly in the electronic world. And as it was, some of the tools I was using when I started testing in November had already had one, or in some cases two, updates to them by the time my project concluded.

Also, one of the recommendations I made was the development of a training module to help Senate staff at all levels understand the process behind digital archiving. I know that the Senate Historical Office, as Karen's report indicated, is working on that, as well as continuing the collaboration with systems administrators, chief administrative staff, and the Center for Legislative Archives in this effort. I would be happy to answer any questions you might have from the executive summary, or any other portion of my project.

VOGT: I'd like to make a comment. And that is, I want to really thank the Senate Historical Office for the foresight to include individual Members as part of this study. It recognizes the needs of Congressional repositories, and the importance of sharing this report with those repositories is something we should move forward on. I hope you'll be able to do that. I think repositories really need that. So John, I want to thank you for a very thorough and thoughtful report that not only documents where we are, where we've been, but that gives us a path forward, which is really so much needed here. It's a wonderful, wonderful project. Thank you.

ZINK: I have a question as to what is next. I viewed this document as more of an academic exercise than anything that closely resembles an implementation plan. Particularly when you apply it to individual offices. Given the disparate number of products, the open source nature, I mean there are so many moving parts; it's almost like playing Russian roulette with all the chambers full for an information systems implementation. Where does this go next? And actually, I would have some concern presenting this to individual offices, because the results, I'm not sure how they would ever get a grasp of this. And your recommendations reflect this, and I didn't count the number of people that you need to have involved in this, in an individual office.

CALDWELL: So from an implementation standpoint, I think what's important to keep in mind is that we need to start by figuring out where we are. And that's where it comes down to working with individual offices to help them identify where they are at present, then going through and selecting those stages that are attainable for them in the near future. I tried to design a lot of the tools and resources to be very iterative, and self-reflective. And in order to

make the implementation viable within their unique circumstances, I think the tools are especially one area to go to; something that can be easily trained and worked on while some of these larger issues of program development and improvement and training come into play. So identifying those partners, and then working where you are right now.

For instance, I chose tools considering implementation and analyzed seven scenarios for Senate offices, and tried to define which tools might work best in offices. So you are correct, there are a lot of moving parts to this entire project, and it can be very overwhelming, but I think the one thing to keep in mind is that we have to start somewhere. And so, the most important thing would be to work with the office in question and help them identify where they are now, what is their comfort level and expertise, and then build something together from there.

PAUL : And I would add to that that it's not our intention to hand the report over to individual office. The purpose of the report is to guide us, to guide the Senate archivists, the Senate historians, the Secretary's office, in how we approach the individual needs of Member's offices. And so, it's not something that we're just going to hand over to them. It's something that we intend to use as our guidelines as we move forward in working with individual offices.

FERRIERO: I was very pleased to read your report. Congratulations, because it sounded very familiar to me. When we issued the directive to the executive branch agencies and departments about what their requirements were to shift from textual records to all electronic records by 2019, we established a set of priorities that they had to do, and a set of priorities that NARA was going to do to help them get to that point.

I especially identified with two recommendations that you specified. Culture and tools. The first one, culture, is about raising the visibility and importance of record keeping within, in this case, Congress. And that's not something that comes naturally. What we were able to accomplish with the Obama administration was the appointment of senior agency officials which raised the profile of record keeping, professionalizing the record keeping activity,

credentialing individuals who are responsible for record keeping and not just delegating the responsibility to the records managers or deputy secretary appointments who had responsibility for records keeping.

The training component of it was huge. We had to ensure that we were providing the tools necessary so that people were appropriately trained for record keeping. Just raising the whole importance of record keeping was part of what we did. And I'm pleased to see that you've identified that in your report.

The other thing is tools. We made a promise in this directive that we were going to work with the industry to help create the tools that people need to do their work with the knowledge that the tools aren't perfect now. So we've had our first industry day, where we brought in seven different companies to be educated about what the specialized needs are for record keeping, and have asked them to and think about that aspect. We need to include you in those discussions, so that you benefit from that intelligence that we're gathering, because we can't build these tools ourselves. We need the industry to help us. And my goal, as I've made clear forever, you know, in this tool building process, my goal is to get the human beings out of the process. We need automated tools that can do the work so that people aren't sitting there making decisions about whether this is a record or not. Because it's easier to say it's not a record (laughter) than to do the intelligence that's really needed to do that. So I'm pleased with those two areas that you've identified.

SKAGGS: I'd like to thank you for the report. I think it'll be very useful. I also hope that we will hear more in upcoming meetings about how it is implemented.

PAUL: I just wanted to comment, in terms of as we begin to think and develop our training modules, we are contemplating creating different modules for different levels within the hierarchy. So, we certainly realize that we need to do a lot more reaching out to the people at the top, as well.

ADAMS: Thank you, John. Next on the agenda, we have a presentation on Senate photo preservation, and other archival materials, with Heather Moore, Senate Photo Historian, and Elisabeth Butler, Deputy Senate Archivist.

BUTLER: Just to provide some background, one of the responsibilities of the Senate Historical Office is the creation of records schedules for the Secretary of the Senate offices. About 10 years ago, our office provided guidance for formulating a records schedule for the United States Capitol Police. And a few years after that, we were given notice that they found a number of ledgers, report books, appointment books, and time books, that dated from the early to mid-twentieth century. We think providing that guidance for the records schedule inspired them to think of us when they found those ledgers.

My predecessor helped the Capitol Police records person to transfer those ledgers to the National Archives. And then a few years after that, one of their in-house newsletter representatives wanted to call back some of those ledgers to feature in their newsletter, so the Capitol Police records person asked us to call back a number of ledgers. We helped that person to sample the ones that she wanted, and helped to scan those ledgers. Karen and I learned how to use a flatbed scanner at the Senate library to help the representatives. So that was a way for the Capitol Police to use those historical ledgers as a way to bring the history of the Capitol Police to their current employees. We enjoyed that.

We also received a large collection of photographs from the Capitol Police, so we have established a relationship with them to help them transfer their historically valuable materials, and Heather will talk about the photographs that she worked on.

MOORE: I'm Heather Moore, the photo historian. As Elisabeth noted, in 2008, the Historical Office worked with the Capitol Police to transfer 63 historical ledgers to the Archives. They were first transferred to our office in order to be processed, and here they are in a photo in the Historical Office in 2008. They are a real treasure trove of historical information about the Capitol Police. The report books document every police detail and posting from 1908 to 1935. The time books record officers' work status and leave balances from 1947 to

1969. And the appointment books provide the appointment dates of every Capitol Police officer from 1912 to 1985.

Democratic Minority Leader Harry Reid served as a Capitol Police officer in the early 1960s. Here is the slide showing his page. Diane Boyle was the archive assistant that worked on this project, and she found out her father was a Capitol Police officer, and so, on a personal level, she was able to use those to find her father's entries in the appointment books.

So while Diane and I were working with the Capitol Police to transfer this material, we also had the opportunity to investigate about a dozen cardboard boxes that were in the Capitol Police records manager's, under the window, next to a radiator. These boxes contained the photographic history of the Capitol Police from 1967 to 2002. So that moment marked the beginning of our years-long efforts to have this material transferred to the Archives and preserved. It was a matter of establishing a trusting relationship with the records manager, and with a public information officer, Kim Schneider, who became an advocate for us also to get this material transferred.

Every six months or so, I would reach out to them again and ask if there was any movement on getting the records transferred. It was just little incremental steps. I kept emphasizing the historical value of the material, and reassuring them that even once it was transferred, it would still belong to them -- which was a concern. So finally, we got the green light in 2014 to transfer the material to my office, and I prepared a file-level inventory, and then a folder-level inventory a year later.

At that point, we began conversations about transfer and access. The Capitol Police senior legal counsel became involved in the discussion about access, and concerns about security. So Paulette Sandidge and Kim Schneider were directed to review the inventory, and select the material that was to be restricted. This material amounted to 10 boxes and was sent to the Archives as a separate accession, under a 50-year restriction rule.

Finally, in June 2016, 75 boxes of photographic negatives were sent to the National Archives. And under the 20-year closure rule, much of this material is already open to researchers. I don't know if you'll be able to see this slide very well. That's the first inventory page.

The negatives are a rich visual history of the United States Capitol Police over a 30-year timespan, from the late 1960s to 2002. At which point, photography in the Senate went digital. They tell the story of the Capitol Police through images of graduating classes, portraits of Chiefs and others, promotion and retirement ceremonies, and behind-the-scenes photos of Capitol Police facilities, uniforms, and vehicles. The images are set in a vibrant historical context, from the Civil Rights and Vietnam War demonstrations, some of which you can see on this slide. From a turbulent time in the '60s and '70s, to the changing security concerns prompted by acts of violence and terrorism. They should therefore be of great interest to researchers, and of great internal value to the Capitol Police.

I have in the two years since I had the material transferred to my office fielded several research requests for the material. And since I'm the photo historian, I get to show you some pictures. By far the biggest user of these records has been the Capitol Police themselves. Here is a metal detector and x-ray machine from 1997. An officer from the security services bureau came to my office to research the history and evolution of the Capitol Police's use of physical security devices, such as metal detectors, x-ray machines, and those decorative planter boxes we all love.

These photos are from 1996. A firearms instructor from the Capitol Police used the collection to look for historical images of the firing range, such as this 1993 image of a firearms instructor demonstrating various shooting positions. There was a whole series of these pictures there, quite interesting.

This is a 1996 group photo of firearm instructors on the firing range. These images were displayed during an open house at the new Capitol Police firing range which opened last year. That officer worked with me to find images for use in the Federal Law Enforcement

Training Center in Georgia. As he explained it, the Capitol Police had dedicated space on one of the walls of the training center to quote, “Decorate with agency photos to increase morale of our trainees and to give visual aid of our mission to the other 90 or so agencies that train there.” Using the Capitol Police image collection, we created an exhibit recognizing Officers Christopher Amy, Jacob Chestnut, and Detective John Gibson, the three Capitol Police officers who have been killed in the line of duty. This is a photo of the dedication ceremony in 1999, which dedicated the Capitol Police headquarters building to those three officers. When you enter the foyer of that building, you see this plaque which is recognizing Officer Chestnut and Detective Gibson, who were killed in the shooting in the Capitol in 1998.

In the course of putting together that exhibit, we found some early images of the Federal Law Enforcement Training Center, which obtained copies of those images and has used them for various internal uses, like a throwback Thursday email. This photo is from 1976 of a shooting range. Probably looks different now. Here’s one of an interior with some of the officers, and you can see the big sideburn that marks it as a period piece from 1976.

This material has also been useful for researchers other than the Capitol Police. In 2015, I received a call from the producers of the HBO movie *Confirmation*, about the 1991 Clarence Thomas confirmation hearings. In order to create the most historically accurate settings and costumes possible, they were seeking behind-the-scenes images of the people and activities surrounding the hearings, including Capitol Police officers.

Whenever I have helped researchers with this material, I have always checked with the public information officer to make sure that I could release it because it is their material. So with the public information officer’s approval, I searched their photo negatives, and was able to provide the producers with several good images of Capitol Police officers’ uniforms from precisely that year. Here is one of them where there happens to be a uniform contest or something that was going on. From that year in particular, they were very well documented. And we were able to zoom in a little on the patches, and the badges. I honestly

haven't seen the movie, if it's been out yet, I don't know. But I would be curious to see how well they actually followed this visual documentation and represented the Capitol Police.

And finally, if I haven't convinced you yet of the value of preserving these records, here are five more reasons why the preservation of these historical Capitol Police images was so important. The Jackson Five visited the Capitol (laughter) in 1972. And here they are being greeted by a Capitol Police officer. Thank you.

ADAMS: Thank you, Heather and Elisabeth. Appreciate it. Next up, Betty Koed will provide her report on the Senate Historical Office.

KOED: Thank you, Julie. So much of what we hear at the Advisory Committee meetings is the nitty gritty details of archival matters, very detail-oriented, but I would like to vary a little bit and talk about how these records get used, and how I've seen this tremendous growth and interest in the use of congressional records over time.

When I became a Senate historian in the late 1990s, political history in general, and particularly the scholarly interest in Congress, was coming out of a long depressing slump. In fact, it was just barely emerging from that slump about the time I came in 1998. With the long overdue rise of social and cultural history in the 1960s and '70s, political historians like myself had become rather disheartened at the state of their field. And I heard a lot of that when I first became a Senate historian.

But over the last couple of decades, we have witnessed a steady resurgence in scholarly interest in government, and I'm happy to say, even in the often complicated works of Congress. This is not haphazard or coincidental. Some of what I'm going to say is a little bit of a trip down memory lane for some of those here today.

In 1975, Majority Leader Mike Mansfield established the Senate Historical Office. The House got its first Historical Office in the 1980s. The founding mission of my office was to preserve and promote the history of the US Senate. And so needless to say, archival issues became a

top priority from day one. In 1980, the Senate adopted S-Res 474, establishing procedures for proper management of and access to official Senate records. Karen Paul joined our staff in 1982, and the preservation of Senate records immediately improved.

In 1985, legislative records became a separate division of the National Archives, and in 1998 the Center for Legislative Archives was created. With those developments came better organization, new finding aids, and a highly skilled and professional staff. Two years after that, in 1990, Public Law 101590 created this Advisory Committee. And that's why we're here today.

In 2003, the Association of Centers for the Study of Congress was founded as an independent alliance of organizations and institutions that promote the study of the US Congress. Each of these developments has served as an important stepping stone on the road to greater scholarly interest in the works of Congress. "If we are going to persuade the nation that Congress plays a role in the formation of national policy," wrote historian Arthur Schlesinger to Mike Mansfield back in 1974, "Congress will have to cooperate by providing the evidence for its contributions." In other words, Schlesinger stressed, the Senate needed to preserve and manage its records, make them accessible to scholars, and create a Historical Office to promote that history. And that's what Mike Mansfield did.

With each new development on this short timeline, scholars have reaped the benefits, and have turned increasingly to the records of Congress to understand the American political and legislative process. This is one reason why historian Julian Zelizer could boast in 2012, as you see in this slide, of the revival of political history. Well of course, all political historians like myself took great pride in that. But if it hadn't been for this gradual but important building up of interest and organization of Congressional records, this revival would not have happened.

During my 18 years as a Senate Historian, I've been thrilled to see these trends develop. And not only see historians and political scientists, but economists, anthropologists, geographers, chemists, physicians, and philosophers consulting congressional records. I'm often amazed at

the phone calls I get from researchers who are doing these interesting projects that may have nothing to do with legislative history as we know it, but they're finding that the archived congressional records are absolutely vital to the study that they're doing. There's perhaps no better way to illustrate this point than to highlight just a few examples from this series of researcher talks that have been hosted by the Center for Legislative Archives over the last few years. Thanks to Center historian Richard McCulley, now retired, who organized this series, and I think Charlie Flanagan is carrying it on -- the value of congressional records to a host of scholars from a variety of fields has become quite evident.

For instance, political scientist Rick Valelly used congressional archives to explore the barriers to public service of gays and lesbians in all branches of the federal government, as he works on his latest book called *Uncle Sam's Closets*. MIT scholar Charles Stewart used congressional archives to explore how senators got elected prior to the ratification of the 17th Amendment in the early twentieth century. Historian David Kyvig explained how he looked to congressional records when researching a new edition of his book on Constitutional amendments. Scott Podolsky, a physician and a professor of global health, discussed his research in congressional archives, in order to write *The Antibiotic Era: Reform, Resistance, and the Pursuit of a Rational Therapeutics*. CRS scholar Ruth Wassim discussed twentieth century immigration reform, and historian Nancy Beck Young told the fascinating history of *Why We Fight: Congress in the Politics of World War II*.

Now, this has only scratched the surface, they've had about 50 of these researcher talks in recent years. And the scope and the range of them have been absolutely astounding. So thank you to the Center for creating the "Researcher Talk" series and to continuing it as we try to be as active as we can in knowing where the cutting edge use of congressional records lies. So as my friend and colleague Richard McCulley wrote, "these talks show that research at the Center has both promoted and reflected the trend to bring back political histories in ways that include Congress. It's no longer just a presidential story.

Recently, historian Mary Dudziak proclaimed that political history is alive and well. And I agree. One of the principle reasons for this vitality in my field, and the growing interest of

congressional archival records in general, is because so many people in this room and the colleagues they've worked with, have worked so hard through the years to preserve these records and make them accessible. Thank you.

ADAMS: Next on the agenda, we've got a report from Robin Reeder, the House Archivist. Robin.

REEDER: Thank you, Julie. To begin, I'll present some statistics, since our last Advisory Committee meeting in June. We've had 26 consultations with Member offices, 5 consultations with committees, cataloged 533 photos, transferred 178 cubic feet of textual records from committees, transferred 195 gigabytes of electronic records from committees to us, and loaned 60 cubic feet. Of course, these statistics will be going up in the next few months quite dramatically.

I'd also like to highlight some of the projects our staff members have been working on. We've been working with the House Sergeant-at-Arms on schedules for their records. We met with each department to discuss what types of records they create and have provided guidance on identifying retention and disposition schedules based on research with other institutions. The schedules are largely complete, requiring only minor editing.

We've also been working for several years with the House Photography Office to archive its legacy photographs and negatives as official records of the Chief Administrative Officer. Heather Bourk worked with the transfer of these photographs. The collection consists of about 200 boxes of images. Preliminary processing of the collection will be completed before they are transferred to the National Archives.

October 5th was #ask an archivist day on Twitter. Heather Bourk, Michelle Strizever, and I participated with the House Historian's Office. We answered 16 tweets on archival topics and highlighted the new records research function on the History, Art, and Archives website. We provided answers and pointed to documents on the Park Service, certificates of election, and

used the documents to talk about preservation and access, good documents for teachers to use, and our favorite documents.

At the last meeting, we were working on the records search component of the History, Art, and Archives website. And I'd now like to introduce Alison Trulock, who will give you all a little tour of it.

TRULOCK: Good morning. Thank you for the opportunity to address the committee this morning, and demonstrate our new record search component of the History, Art, and Archives website. I'm Alison Trulock, an archival specialist in the office, and this is my colleague Stephanie Grimes, who is a digital content specialist. She was instrumental in helping us launch this project. I'd also like to thank the Center for Legislative Archives, especially Tom Eisinger and Martha Grove, for their assistance with helping us do research, and get scans of the records. It was instrumental as well in launching this project.

We debuted record search in the beginning of October. It's a searchable selection of official House records that we believe complements and enhances the existing content already on the History, Art, and Archives website, including our oral histories, exhibitions, publications, and collections. We started out with 109 documents that are currently launched on the website. Many of these records are ones that NARA has already digitized and made available through their catalog. But we also did original research, and found some new records that haven't been widely seen before. So we are really excited to share those as well. And we hope to have more original research and documents going forward.

As you can see, if you're familiar with our website, the look and function of the search component matches and integrates well with the rest of the website, in particular our *Historical Highlights* section. That is the template we used, so it works really nicely with the rest of the website. We anticipate that the records are going to be a great resource in particular for educators who are using primary sources in the classroom, as well as researchers and the general public. We really also hope that records search function is going to be a way

to help us demonstrate the importance of record keeping, and the value of preserving committee records to our internal stakeholders, particularly the committees on the Hill.

I'm going to walk through some of the features of the website, so you all can take a look and see what's available. I'm going to have Stephanie navigate to the Alaska Territory Delegates Credentials records to demonstrate some of the features that we're really excited about, one of those being the titled images. Each image is high-resolution. You can zoom right in and get a good look at each document and all of the neat little markings on each record. Zoom back out and you'll see each record has a brief description with it, as well as metadata that tells you the basic information about the record. The description provides institutional and historical context. This is where we spent a lot of time doing writing and research to add value to the records, and enhance the content that's on the rest of the website through the information that's described there. If there's a House Member that's mentioned in the description, there is a hyperlink that links back to the Member's page. This feature integrates with the rest of the website, allowing access to all of its information.

Along the sides of each page, we have related information that again links you back to the rest of the content on the website. Featured are collection objects, oral histories, and historical highlights. There's a congressional profile for each document as well, so you can get more information on the timeline of events and other information about the House at the time the record was created. Each one also has a downloadable PDF, which we think will be a great resource for educators to be able to print them and use in the classroom.

On the image viewer that's on the main page you can only have five thumbnails, but here we're able to include the entire document. And where possible, the documents have been OCR'd, so they are text searchable. That's also a very useful feature.

I'm going back to the landing page and show you some of its features. We created document categories for the records based on what are the most common types of records that are in committee records. We have communications, elections and credentials, hearings and investigations, legislation and floor proceedings, petitions and memorials. This is another

way for researchers to navigate if they are unsure of what kind of document they're looking for. They can start with the document category. I'm going to have Stephanie go to the hearings and investigations to show you one of those.

I'll have her click on the assault of Senator Charles Sumner, a very popular story. This is an example of an investigative document. Again, you can see the features that integrate with the rest of the site. You can also search by Congress, and we're going to search the First Congress. We have a document from the House Journal that is about printing the acts of Congress. You can see right away that keeping records was an important commitment of the House and Senate from the beginning.

On the landing page, we also have the ability to search by state or territory. We included at least one document from every state and current territory when we launched the site. So again, we're focusing on educators and we think this is going to be a great resource for them to be able to discover local history for their students.

Stephanie, please go to California and the map of Western Territories. On the screen is a document that we show that has many states associated with it and is also an example of an annual message before Congress. It is a map that Polk included when he sent his message in 1848. Another feature that I'll show you is the *Related Subjects* tab for each document that highlights the major topics and subjects about each document as well as the state information. We used the Library of Congress subject headings to make sure that things were consistent. We also have a few local subject headings as well that we used for particular subjects. This is a great way to group information together where people can see what else is in that category for all of the records that we currently have in *Record Search*.

Go back to the landing page again. At the top, we have a paragraph about the mission of *Record Search*. When you click on the *Learn More* tab it takes you to our page that has all of our information about researching the history of House records, what records are, where to find them, and other resources for investigating the House through its primary sources. We're going to show you a fun document that we found doing original research, which is the Utah

Territory mail routes. This was actually one document that I found while I was looking through material down at the National Archives, and it is a really great map of proposed mail routes for the Utah Territory when they were petitioning Congress because they felt they needed the mail routes in order to survive as a territory. So it was really fun to find it. It's handwritten, and was all folded up, and when I opened it up it looked brand new. I mean it looked like it had just been written the day before.

We're really hoping that this can be a resource for us to demonstrate the importance of saving committee records to our stakeholders here on the Hill. We have some documents included that show how the institution works, and one of those, which also highlights something else we're going to be talking about in a bit, is Jeannette Rankin's election credential. This was her credential from her first election to Congress.

These are some of the basic features of *Record Search*. We're really excited to share it with all of you, and get the word out. It is an ongoing project. We're planning on adding about 20 documents every six months. We're looking for feedback from this committee on any features that you would like to see, or think would be useful, and we would be really happy to hear your thoughts and welcome any feedback that you have. Thank you for your time.

VOGT: Can I ask, Alison, how are you going about selecting the documents? What sort of methodology are you using?

TRULOCK: Right now, and when we started with the launch, we are using documents that are in NARA's catalog already and have been digitized. That was our first option. The second option was finding documents that integrated subjects that already had a lot of content on the rest of the website; such as women's suffrage, civil rights, and the Civil War. Also there are hot subjects that people are particularly interested in that we know. That was the methodology starting out. Going forward, we're trying to gather some feedback from teachers, and also from reference information using topics people are asking us about to guide some of our selections. We're also focusing on other projects in the historian's office, and the curators are going to add documents that we can share for those projects as well.

VOGT: Great. And what are you doing to reach out to the teaching community? How are you letting teachers know this is available?

TRULOCK: We did some tweeting and listserv action when it launched in October. Stephanie and I actually just this past week presented *Record Search* at the National Social Studies Conference. We did a pre-conference clinic where we showed it to attendees who are predominately teachers. So we were talking to them, and getting some feedback, and hoping to be able to follow up with them further for some more guidance and information. We're working on continued outreach to get the word out.

VOGT: Great, thank you.

FERRIERO: Have you talked with the folks in DocsTeach?

TRULOCK: We have not formally, but we did actually talk to one of them at the Social Studies Conference.

FERRIERO: Because they're connected also with the teaching community, which I think would be useful too.

TRULOCK: OK great, thank you.

ADAMS: Thank you both, really appreciate all the work that you've done on this. It's fun to explore. And thank you Robin, as well. Next, I would like to recognize Matt Wasniewski to present his portion of the program.

WASNIEWSKI: Thank you, Julie. I'm inviting my colleague Kathleen Johnson to join me. She's going to actually do the bulk of the presentation, talking about an oral history project that we've put together to commemorate the centennial of Jeannette Rankin's election to Congress. As Karen indicated in her remarks, we are focusing on this anniversary, and I

just wanted to show you, before we turn to oral history, an exhibition page that's up on our site now to mark the anniversary. This showcases everything on one page related to Jeannette Rankin and to the history of women in Congress. You can access official records related to the history of women in Congress, and objects and artifacts from the House collection. We also have video that we found at the Archives showing Rankin coming to the Capitol on April 2, 1917 to be sworn in.

We're going to be adding to the web page over the course of the 115th Congress, including for instance, blogs that we will publish on Rankin's freshman term, fun pieces that talk about the press reaction to her coming, and her first speech. This is again, a collaborative project with the Clerk's Office of Art and Archives. But the history component of this is an oral history exhibition, and I'm going to turn it over to Kathleen, who's the manager of oral history for our office. She helped co-found the oral history project almost 13 years ago.

The inspiration for this project is Jeannette Rankin, but we're also interviewing women from the modern period of 1970 up to the present decade using Rankin's experiences as an inspiration to tell the continuities and discontinuities of women's experiences over that century. With that I'll turn it over to Kathleen.

JOHNSON: Thank you. Good morning, very happy to be here. And those of you who know me know I'm always happy to talk about oral history. The goal of our project, which is called "A Century of Women in Congress," is to collect and preserve first-hand accounts of women's evolving role in the institution of Congress. And to date, we've interviewed more than 20 women, including former representatives, staff, and also family members. We were able to interview the daughter of Patsy Mink for example. I want to talk a little bit about some of the highlights, but before that give you a bit of background.

The women Members that we've talked to date back to the early '70s. With the staff, we actually have someone going back to the World War II era in the 1940s. We're getting as broad of a range of coverage as we possibly can. This project has been collaborative, as all of our oral history projects are. We work very closely with people in Art and Archives. The

Clerk's office has been incredibly supportive in helping us with our interviews that we do in the recording studio. We also have our interviews copy-edited, and that is also in the Clerk's office. Our video clips, and we're going to show you a couple of those today, are copy-edited in the Communications office under the Clerk's office, which is very helpful.

There are a lot of firsts, as you can probably imagine, with this group of women. We were able to talk to the first African American woman elected from North Carolina, Eva Clayton. We talked to the first woman to give birth while serving in Congress, even though that's something she said she didn't always want to talk about. She was hoping people would focus on her career instead, and that was Yvonne Burke from California. We talked to the first Republican woman to serve on Ways and Means, Nancy Johnson.

One thing that we asked these women about was campaign stories. And we heard some fantastic stories. A lot of it had to do with, especially in the 1970s, the double standards that some of these women faced, the types of questions that they would receive. Questions that they said their male colleagues wouldn't get. But then also, the fact that it was a novelty, that sometimes this was a good thing because at least they were getting some kind of attention. Liz Holtzman talked about her upset victory over longtime Judiciary Chairman Emmanuel Celler. Connie Morella of Maryland talked about her grassroots approach that involved being off and on the Metro, and shaking hands with people. And how up to 30 years later, people would come up to her and say, "Do you remember me? I was at the Farragut North Station; you shook my hand." So again, she said the fact that she was a woman during that era stood out.

We heard lots of really good stories about committees. Women waging battles and campaigns to get on committees like Ways and Means, and how they had to overcome a lot of obstacles. They also talked about the type of reception that they received once they were successful in getting onto those committees.

We heard stories about what it was like behind-the-scenes gaining valuable information on the nuts and bolts of legislation and how women worked together, especially on issues involving

women's health, family, and children. We heard some really good stories, one in particular by Liz Holtzman of a whip operation that the women put together in the 1970s to try to get an extension for the ratification of the Equal Rights Amendment.

Many stories have not been written down, which is a key component of oral history, and we're able to get these stories and fill in some historical gaps. Women talked about balancing work and family. Pat Schroeder was famous in the regard since she had little children when she came to Congress. Susan Molinari had a great story about she and her husband Bill Paxon, who were both Members, and how they transformed their offices into pseudo-nurseries, and how if one had a meeting then they would transport their baby to the other office. It was interesting to hear about how they were able to work and balance being Members and also being parents of young children.

The last thing I wanted to highlight is relationships. We learned about the relationships that these women shared, formal ones in forming the caucus, and also informal with the dinners that they would have, and the meetings that they would have; and also how women fit in with the male members. Barbara Kennelly of Connecticut talked about the importance of golf. She was a really good golfer before she came to Congress. She said when she was on the Ways and Means Committee it was instrumental in helping her being able to understand what happened in the committee because she was treated like one of the men because she was able to play golf.

The highlight is the women themselves talking about their experiences in Congress. Matt and I chose two clips to show today. We're going to start with Eva Clayton, who I mentioned was the first African American woman to represent North Carolina. She represented a rural district, one that had many small farmers as constituents. She was able to get on the Agriculture Committee, which she said wasn't the hardest thing to do, because it wasn't considered one of the more influential committees, but it was very important for her. And she talks here about the reception that she received once she was on the predominantly male committee.

[video]

CLAYTON: And by the way, once I won the runoff, and the primary, the North Carolina commissioner came to me and said, “Young lady,” to this grandmother, “Young lady, you’d do yourself proud, and your district proud, if you serve on Agriculture.” As if he needed to tell me what to do. But anyhow, I did serve on Agriculture. Because he actually was right. And in his way, he was really -- I think he was really begging, when I understand what he was doing. Because I think, and he might have been right. I might have chosen Education, rather than Agriculture, because I’m more bringing people up and education-wise, and small business. But the realization that my district really needed someone in Agriculture, as I said, knew very little. So on Agriculture, I learned a lot. And by the way, Agriculture was an old boy’s culture. When I went there, there was one woman; I remember her to this day, yes. [Sheila Thompson?] was there, and she was there for four years, and then she became the Assistant Secretary for Agriculture. And then, I think Cynthia McKinney came, and other women came, they came and left. Yeah. It was an old boy’s culture, both by composition, but also by attitude. And they tolerated me. They treated me as an outsider. I had to prove to them I was worthy of negotiating. I had to prove -- I had to win and show that I was worthy of legislating, or advocating for big farmers, as well as for small farmers. I had to prove to them I could advocate any legislation, even for the hungry. But didn’t take me long to learn how to horse trade. They needed me as much as I needed them.

[/video]

JOHNSON: We launched the first part of this oral history project a little over a month ago, before the centennial of Jeannette Rankin’s election. We have nine former representatives that are on the site. We also have three staff and one family member that I mentioned -- the daughter of Patsy Mink. Each of these people has a separate page with clips. The clip that you just saw for Eva Clayton is also highlighted on the website. For the centennial of Jeannette Rankin’s swearing into Congress in April, we’re going to have more interviews go up, and this is going to be a continuing project, because the more women that we talk to, the more they recommend others, and we see the importance of doing this project.

We have one final clip that we wanted to play, and this is Nancy Johnson. She was the first Republican woman to serve on Ways and Means. She talks about women not just trying to get change across the country, but trying to change the institution itself. Because for so many years, it had just been men, or there had just been a handful of women. So as time went on and there were more women that were serving in the House, there were some changes that they wanted to bring about to the institution. So she describes one of those here.

[video]

NANCY JOHNSON: Barbara Boxer came to me, and she said the gym equipment is terrible. I said, "Well I've never been there." So we went over there, and it was so old-fashioned, rowing machines, wooden rowing machines, and wooden bars on the wall. Now, the John Marshall law school had this in their gym when I was, you know, one. And so, I said, well who uses this? She says, "That's the trouble, even if we wanted to use it, who's going to come here and row?" I mean, so she and I, and we got a couple of other Democrats, and a couple of other Republicans, and we took the Congressman from Springfield, who was chairman of the gym resources, or whatever they called it. And he was quite elderly, and we toured him around, and we said, "Now we want machines like you have," because they had all these exercise machines. And he sort of -- so we were talking about what we wanted, and what we had, and so on and so forth. And the bell rings to go to vote. So the second bell rings. So then we really do have to go. And so, we go to vote, and then on the floor, Barb and I come up to him and say, "Well what do you think?" He said, "Well," he said, "I don't know why you want machines, you know, those machines only build muscles." I said, "Well, you know, the reason all the Ys have them as well as all the YMCAs have them, is because they also exercise your heart and do some other things. And that's why we want them." So the YW versus the YM, he got that. And in the end, we got good equipment. But I'll never forget him saying it only builds muscles. And the real consternation on his face, why would you want this? It's sort of like asking to play football, you know? (laughter) We were only girls. It was funny.

[/video]

JOHNSON: So as you can see from both of these clips, these interviews have been incredibly valuable. The personal connections that you get, the stories many of which haven't been written down. I have been so pleased that Matt has asked me to help out with this, and to lead this project. And we are very much looking forward to adding more interviews.

WASNIEWSKI: Thank you.

JOHNSON: Thank you very much.

ADAMS: Thank you both so much. At this time, I would like to recognize Richard Hunt, Director of the Center for Legislative Archives. Richard?

HUNT: Thank you, Julie. You have the full annual report from the Center, which outlines the accomplishments and activities across a number of fronts, and I'll be happy to answer any specific questions about any subject or topic that is covered in that.

But I thought there's five areas of interest to the committee that I'd like to make some brief remarks and observations, and share with you and the people assembled today. And first of all, just to express my gratitude and my appreciation for the hard work and dedicated commitment of the Center's archivists and archives technicians to our mission. We started the year down five senior staff members. And they rose to the challenge, and continued to provide timely records services to the House and the Senate, and expert and professional guidance to a broad array of researchers. They've really risen to the occasion.

We've added Merrily Harris, who you met last time, and Greg Shavers, and they've arrived to lend a hand on the congressional loan front, space management and research support. Merrily and I, and another staff member, are doing five interviews this week to hire two archivists, so we'll have someone by the end of the month to help alleviate our shortage on that front.

Secondly, I'd like to update you on the conversion of GPO space in building A to archival space for the storage of House and Senate records. That effort is a joint project of NARA and

GPO, led by Design and Build Services, and NARA's business support services office. The milestone accomplishment was the final production of the design documents, the specifications, and the cost estimates for building A, so that they are now in the process of working together to create the bid package that can go out on the street. They relayed their timeline to me this week, and NARA and GPO staff are drafting the detailed MOU and funding documents to govern the funding and construction phase of the project. They estimate that will be 45 days to sign off on. Some of that time is a time-of-year dimension, given the holidays, given use or lose leave, and other constraints, they've given themselves 45 days for that phase. And then, at that point, we go into consecutive phases that are predicated upon the completion of the previous phase.

So the GPO will prepare the bid package, which requires 30 days, they'll advertise in the federal business opportunity website for 30 days, it'll be open to bidders. They have 15 days to respond to any questions posed by bidders. They have 45 days to review the final proposals that come in, 7 days for the construction award, and then 300 days allocated for construction completion. So by my math, that means the contract award would be in late spring of 2017, and construction will be completed under that schedule in early spring of 2018.

Third, I'd like to highlight the milestone accomplishment after a two-year effort, led by Brandon Hirsch, to procure, configure, and stand up the third generation system for CRI. I hope you saw the illustration in our annual report that shows that this is a sophisticated system, and for those new to the committee, or this community, if you went back to 2009, you'd see a shoe-sized black box, which was our Drobo and CRI-One. We've come quite a ways under Brandon's tutelage. He guided the effort to meet all NARA's requirements for a secure and stable electronic records keeping system. And we received official approval to make the system operational in November. So it is humming now, and they're planning the data migration from the old system to the new system. So well done, Brandon. And also thanks to the expert assistance provided by NARA's Information Services Staff, who helped us achieve this accomplishment.

Four, we're in the home stretch of the 114th Congressional web harvest, and the volume numbers are already pretty impressive. We're working with the Internet Archive again, and began collecting data at the beginning of September. As of last Friday, we have captured over 105 million URLs and over 30 terabytes of data, which is already double the size of the 113th Congress web harvest. Collection will continue through the inauguration, in order to capture the inaugural committee's website, and the entire web harvest content will be available to the public in the spring on a newly designed webharvest.gov.

And finally, you may have noticed a new feature in the Congressional Education Services section featuring a map of our teacher workshops conducted over the last six years. Charlie Flanagan has conducted 103 workshops and spoke to over 3,000 teachers in that period of time, with the heaviest concentration of activity in Florida and Texas, where two generous partners have supported our efforts. I knew he'd been away a lot, but it was only when we compiled all of his workshops on a single map over a six-year period that we began to see the impact he's having on teaching about Congress, and teaching about civics in the classroom. He is highly demanded, highly respected, and really a great ambassador for all of our causes. And he can tout your website as well as another source that teachers should be using. I should note that Charlie is currently in Miami, doing three full-day workshops in the Miami-Dade County school district, which holds one third of all the students in Florida. And he's teaching and meeting with all the history and civics teachers from that district. So again, a major effort forward.

In sum, I would conclude it's been a year of profound transitions for us with some still pretty substantial challenges ahead, but a year of continued success as well. I'd be happy to take any questions.

PAUL: Richard, I wanted to ask about the classified electronics records processing space which you've indicated that you have need for now that you have started the latest version of the Congressional Record Instance. The tech refresh that you achieved in unclassified documents is important, but there's still a problem because you have to have the separate storage for classified documents. And do you think you might get space like that?

HUNT: Let me tell you where we are, and what we face. That is one of the challenges that we have not solved yet. It's a function of two things. One is, finding and building a SCIF that's suitable on the security front for the classified system. Space is very precious in the National Archives building. About three years ago, we volunteered one of the Center's controlled spaces, in order to create the SCIF. Unfortunately, because of its location, distant from servers and wiring and other infrastructure, the cost estimate to outfit that space was half a million dollars that we do not have. So at this point, we're in conversations with the security folks, and with the building folks to see if there's a space that would be more accessible and not quite as expensive in order to do all the wiring and the security requirements to get that space. This is the new challenge we're facing. I hope to have more to report on that at future meetings.

PAUL: I can see there would be quite a demand for these records over time, and that would put additional pressure on you.

HUNT: Current and past events have created a motherload of classified records that's coming from the House and the Senate, and our capabilities now are, we can duplicate them onto other media and store them on shelves, but they're not in a system where they're spinning, where we can do actual processing of them. So, I consider that a risk.

VOGT: Richard, was there any thought, looking at the GPO space for that purpose?

HUNT: The difficulty we faced is when we had the system at Archives II, because we did have it in a SCIF there, and we had actually CRI itself in Archives II. The degree of difficulty for Brandon and Shannon to run programs and make course corrections in the system, and just to monitor the system from a distance, was just impractical. They spent all their time on the shuttle, and they'd start running programs, or code, and it would only run for so long, and then they've had to go back the next day to start it again. Having a system onsite lets us maintain it in a way that is less risky and really more efficient. So, our first choice would be

in the Archives I building. If we go to GPO, then that's going to affect the cost. So, I've not really been encouraged to complicate that matter.

ADAMS: Thank you, Richard. At this time, I would like to open it up to any new business.

HUNT: Oh, we have a report by Christine Blackerby. I'm sorry.

ADAMS: Oh, OK. I'm sorry.

HUNT: Yes, a short presentation on our exhibit, *Amending America*.

BLACKERBY: Good morning. To commemorate the 225th anniversary of the ratification of the Bill of Rights, in March this year, the National Archives Museum opened a new exhibit, *Amending America*. The 3,000 square foot exhibit features original documents from the National Archives that highlight the remarkable American story of how we have amended or attempted to amend our Constitution, in order to form a more perfect union. Although this exhibit is another in the series that regularly rotate through the Archive's O'Brien Gallery, there are several noteworthy things that were different about this one. And it's those different things that I'll be focusing on here today.

The first unusual feature is that I am the co-curator. I am on the staff of the Center for Legislative Archives, not the exhibit staff at the Archives. I had not curated a museum exhibit before this one, although I do regularly assist the exhibit staff with identifying historical legislative records. And I've done research, writing, and editing for previous exhibits as well. But in this case, it made sense to invite a curator from Legislative Archives.

When our outreach staff pitched this idea for *Amending America* to the exhibit staff, we did so because legislative records are filled with amendment-related materials. All 27 ratified amendments went through Congress, and the more than 11,000 introduced amendments started there. And ended there as well. (laughter) We knew these records, and we knew the great wealth of stories that they contained. So as a result of having the Center staff as a

curator, 75 percent of the documents on display in the exhibit are from the records of the House and the Senate.

Having never curated, and therefore not knowing what I was not allowed to do, I pitched some new ideas, and our team brainstormed together for more ideas, and several of those ideas stuck. One was that we wanted this exhibit to be more interactive than previous ones, and as a museum of papers rather than objects, we always struggle to find visually interesting ways to tell our stories. This slide shows two examples of the interactives that are in *Amending America*. In the section on the vote, two manual interactives allow visitors to determine if they would have been eligible to vote prior to the 15th Amendment, which was the first that expanded voting rights, and then after the 26th Amendment, which was the most recent one to do so. Together, they illustrate how much the right to vote has been expanded by Constitutional amendment.

Also in this slide, next to a nineteenth-century congressional record illustrating the First Amendment right to petition the government, there's an interactive iPad that visitors can use to see how Americans petition their President today through the White House's "We the People" website.

Perhaps the most used interactive in the gallery is based on this document here, an amendment that was introduced in the House of Representatives in 1846, that proposed that we elect the president of the United States by lot by pulling a ball out of a bowl to determine who the president would be. The resolution directed that each state would hold an election to choose a candidate, and then all candidates would be forwarded to Congress. Congress would mark balls with the names of the states on them, in numbers equal to their representation in the Electoral College. And then one ball would be picked out of a bowl to select the President, and a second one would choose the Vice-President. So, upon finding this gem in our records, we immediately set to work figuring out how we could let our visitors test this idea out. And since, of course, we couldn't actually hold state elections to determine who the candidates would be, we relied on technology to do that. We partnered with Google to

determine who the most Googled person was in each state. We used those persons as a stand-in for the candidates selected by state election.

As you spin the tumbler, a ball is selected and the screen pops up to show you who the person was from that state, whichever state it was the ball picked to figure out who the winner was. It's very well used, so well used, in fact, we've had to fix it about four times, I think, already. (laughter)

Another opportunity for interaction is a poll which is displayed on a monitor in the gallery. Here we have a screenshot of the poll, and visitors have the opportunity to use their phones to vote on the subject matter of the next Constitutional amendment. The four topics that you see listed here that our visitors can choose from to vote were taken from the most common amendments that have been introduced into the 114th Congress. So when visitors send a text message to vote, they can immediately, as they're standing in front of it in the gallery, watch the bar graphs move as their vote is registered. It's instantaneous reaction there.

Early on in creating this exhibit, we did some surveys of our visitors to find out what they knew about Constitutional amendments, and also what they wanted to know about Constitutional amendments. And we were actually quite floored to learn that a significant number of the respondents to our surveys said that they really wanted to understand how an idea becomes a Constitutional amendment. So we struggled to figure out how to illustrate that process in a museum setting. And after tossing around a couple of ideas, we all agreed that an animation would work really well. But the Archives had never done such a thing before, and none of us had done it, and we didn't really know how to go about that. But we were able to overcome those issues, and the significant expense of such a thing, by partnering with the History Channel, who donated the cost of the animation. The result was a three minute video that does a really faithful job of illustrating the whole process without getting bogged down in some of the details of it. So here's some screenshots from the video, but the video is available on YouTube, and is an excellent tool for teachers to use in their

classrooms. At least the ones that I've given tours to have told me that they intend to do so when they get back to their schools.

Another out of the box feature of *Amending America* is this banner. Early in the design process, our team was considering the problem that although the Bill of Rights is the star of the show in an exhibit about Constitutional amendments, the Bill of Rights itself would not be in the O'Brien Gallery. We asked if we could move it out of the Rotunda and down the hall, but they said no, so... (laughter)

In looking for a way to connect the Bill of Rights to the other documents that were in the O'Brien Gallery, our exhibit designer came up with the idea of extending a banner from the Bill of Rights in the Rotunda, through the hallway, and all the way to the O'Brien Gallery to physically connect those two together. And also, to print on the banner the titles of all of the 11,000-plus introduced amendments that have been introduced in Congress since 1789. This eye-catching feature has drawn attention both to the Bill of Rights itself, for its anniversary, and then also to *Amending America*. The visitors literally follow the banner from the Rotunda over to the exhibit gallery. I've provided some slides that show you what the banner itself actually looks like. As you exit the Rotunda following the banner, you often kind of have to move around the people who are staring up at the banner as they try to read it, and as they make their way to the O'Brien Gallery.

The banner idea lead to the next new idea. In order to print the titles of those 11,000 amendments on the banner, we had to digitize them first since the list of those amendments only existed in paper form, or as a scanned PDF. We had a team of volunteers and staff who began transcribing that list into a spreadsheet. Knowing that the finished product was a data mine waiting to be tapped by scholars, we partnered with our Innovation Office staff, and published that spreadsheet on data.gov. It is now available as a free download to anyone.

Social media has been around for a while now, but *Amending America* has utilized social media to get the word out in ways that our agency has not previously tried. Co-curator Jennifer Johnson and I were the agency's guinea pigs for NARA's first-ever participation in

Tumblr Answer Time. This is a live Q&A session on one of the most popular micro-blogging sites, Tumblr. In addition to the people who tuned in and submitted questions to us during the Answer Time event, we got a lot of publicity around the event, and attracted an audience of younger people who probably never would have otherwise known about this exhibit, and perhaps may not have known about the National Archives itself. Here on this slide, you can see an example of one of the questions that we answered, and also a picture of the war room, where as a team, we worked together to answer as many questions as possible during the one hour event.

We also did our first-ever Facebook Live events -- these are live recordings taken in the gallery, and available immediately to viewers on Facebook, who can submit questions and we can answer them in real-time. Here on this slide, you see our Facebook Live interview with the *Huffington Post* about the 45th anniversary of the 26th Amendment. And then also, our NARA Facebook Live tour for Women's Equality Day, which happened in August and we focused on the 19th Amendment, and also the Equal Rights Amendment. And here you can see we have so many of these *Amending America*-related events that we have our own playlist on the National Archives YouTube channel. This includes our events, and then also some related public programs.

The National Archives wanted to be sure that *Amending America* and also the celebration of the 225th anniversary of the Bill of Rights didn't occur only in Washington, D.C. so we started our first national outreach initiative to bring the story of the Bill of Rights to Americans all across the country. There are several parts to this initiative, and this slide shows the landing page on NARA's website that ties together all these different parts of the initiative. Several of NARA's field officers and presidential libraries have created contemporaneous *Amending America*-inspired exhibits using documents from their own holdings. There's also a program of several national conversations at locations from the East to the West Coast on topics related to the current status of rights that have foundations in the Bill of Rights.

There's a traveling version of *Amending America* which is currently on exhibit at the Houston Museum of Natural Science. And here in this slide, I have a few photos of our first ever pop-

up exhibit called *The Bill of Rights and You*. This pop-up exhibit is a freestanding piece that will be displayed in schools, libraries, community centers, and other locations all around the nation. Over 2,000 of these exhibitions are currently being shipped to about 1,500 locations in all 50 states of the Union, and will be available to be displayed in those locations on the 225th anniversary of the Bill of Rights, which is December 15th.

Other efforts to reach outside of Washington involve the creation of an e-book of the exhibit. We have versions of the e-book available for both Apple and Android, and also in a simple PDF format for teachers to print easily for their classrooms, if they'd like. And these are all, of course, available as free downloads.

I've already mentioned several of our social media adventures, but we've done a lot more as well in an effort to bring more of the exhibit to those who cannot come here to Washington to see it themselves. We tried to use a variety of platforms and different tools like slideshows like this to try to reach as many audiences as possible. We also have utilized Google Cultural Institute's GCIs which have a truly global reach. Our analytics tell us that a significant number of people who access NARA's GCIs do so from outside of the United States. And so far, we've made four *Amending America* galleries in GCI, and they are available in five languages. All of these new adventures have allowed our agency and our office to expand beyond the usual ways -- to look for new ways to connect with audiences about the fascinating stories that our documents tell about American history, American government, and representative democracy in Congress. Oh, and one more new thing. As part of the Tumblr Answer Time event, for the first time, co-curator Jennifer Johnson and I became part of a GIF. So this was really exciting for me. (laughter) So, thank you.

ADAMS: Thank you Christine. Now I would like to open it up to any new business. If there's a new thing anyone would like to discuss, I will turn it over and open it up.

ADAMS: OK. If there are no other comments, then I want to wish everyone a nice holiday season, and thank you all for attending today's meeting. And I will enter a motion to adjourn. OK. Adjourned. Thank you all. Meeting ended 11:53