

ADVISORY COMMITTEE ON THE RECORDS OF CONGRESS  
MEETING # 55  
MONDAY, DECEMBER 3, 2018  
10:00 a.m.  
THE CAPITOL VISITOR CENTER  
MEETING ROOM SVC 210/212

The meeting began at 10:01 a.m., in SVC 210/212, Capitol Visitor Center, Hon. Karen Haas [Clerk of the House] presiding.

Members of the Committee Present: Karen L. Haas, Clerk, U.S. House of Representatives; Julie E. Adams, Secretary, U.S. Senate; David S. Ferriero, Archivist of the United States; Betty K. Koed, Historian, U.S. Senate; Matthew Wasniewski, Historian, U.S. House of Representatives; John A. Lawrence, Visiting Professor, University of California, Washington, D.C., Campus; Carol Mandel, Dean Emerita, Division of Libraries, New York University; Deborah Skaggs Speth, Former Archivist, U.S. Senator Mitch McConnell and Elaine L. Chao Archives, University of Louisville McConnell Center; Sheryl B. Vogt, Director, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries; and Lori Schwartz, Hagel Archivist, Dr. C.C. and Mabel L. Criss Library, University of Nebraska-Omaha.

Also Present: Richard Hunt, Director, Center for Legislative Archives, National Archives and Records Administration; Jacqie Coleman, Archives Specialist for Description, Center for Legislative Archives, National Archives and Records Administration; Brandon Hirsch, Assistant Director and Electronic Records Specialist, Center for Legislative Archives, National Archives and Records Administration; Debra Wall, Deputy Archivist of the United States; Jay McCarthy, Congressional Affairs Office, GPO; Robert Lay, Head of Arrangement and Description, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries; Daniel S. Holt, Assistant Historian, U.S. Senate; Karen Paul, Archivist, U.S. Senate; Elisabeth Butler, Deputy Archivist, U.S. Senate; and Heather Bourk, Associate Archivist, U.S. House of Representatives.

**Ms. Haas.** This meeting of the Advisory Committee on the Records of Congress will now come to order. Good morning. I would like to take this opportunity to welcome everyone and thank you for your continued service and contributions to the committee. I am pleased that so many of our appointees were able to join us today for the final meeting of the 115th Congress.

Welcome and thank you to the Secretary of the Senate, Julie Adams. I enjoy collaborating with Julie on this committee as well as many other projects that we work on together.

I would also like to welcome David Ferriero, the Archivist of the United States. Thanks to you and your staff for your continued support and helping us to preserve and promote records of Congress.

As we come to the end of the 115th Congress, we are preparing for substantial turnover with close to 100 House Members leaving at the end of the Congress. Archive staff members have attended departing and new Member briefings and have enhanced outreach to committee staff. Needless to say, we anticipate many consultations with Members and a lot of transfers of records in the coming weeks.

I would like to now yield to the distinguished Secretary of the Senate and co-chair of the Advisory Committee, Julie Adams.

**Ms. Adams.** Thank you Karen, and thank you everyone, for participating in today's meeting. As this is the last meeting of the 115th Congress, I wish to thank Karen Haas for chairing and hosting our meetings over the past 2 years. In particular, I want to thank her for her strong and thoughtful leadership regarding our new storage space at the Government Publishing Office.

Over the past few weeks, the Senate historians and archivists have been busy assisting departing Senators as well as welcoming Senators-elect. On Tuesday, November 13th, Senate Historian Betty Koed met the Senators-elect at orientation and provided information about Senate history and the importance of archiving. Historians and archivists will continue to follow-up with the new Senators to address any archival questions or concerns as they establish offices and hire staff.

I would also like to thank David Ferriero and his staff for hosting the Senators-elect and their spouses during orientation for what has become a lovely tradition of an evening at the National Archives. The Treasure Vault tour once again left folks in awe, and I think you will see

some folks visiting the Archives again, which is always a good thing.

I also want to welcome a new archivist to the Senate, Ms. Debbie Davendonis. She is not able to join us this morning, but she comes to the Senate from Baylor University. Debbie is the past chair of the Congressional Papers Roundtable of the Society of American Archivists, and now is an archivist for Leader Mitch McConnell. Debbie replaces Nan Mosher, who served as Leader McConnell's archivist for many years. Nan is taking on a new challenge, replacing Deborah Skaggs Speth as archivist at the U.S. Senator Mitch McConnell and Secretary Elaine Chao Archives at University of Louisville.

I would also like to take this chance to congratulate the staff of the Senate Historical Office on another informative and exciting Constitution Day celebration held on September 17th in the historic Kennedy Caucus Room of the Russell Building. The event was titled "On Equal Footing: The Constitution, the Senate, and the Expanding United States," a historical presentation complemented by four archival exhibits. The program explored the dramatic Senate debates over admission of new States, focusing on case studies of 1820, the 1890s, and the 1950s. An audience of nearly 200, including the Senate pages as well as local high school students and teachers, joined in the lively debate and discussion. And, it was another successful collaboration between the Senate Historian and Senate Archivist, which has become another nice tradition in our office.

Thank you to everyone who has contributed to the Advisory Committee Sixth Report, which will go to press soon. I look forward to the final discussion of that report at today's meeting. Also at today's meeting, I look forward to Karen Paul's archival report, along with Elisabeth Butler's insights into the ArchivesSpace information management system, and Assistant Historian Dan Holt's brief presentation on efforts underway to better organize and present the vast amount of historical information available on Senate.gov.

Thank you, Karen.

**Ms. Haas.** Thank you, Julie. I would like to recognize David Ferriero, the Archivist of the United States. In addition to providing an overview of his agency's current work, David will recap a symposium on civic engagement sponsored by the Archives in August. He will also lead

a discussion on his work with the USA250 and the Women's Suffrage Centennial Commissions later in the meeting. David.

**Mr. Ferriero.** Good morning. And I would like to add my thanks to Julie's for Karen's leadership during your term.

**Ms. Haas.** Thank you.

**Mr. Ferriero.** And especially on behalf of all of us who are worried about space and the work that you have done to make that possible for us. So as a token of our appreciation, we have large facsimiles of a couple of things that should be of interest to you from your background. We have a new map of Maryland and Delaware from 1850. And a map of the State of Maryland from 1794. And we have the certificate of election of Robert H. Michel, Member of Congress, 18th Congressional District of Illinois.

**Ms. Haas.** Thank you.

**Mr. Ferriero.** The Presidential Sites Conference has convened every 4 years in the past. They are now going to meet every 2 years. The conference brings together all of the Presidential libraries that are part of the National Archives, as well as other independent Presidential libraries, Presidential sites, and historical birthplaces. Attendance at this past meeting was about 250 people.

It also brought together about 50 descendants of Presidents, which was really extraordinary. We took the opportunity to host a session at the National Archives on civic literacy as a way of engaging and educating folks, but also getting them thinking about using their records and facilities as a way of educating, especially kids, about how the government works and the role that their Presidents played in creating the country.

Our panel discussion was moderated by Cokie Roberts, Lee Rainie from Pew Research, Louise Dube from iCivics, Tom Walker from American Village, and Paul Sparrow who is the director of the FDR Library and has helped the National Archives tremendously with civic literacy.

To give you some perception into the problem surrounding civic literacy, let me cite some data from Annenberg and the Pew Research Center. Nearly two-thirds of Americans can't name all three branches of the government, yet three in four people can name all "Three Stooges." Only 29 percent of Americans participated in the 2016 elections. Less than half of the public can name a single Supreme Court Justice, yet two-thirds of Americans know the name of at least one "American Idol" judge. Nationwide, more than a third of today's high school seniors lack even basic civics knowledge and skills, and more than a quarter of Americans do not know who America fought in the Revolutionary War. And that is a terrible profile of where we stand today because of the demise of civic literacy in the K through 12 education for generations now.

Our mission at the National Archives has always, from the beginning, been to use the records to tell the story of how the government works, what your rights are, and more importantly, what your responsibilities are. Because of the disappearance of civics in the K-12 curriculum, it becomes more and more important. Florida and Massachusetts have passed legislation to restore civics. Rhode Island has just been sued for not teaching civics by a group of parents.

To give you an example of how important we think this is, we give a "Records of Rights Award" every year to an individual who fulfills the ideals of the mission of the National Archives. This year, we presented that award to First Lady Laura Bush for her work around civic education.

We released an Archives.gov site called *Civic Education*, which is a guide to all the current activities that we have available for students, teachers, and the public, and includes the great work that Charlie Flanagan has done using the records of Congress. Thanks, Charlie.

One of the early results of the conference has been an extraordinary collaboration among all of the Presidential library foundations and the National Archives Foundation to coordinate a civics literacy program for the entire country using the Presidential libraries as the basis for that

work. As this work moves forward, there will be opportunities for me to present what kind of ideas are formulated. What I would really like is some engagement of this group in how we can participate with the Records of Congress in these activities.

**Ms. Haas.** Thank you. John.

**Mr. Lawrence.** In my classes, I teach a lot about the inadequacy of civic education and the poor preparation that many schools have in terms of providing adequate faculty. I remember there was one study that was done -- it may have been by Xavier University in Ohio a few years ago -- where they looked at how well American citizens who have been long-standing performed on a civics test as opposed to new immigrants who had passed a civics test. And not surprisingly, the new immigrants did about 30 percent better. When they made this point to the folks who were longstanding citizens, their answer was, "Well, that is not fair; they studied for it." I think that makes the point here about the inadequacy.

**Mr. Ferriero.** We do two naturalization ceremonies a year, one on Constitution Day and one on Bill of Rights Day. I am just absolutely amazed at how well-prepared these new citizens are. And I always sit there thinking, if I were to wander out on the street right now and ask a random member of the public some of these questions, they wouldn't be able to answer them.

**Ms. Koed.** As we go through Presidential election years, one of the most common questions we get is "where is the campus for the electoral college?" People are completely baffled by many parts of our government, how it works, and its history. Everything we can do to promote civic literacy is time well spent.

**Ms. Vogt.** I would like to add to that that in the last 5 years, the Association of Centers for the Study of Congress worked with the National Issues Forums and the Kettering Foundation to do a project similar to the Presidential libraries, where they were writing an actual issue guide to use in their various libraries. Our hope was that we could produce a guide that congressional repositories could then take back and use in their communities. It was a very successful project.

We are trying to still get more of our congressional repositories to work on this important public outreach. The Russell Library has been involved in it for some time.

In part of our recent exhibit programming, we did a National Issues Forum on immigration, which was very well attended, and I understand from my staff that we had a good group of townspeople, university students, and new citizens. Very good discussion.

**Ms. Koed.** I will also add, just to follow up on Julie's comments about Constitution Day, attendance has grown through the years for us, and we are very proud of what we are doing. But at the same time, every year we try really hard to reach out to local high schools. We have one high school that comes every single year, and one other group that comes every year. One year, we had a small group come from Woodrow Wilson High.

But usually, despite the fact that we reach out, we get very little response from schools. Part of it I realize, is the transportation and logistics of bringing students to Capitol Hill, but we are really open to suggestions if people have had good experiences of reaching out to local schools, and how to make those kinds of contacts so that we could build that audience and get more middle school and high school students to our events here on Capitol Hill.

**Ms. Haas.** At this time, we need to move on to approval of the minutes. Is there an objection to dispensing with the reading of the minutes? Hearing none, are there any corrections to the minutes?

**Ms. Koed.** No.

**Ms. Haas.** I would entertain a motion to approve.

**Mr. Ferriero.** So moved.

**Ms. Haas.** Second?

**Voice.** Second.

**Ms. Haas.** All those in favor. The minutes are approved.

At our June meeting, David mentioned his appointment to the USA250 Commission, which has been convened to plan the country's 250th anniversary in 2026. David, would you fill us in on the Commission's work to date and let us know how we can help to further this important work? We would also appreciate hearing about your service on the Women's Suffrage Centennial Commission.

**Mr. Ferriero.** So I am going to talk about the semiquincentennial. And my deputy, Debra Wall, who represents us on the other commission, will speak to that one.

It is not a pretty story I have to share with you about our first meeting. This is a commission that was established by public law in order to provide for the observance and commemoration of the 250th anniversary of the founding of the United States and related events through local, State, national, and international activities planned, encouraged, developed, and coordinated by a national commission representative of appropriate and public authorities and organizations, which is very similar to the Bicentennial Commission in terms of expectations.

There are 24 Commissioners, 4 Senators, 4 Representatives, and 9 ex officio members, of which we are one. The National Archives is singled out in the legislation with the Library of Congress and the Smithsonian to develop and display exhibits and collections, and develop bibliographies, catalogs, and other materials relevant to the period predating the U.S. semiquincentennial. That is what the expectation is of this group. We don't agree with that, so we will continue to work together to create something spectacular in recognition of this very important anniversary.

The first meeting was held in Philadelphia on the 15th and 16th of November. This was also the first time that the entire Commission had met together. It was clear that a lot of work had been done beforehand because we spent -- I was the only person in the room without a copy of "Robert's Rules" -- most of the beginning of the meeting, almost half a day on process; such as

who has the authority to appoint the executive director, and a motion to remove the staff from the room so that we could have a frank discussion. It was not a very positive start to the process.

The only thing that was accomplished during that meeting was the resolution to let the executive director form an advisory committee to write a job description and recruit candidates for the actual project director. That is absolutely all that got accomplished except a lot of hurt feelings.

Another thing that was established is that my friends and I, Library of Congress, Smithsonian and NARA, don't come to meetings. We will be called upon when we are needed.

That just gives me more impetus to work closely with the Library of Congress and the Smithsonian, and this committee to make sure that we are creating a series of activities that are meaningful for the American public. This is an important, important anniversary, and we need to do this right.

**Ms. Haas.** Did you have anything on women's suffrage?

**Mr. Ferriero.** Debra Wall will speak on that subject.

**Ms. Wall.** Okay. As David said, he has delegated to me to his ex officio role on the Women's Suffrage Centennial Commission. It was established by the Women's Suffrage Centennial Commission Act in 2017. Our purpose is to ensure a suitable observance of the centennial of the passage and ratification of the 19th Amendment.

There are 14 members. The chair is outgoing Wisconsin Lieutenant Governor Rebecca Kleefisch, and former Senator Barbara Mikulski is a member. The other members are appointed by the President, and the House and Senate majority and minority leadership.

As mentioned, the Archivist is an ex officio member, and he has delegated that role to me. We are authorized to run through April 2021, and our duties are to encourage, develop, plan, and execute programs, and to encourage private organizations and State and local governments to do

the same. To that end, we are authorized to give grants to State and local governments out of our \$3 million budget.

Our duty is to facilitate and coordinate activities; to serve as a clearinghouse for information about events planned throughout the country; and finally, to develop recommendations for Congress and the President about ways to commemorate the centennial.

I should mention that the Act says that the Commission shall consult the Historian of the Senate and the Historian of the House where appropriate. We had our first meeting in October here at the CVC. It was an administrative meeting. This Friday, we have our first public meeting at the Sewall-Belmont House here in D.C. because this is actually a FACA, a Federal Advisory Committee meeting.

So that is where we are right now. And David, I think we had a better start than you. Any questions?

**Mr. Ferriero.** And you have money.

**Ms. Wall.** Yes, we have money.

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**Mr. Ferriero.** We have no money.

**Ms. Wall.** Any questions?

**Ms. Haas.** I was just curious if the historians have been advised of any of the activities.

**Ms. Koed.** Yes. We have been in on the planning since the beginning. For about 3 years now, there has been a women's suffrage centennial sharing group that many of us have been involved in. It is a national group of organizations, including our offices, NARA, Library of Congress, Smithsonian, Sewall-Belmont and others. My office worked quite closely with Senator Tammy Baldwin as she was getting the Commission Act put in place, so we have been intimately

involved in that process for a while now. One of the big goals is to not only bring it a national voice, which the Commission is designed to do, but to help coordinate collaboration and cooperation among the many private museums, libraries, and archives across the country so that there can be a cohesive national celebration of the centennial.

**Ms. Haas.** Do you have anything additional, Matt?

**Mr. Wasniewski.** No. They covered it.

**Ms. Haas.** Okay. Thank you. Jay McCarthy from GPO's Congressional Affairs Office will now update us on construction progress at Building A, and then Richard Hunt from the Center will update us on the status of Phase II project. Phase II is Building D.

**Mr. McCarthy.** Thank you, Madam Clerk, for inviting GPO here today to participate in the Advisory Committee on the Records of Congress meeting to report on the progress. On behalf of Acting Director Herb Jackson and the more than 1,700 employees of GPO, I want to thank you, Secretary of the Senate Julie Adams, as well as our congressional appropriators and oversight committees for the vision and support for this project, which GPO is enormously proud to be part of.

The National Archives and Records Administration is one of the government's crown jewels, and the work they perform is essential to the functioning of our democracy. It is a great honor for GPO to have this opportunity to support their important work.

Today I am happy to report that the first phase of the Legislative Archives project, which will provide more than 2,400 square feet of archival storage for NARA in GPO's Building A, is substantially complete in its construction. In the days ahead, GPO will be working with NARA and the contractor to complete a limited number of punch list items, including the final testing and balancing of the new HVAC system, the final installation of security cameras, and touch-up of some epoxy floor coverings in mechanical rooms, et cetera, to enable the commissioning and ultimate occupancy of this facility.

GPO is grateful to our partners for this creative project, which has allowed us to adaptively reuse a historic facility, create something of a building within a building, and provide high-quality, accessible, and contemporary archival space for NARA and the legislative branch for decades to come. GPO will do all it can to ensure NARA's occupancy of the space runs as smoothly as possible and looks forward to the next phase of the project.

Thank you for having me, again, today, and I am happy to answer any questions people might have.

**Ms. Haas.** If you would just hold tight a second. Richard, before you get to Building D, is there anything you would like to add from your perspective on Building A and where we are in the transitioning?

**Mr. Hunt.** That pretty much summarizes and captures it. The HVAC system should be operational by Friday of this week. Commissioning should start on Friday. We have delivered ladders, carts and PCs, so we are setting up the office in the next week or so.

**Ms. Haas.** And the staffing?

**Mr. Hunt.** We are going to service that building for the foreseeable future with existing staff. We are going to see how that affects our operations, how we can provide coverage. But the first few months is going to be weekly loading of that space from records that are now stored in other spaces, Washington National Records Center and some in Archives II.

I think we will have a better idea at that point of how it is affecting our other operations of loans to committees and providing reference services.

**Ms. Haas.** And then how about receiving the new records?

**Mr. Hunt.** Once we have occupancy, then all new accessions will be stored in one of those stack spaces. We really have a lot of room to grow.

**Ms. Koed.** For House and Senate?

**Mr. Hunt.** For House and Senate, yes.

**Ms. Paul.** When do you anticipate moving records in?

**Mr. Hunt.** We are planning on January for moves of records -- after the holidays and when we have our staff come back, so we are fully staffed. Up until then, we will be making the space move-in-ready. There are a lot of shelves we have to label and a lot of database materials we have to file, so that we will have box level control in our database for everything that we move into the space.

**Ms. Paul.** That is really fabulous. It is a big upgrade.

**Mr. Hunt.** Yes, that is quite an improvement for us.

**Ms. Koed.** Definitely.

**Ms. Haas.** Then do you want to speak to the next project too?

**Mr. Hunt.** Yes.

**Ms. Haas.** Thank you, Jay.

**Mr. Hunt.** The National Archives and GPO have agreed to pursue a joint design effort for the third floor spaces in Building D which will require improvements to the air handling systems, the power supply, and other utilities to support the National Archives' plans for a large records storage space and GPO's need to set up a new print operation. So we will do this collaboratively.

The National Archives prepared the design scope for the Building D project, received pricing from its contract architectural and engineering firm, LEO A DALY, and negotiated the final design cost, which will be shared jointly by the National Archives and GPO.

We are working on creating an interagency agreement that will govern the project as it moves forward. Once that agreement is in place, NARA will award the design contract and we will be off to the races.

**Ms. Haas.** Any questions? We will now turn to Jacqie Coleman and Brandon Hirsch from the Center to give us an update on the present and future of description of House and Senate records.

**Ms. Coleman.** Thank you for an opportunity to provide an update on the Center's description program this morning. It has been a couple of years since I have given a formal description update at this meeting, so I thought it would be useful to provide a brief overview of the Center's description program for some of our newer members.

Most of the Center's description work occurs under the umbrella of the Legislative Enhanced Archival Description Project, commonly referred to as the LEAD Project. It was previously known as the Next-Generation Finding Aid Project.

The project began in 2011. The first few years of the project were characterized by a dual effort to describe some of the earliest House and Senate records for which we had pretty detailed preliminary inventories, as well as description of more modern records where we had more limited descriptive information. In 2017, the Center's description team reached a long-term goal to describe open records from the first 96 Congresses, which covers records from 1789 through 1980. This is thanks to the tireless work of Adam Berenbak, Dot Alexander, Judy Adkins, Kate Mollan, Kris Wilhelm, and Sarah Waitz, who assist with description on top of everything else they do to provide access to the Center's records.

Since meeting that goal, the Center has also completed description of the 97th Congress and is on track to finish the 98th Congress by the end of fiscal year 2019. As part of the LEAD Project, the Center has described 52 percent of the total volume of House records and 38 percent of Senate

records, a total of nearly 78,000 cubic feet and over 20,000 enhanced description records. All of these descriptions are in the National Archives catalog.

There are two charts on page 15 of the Center's annual report that illustrate this progress. To support the unique characteristics of congressional records, the National Archives added three new data fields -- begin Congress, end Congress, and party designation -- to NARA's back-end description system and front-end catalog. A custom slider bar was added to the catalog's advanced search to facilitate searching by Congress range.

In 2014, at the recommendation of this Advisory Committee, the Center worked with NARA's Office of Innovation to create a new web portal that provides a dynamic and customized search-and-browse interface for congressional records. This customized web portal leverages the previously mentioned descriptions in the National Archives catalog.

Over the last 2 years, electronic records description has become a larger part of the Center's work. For the most part, this work mirrors the same process that we use for describing textual records and utilizes the same descriptive standards and delivery system, namely, the National Archives catalog.

The Center has created descriptions in the catalog for its two largest sets of open electronic records: the Congressional Web Harvest, which totals approximately 60 terabytes; and Senate committee hearing videos from the Senate Recording Studio, which total approximately 10 terabytes.

Another significant goal of the Center's description program is its work with the House and Senate to transfer standards-based descriptive information at the point of accessioning. To this end, the House and Senate implemented independent instances of Archivists' Toolkit in 2012, and the Center implemented its instance of Archivists' Toolkit in 2013.

Over the past 5 years, the House and Senate have created and transferred over 4,200 accession records and nearly 12,000 name and subject records to the Center. Fifty-eight percent of the

accession records are for textual records; 35 percent are for electronic records; and the remainder are for analog AV materials, artifacts, and accessions containing multiple record types. There are two charts on page 16 of the annual report that provide a graphical representation of these statistics.

There are several benefits to receiving this descriptive information at the point of accessioning. First, we have been able to align accession records and transfer forms from the House and Senate with NARA's data standards, which helps the Center manage these records while they are closed, and also forms the basis of future description when they become open.

Second, by capturing description information closer to the beginning of the record's life cycle, when much more is known about the records and records creators, we will have better descriptive information for future researchers. This is especially important since most House and Senate committee records are closed for 20, 30, or 50 years. This is also where the expertise and hard work of the House Archivist, Senate Archivist, and committee archivists are captured and passed on to the Center.

Finally, the House, Senate, and Center have learned more about each other's work processes and have a better understanding of the many functions that this descriptive data supports in all of our institutions.

As was noted at the last Advisory Committee meeting, Archivists' Toolkit has been unsupported for some time now. The Center is actively working with the House, Senate, and NARA's Office of Information Services on succession planning for Archivists' Toolkit. To start, the Center has initiated a functional analysis to identify key functionality needed to support accessioning, description, reference, and data transfer.

The Center is fully committed to supporting the House and Senate in their migrations from Archivists' Toolkit and ensuring the continued transfer of this data in a sustainable and standards-compliant format. This migration is necessary to ensure long-term access to this rich descriptive information, which is not only critical to the work of the House and Senate, but also to the Center.

I look forward to providing future updates on this migration as we move forward through the process.

**Ms. Coleman.** Any questions?

**Mr. Lawrence.** I actually do have a question.

**Ms. Haas.** Sure.

**Mr. Lawrence.** I am just curious. When you speak to House and Senate offices that are providing records to NARA, about the question of how long these records are sealed for, I wonder if you provide guidance. Is that access something that is always generated by the donating office?

The reason I ask is that the challenge that is presented to historians if they are not able to get access to records for 30 to 50 years, which even given the age of some of the incoming Members, still well beyond the time that they are going to be in office, presents it seems to me, as someone who writes on congressional history, a real challenge to gaining access to very critical records.

I wonder is there some sort of standard within the records accession community, what is considered appropriate, or is that just always an individual decision? I know it is individual because I negotiated access with Ms. Pelosi with the Library. But still, I wonder what the professional standard is, and how those decisions are made.

**Ms. Paul.** If I may answer. The Senate has a resolution that was passed in the 96th Congress. S. Res. 474 sets the standards for access to committee records. Very generally, it sets a 20-year closure of access to legislative committee records. More sensitive records, such as nomination records, and investigative records are closed for 50 years. However, committees may change access time if they so wish. It has been done in several instances, usually to reduce the time limit. But, the access time limit was deliberate to reassure staff that their memos and work would be closed for an appropriate length of time.

**Ms. Bourk.** House committee records have access similar to the Senate. House rules dictate how long the records are closed. Ours are closed a little bit longer. They are closed for 30 years. In the case of sensitive information, they would be closed for 50 years.

For Members' personal records, it is up to the Member to decide. House rules do not cover Members' papers. It is up to the individual Member to negotiate their deed of gift with the repository that they are donating their papers to about length of closure and access.

**Ms. Koed.** That is true for Senators too. It is largely up to them to set access to their records. I would just add to what Karen said that when the resolution was passed, it was an attempt to actually make committee records available because prior to that, historians had to go to the current committee chair and ask for a record from 50 years ago or something. So this actually allowed a process for the more regular opening of records after 20 years in most cases for the Senate and 30 for the House. But there have been cases, as Karen has mentioned, when the committee has chosen to alter that, but it is in statute.

**Mr. Lawrence.** Thanks.

**Ms. Haas.** Okay.

**Ms. Butler.** I am Elisabeth Butler, Deputy Archivist. I am going to read out a statement from Alison White, our other Deputy Archivist who is working on the migration of accessions records. She wanted to make a statement on behalf of the Senate on its role in this process.

In February of 2011, the Center for History and New Media provided recommendations for Center for Legislative Archives' Next-Generation Finding Aid, which made a number of suggestions about improving the capture and exchange of descriptive metadata between the committees generating the records and the House, the Senate, and the Center, for which it archives as custodian of those records. This involved setting up Archivists' Toolkit in the House, the Senate,

and the Center, and using it as a way to share the valuable metadata being generated by the House and the Senate when they describe their committee records at the point of accession by the Center.

Working with the Center's newly hired archive specialist, a description task force was formed with representatives from the House, Senate, and the Center. On the Senate side, we developed an independent XML Schema for our records with the idea that we would be able to implement it in appropriate systems over time rather than being tied to one platform.

Because the House and Senate take different approaches to description but have considerable overlap in descriptive fields, all the fields in the accessions module Archivists' Toolkit, including user-defined fields, were set up to accommodate House or Senate or both House and Senate metadata, with no field meaning something different for either.

The archival community is moving away from Archivists' Toolkit into ArchivesSpace. And because Archivists' Toolkit is no longer supported and the server that we in the Senate are using will soon no longer be supported, we are looking at migrating our accession records into ArchivesSpace. We will be doing this in a systematic way, looking at required functions and the ability to migrate existing metadata forward.

On the Senate side, we are working with our information systems colleagues to assess the feasibility of standing up ArchivesSpace, and this will begin with creating a virtual instance for testing. We look forward to continuing our work with the House and the Center to obtain maximum value from descriptive metadata supplied by records creators, regardless of the platform or systems involved. Thank you very much.

**Ms. Haas.** Sheryl, I know, at the Russell Library, you have been looking at what a transition might look like for you from Archivists' Toolkit, and I was wondering if you could provide us an update on what you have discovered up to date.

**Ms. Vogt.** Yes, I will be glad to give an update. And I want to thank Robert Lay, who is on the Russell Library staff, and here with me today. Robert has been spearheading this for the Russell Library. So if I get too caught up in the technical aspects of this, we will call on Robert.

But right now, we have been dealing with two questions. One is how best to accomplish the migration of finding aids from one platform to the other; and, second, whether or not to keep the XTF framework for our public user interface. In terms of data migration, there are two options we have: to handle that in-house or to contract with Atlas Systems, the company that supports Aeon, which many of you in the archival field know that is a reference user software.

Atlas Systems offers a support package for ArchivesSpace that includes hosting, implementation, maintenance, and data migration. The service is designed mostly for institutions with fewer resources or a smaller IT infrastructure, but it would also limit our ability to clean up description elements and authority records. If we do this in-house, it is more labor-intensive on our part, but it will allow us to refresh the legacy finding aids, if needed, and to clean up Library of Congress and local authority records.

The second question we are dealing with is public user interface and are working to establish what our requirements would be for our public user interface. We would like to highlight search terms and contexts, prioritize resources over component descriptions and search results, have faceted searching and the ability to view a timeline of collections, and minimizing the number of click-throughs to request or view digital objects.

ArchivesSpace has its own public user interface. It has customizable style sheets, but it does not offer all the features that we want. And many of the members on our committee found it was confusing to navigate. It is possible to modify our current XTF implementation to offer the features we require. This will require a considerable amount of time from our developers. And for us, we do believe that this would be the best path to follow.

In early December, we are going to approve joining the ArchivesSpace community, and this will give our staff access to training services and a sandbox for test migrations. The next phase of

migration will involve cleaning up name and subject authorities by eliminating duplication and ensuring that they are properly formatted. This will also begin examining legacy finding aids to determine which ones need revision.

So you can see that this is going to cost a lot of labor with our current staff, which was one reason I wanted us to look at this as soon as possible because this is very impactful for all of us.

**Ms. Haas.** Absolutely. Did you have anything, Karen, on this?

**Ms. Paul.** Well, I was going to suggest that the committee perhaps consider creating a task force, as we had during the first iteration of this, to study this and report back to the committee on a fairly regular basis.

**Ms. Haas.** Any thoughts?

**Ms. Koed.** I think that is a very good idea, yes. This is going to be a big move for us and for the Center.

**Mr. Hunt.** Yes. We would be happy to collaborate.

**Ms. Haas.** This seems like the appropriate place to set something like that up.

**Ms. Paul.** I think so.

**Ms. Haas.** Okay. At this point, if there is no other conversation on this topic, I will move on. I would like to now recognize Betty Koed, who will provide an update on the Senate Historical Office projects, and we will also hear from Assistant Historian Daniel Holt on redesign of the Office's website.

**Ms. Koed.** You will be happy to know I don't have a long report to give to you this morning. I want to comment on our ongoing work with *Senate.gov*, which we consider to be a really

important part of our civic education project. Over the past 20 or so years, we have been busily adding historical content. Currently, we have approximately 10,000 pages of historical content on *Senate.gov*. It has become literally a treasure trove of not only historical information and content, but also contains hundreds of primary source documents, images, photographs, and illustrations. It is a wonderful resource for students and teachers and the public.

After 20 years of feeding the monster, as I often say, we have decided this is a perfect time to think about how we present that information as we go through a redesign process for the site. We are now starting to think about how we can take all of our historical information and make it a strong, cohesive presentation that people can navigate easily, and can serve as part of our ongoing efforts to inform the public about Senate history and government in general.

I am going to turn it over to our Assistant Historian, Dan Holt, who has been very involved in this process, and let him give you a little bit of a guide.

**Mr. Holt.** Hi. Thank you for having me. In March 2017, the Senate unveiled its new look for its website for *Senate.gov*. Shortly after, the web team brought together folks from the Senate Library, the Curator's Office, and the Historical Office to examine not just how the site looks, but how it is organized, the information architecture -- which is such a great term because it sounds so hefty, something really important -- and recommend changes to organization.

We approached the task with a few key goals, some of which are, like I said, particularly important to the history and archives on the *Senate.gov*. Overall, we just want to make it easier for people to find what they are looking for when they have specific interests, goals, or questions. But just as importantly, we want people to be able to find things if they don't necessarily know what they are looking for.

So, if someone visits a particular section of the site or web page, they will be immediately exposed to the wealth of information that we have on any subject across the entire website. This is especially important for the historians, curators, librarians and archivists in the Senate. The goal has been to take information and resources about the history of the Senate and make sure that

it is not siloed simply in a section labeled "history" -- that you will be able to find this information everywhere. Someone interested in looking up information on a particular Senator or just seeing a list of Senators will now also have quick access to collections of statistics, lists, and milestones, or information about Senators that are compiled by the library and the Historical Office.

For example, this slide shows what a visitor who clicked on Senators once found. Now, there is immediate access to information of former Senators, facts, and milestones, as well as other statistics that touch on current Senators.

We also worked on the committee page. This slide shows what you would have found a few months ago. Now when you land on the committee page, you can easily find the current information. There is a history section that leads you towards essays about the structure of committees and things of that nature, statistics, and lists and milestones that are of interest to people.

The last task, which is I think going to be the most fun as Betty mentioned, will be to tackle the art and history section of this site. One of the things that we want to do with this section is add a more narrative cohesion to all of the information. We believe that for someone who is a real novice in Senate history this will help them find exactly what they are looking for because of broad information available about the evolution of the institution.

The other key thing that we can do with this kind of reorganization is take primary source documents that are featured elsewhere on our site and bring them higher in the hierarchy. For example, on Constitution Day we were able to put together a web exhibit that was very document-driven, but it was hard to find in the current site.

For the Civil War Sesquicentennial that happened a couple years ago, we have a wealth of primary source documents that are able to be located. Our goal is to take these documents, bring them higher up in the hierarchy of the site so that educators and students who are always on the lookout for digital materials will have a very easy time finding them, either through site searches

on our sites or even ultimately on Google searches to find the information that we have on Senate.gov.

Ms. Haas. Thanks, Dan. I would now like to turn to Heather Bourk for an update on House archival activities.

Ms. Bourk. Thank you, Karen. I would like to start out by highlighting some statistics updated from when we last met in June. We have had 23 consultations with Members, and 11 consultations with committees. We have had 634,000 pages of records representing 845 boxes transferred to us from committees, and we have loaned 45,000 pages, or 60 boxes of records to committees. The Office of Art and Archives and the Historian's Office has answered a combined 500 research inquiries over the past 6 months.

I would now like to brief you on what has been happening in the Office of Art and Archives and the Historian's Office since the June meeting. We have added a new staff member in the Archives Department. Alicia Bates joins us as an archival assistant responsible for working with committees on record accessions and loans, describing and preparing records for transfer to the Center, which is timely to this conversation. She will also help us with reference and researching, and drafting document descriptions for the records search database. Alicia comes to us from History Associates, where she worked as a historical researcher.

As part of her new duties as Outreach Archivist, Alison Trulock has spent the last few months reviewing and increasing our outreach efforts to committees. To prepare for the significant turnover in committee leadership, she emailed majority and minority committee staff directors to offer archival assistance during the August recess.

In October, she contacted chairs and ranking members to remind them of their archiving responsibilities, and then followed up with committee clerks and staff directors providing them with a new *End-of-Congress* archiving quick guide and an FAQ document. She also worked with the Clerk's Communications Department to promote these guides and archiving services on the House intranet. Alison has also participated in transition briefings for committee staff directors.

This increased focus on outreach has no doubt contributed to the recent spike in committee records consultations.

In addition to internal outreach to committee staff, she will continue to focus on outreach to external audiences through the records search feature on the History, Art, and Archives website and writing blogs featuring House records.

The department has also been quite busy on the Member papers front. Staff members have participated in both departing and returning Member briefings and have contacted all departing Members to offer records management and archiving guidance.

Archive staff attended the annual meeting of the Society of American Archivists held in D.C. in August and helped coordinate a day of presentations and meetings for the Congressional Papers Section. We are in the home stretch to complete the Advisory Committee's Sixth Report, and the Clerk will speak about that in more detail later in the meeting.

The Curatorial Department has also added a new staff member to its ranks. Morgan Russell is on board as curatorial assistant, having most recently worked at the Smithsonian's National Museum of African American History and Culture. The curators continue to work on an exhibition that will be installed in the basement rotunda in the Cannon Building. It is designed to answer the questions "who works in the Capitol, and what do they do" through the display and interpretation of, among other historical items, official House records. It will also feature an app that lets visitors listen to oral histories, watch video clips, and even virtually handle early House records and artifacts. The exhibition is slated to open in spring 2019.

The Historian's Office recently published a guide designed to introduce new Members to the House's history, buildings, and traditions, which was distributed at the freshman orientation. It discusses House procedures, highlights features of the House Chamber, and describes the House's administrative structure. It is called "The People's House," and a copy is included in your meeting materials.

And finally, our offices moved back to the Hill from the O'Neill Building to the Library of Congress Jefferson Building at the beginning of August. Renovations in all staff spaces are complete, with construction in our conference room the only remaining work to be done. Thank you.

**Ms. Haas.** Thank you, Heather. I would just like to take a minute to commend Heather, Alison, and the rest of the team for the work that they have been doing especially over the last several months. You heard the high level of departures that we are dealing with. We have turnover with committee chairmen, and we have seen a real positive response from the work that they have done with the amount of records they are receiving and the activity there. So thank you again for all your effort.

Now I would like to recognize Karen Paul to talk about the Senate activities.

**Ms. Paul.** Thank you. Since June, we have transferred 123 accessions of textual records totaling 676.5 cubic feet from 20 different committees, and 1.5 terabytes and 59 accessions of electronic records from 11 committees and offices.

To prepare for end-of-Congress archiving, we communicated with committee staff directors, chief clerks, systems administrators and archivists, to remind them of Senate rules and how much we depend on them to help us preserve committee records, especially during committee membership and staff changes. We reminded them of best records management practices and are continuing to preserve committee social media communications.

We are very pleased to announce that the Senate Rules Committee has hired an archivist, Katie Salay, who also is archivist for the Senate Agriculture Committee. She did such a good job on that committee that she is now sharing her expertise with the second committee. We are really proud to say that we now have eight committees with archivists, for a total of nine as Judiciary continues to have two archivists on staff.

We share good news with regard to classified records preservation. Working with the Senate Intelligence Committee, Chief Clerk, and Security Officer, we have developed a plan to begin to accession into our tracking system that committee's backlog of records, some of which are over 40 years old. This is important to us as a means to begin to evaluate their holdings for declassification purposes and to identify digital preservation issues.

We also initiated classified records archiving from the Senate Appropriations Committee. We reached out to the Democratic Caucus over the summer, documented their workflow for producing meeting transcripts, surveyed their record copy of transcripts, and made recommendations for long-term preservation of their digital assets.

The Senate Historical Office has published transcripts from 1903 through 1964 and expects to publish another segment when authorized by the Congress.

We continue to work with universities that have discovered committee records in their congressional collections. We are finding that much of this occurred before committees began to put professional archivists on their staffs. In reviewing the finding aids to these Member collections, we also are noting a wide variation in the processing of Members' collections. In some cases, subject description is enhanced but at the expense of erasing signs of provenance and record creators such as committee versus Member staff.

Also, in one recent instance, it was brought to our attention that the guidance for committee records in *Managing Congressional Collections* is a volume widely used by universities and collecting repositories and could be misleading. It can be read to mean that only committee records of a Member who is chair or ranking are committee records and not the records of the entire committee and staff.

So to begin to remedy this situation, we are scheduling a panel discussion for the 2019 Congressional Papers Section Forum focusing on committee records versus members' records, with the goal to revising and updating the disposition advice in *Managing Congressional Collections*, which was published in 2008.

I particularly want to thank Thomas Eisinger of the Center, who has been of enormous assistance in managing the logistics of returning over 300 cubic feet of committee records over the summer.

We have worked closely with Senator McCain's staff over the past year and especially over the summer, and are pleased to report that the collection is indeed a very rich one and is finding a home at Arizona State University.

With the election behind us, we are working with an additional five offices that are closing. Presently, we have eight offices that will be preserving their records immediately through donations, and have one Member who is preserving his collection but will be donating at a later time.

We reached out to new Members during new Member orientation with the assistance of Historian Betty Koed, who welcomed them with an introduction to the history of the Senate and distributed a selection of our pamphlets, including for new Members *A Note About Your Historical Records*; for staff directors, *Five Things Every Staff Director Should Know About a Senator's Records*; and for support staff, a *Senator's Papers Management and Preservation Guidelines*. We will be following up with individual office meetings.

At the request of Member offices, we have drafted a managing legislative activities information tool for eventual incorporation into our Member's office toolkit. Part of the ongoing research for this tool involves looking for an application that offices could use.

Held every year in conjunction with the annual meeting of the Society of American Archivists, this year's meeting of the Congressional Papers Section was held here at the Visitor Center and broke all records for attendance with standing room only. And we especially thank Karen Haas for providing us with that meeting space that day. It was very nice.

The day began with a panel discussion entitled "Ending the Silent Treatment: Toward More Inclusive Congressional Archives." This discussion explored ways to engage traditionally

underrepresented communities with congressional archival records through collecting policy, description instruction, and exhibits.

A second panel covered building a community to preserve and access constituent services data. And a final panel included congressional staff and university archivists who provided practical information on how to engage congressional offices about preserving their records.

The goal was to help archivists learn to build meaningful relationships with their delegation in order to encourage them to preserve their records. A special Advocacy Day booklet was prepared for this, and this was followed by actual advocacy, where CPS members visited their delegations to try out their new handbook. One congressional panelist -- and I love this -- advised archivists to deliver this message to offices: the more records management by the office, the less fundraising will be required at the end.

Looking at upcoming challenges enumerated in the executive summary of the *Sixth Report*, I have to say they are comprehensive, but I am certain there will be others that come along that are unexpected and unanticipated. Given our ability to overcome equally challenging tasks in the past, I am confident that with this committee's help, and the solid relationships it has fostered with the congressional archival community, that we will be able to meet them.

If asked to name the top three out of the eight challenges in the report, I would name the preservation of electronic communications in an era of persistent data breaches as being our number one challenge at the moment. These breaches continue to undermine staff confidence in the security of their communications outside the firewall and thus, is adversely impacting the retention of these records. This means that we need to continually remind staff of the importance of their records and demonstrate that we can protect and provide access to them in a responsible way. In this era of so-called fake news, we need to articulate the heightened importance of preserving authentic records.

My number two top challenge would be evaluating and implementing ways to provide access to digital content that follows House and Senate rules and National Archives guidelines for access to

protected information. Our current rules predate email and text collections, and guidelines for interpreting these rules need to be developed. Most of this information is still closed, but it is time that we begin to work on this guidance because some of it is reaching the point that it will be eligible to be opened.

And number three, which we have already covered, is migrating the accessioned records in Archivist's Toolkit to ArchivesSpace. Now that the committee has established a task force, that will be the way forward with that challenge.

We will be distributing the *Sixth Report* to all Members and committees for the purpose of encouraging their understanding, appreciation, and importance of the records they are creating for Senate archival documentation.

**Ms. Haas.** Thank you, Karen. I think you made some very valuable points there. Appreciate it. I would now like to recognize Richard Hunt to report on the activities of the Center for Legislative Archives.

**Mr. Hunt.** Thank you, Karen. Before I touch upon three areas of activity that I would like to highlight, I would like to announce to the committee that Brandon Hirsch is the new assistant director and supervisory archivist at the Center, and he started last week. We are happy to have him in a new capacity. He is still your electronic records IT specialist. He will be performing both responsibilities and tasks admirably.

**Ms. Haas.** Congratulations, Brandon.

**Mr. Hirsch.** Thank you.

**Mr. Hunt.** Beginning in September, the Center began preserving congressional websites in partnership with the Internet Archive. Nearly 27 terabytes and over 350 million URLs have been preserved so far. But crawling is paused for now, with the second phase scheduled to begin on

December 21 to capture the last period of legislative activity for the 115th Congress. Access to this harvested content will be provided at WebHarvest.Gov beginning in the spring of 2019.

As you know, the greatest share of Center resources is devoted to providing assistance to our House and Senate colleagues to support the accessioning, transfer, processing, and loan of the permanently valuable records of Congress. However, we also devote a considerable amount of time and effort to providing assistance to a broad variety of researchers, and I want to take a few minutes to highlight the service provided by my reference staff and the research value of House and Senate records.

Here is one illuminating example the staff conveyed to me. A doctoral student pursuing a dissertation on the Federal role in vocational education and job training from 1946 to 1972 asked for, quote, "everything we have" -- don't they all -- related to the creation of the Taft-Hartley Act of 1947, the Vocational Education Act of 1963, the Elementary and Secondary Education Act of 1965, the Elementary and Secondary Education Act of 1967, the Age Discrimination and Employment Act of 1967, the Civil Rights Act of 1964, and, quote, "all legislation during the 1960s aimed at raising the minimum wage."

Our first challenge, as it often is, was to give the researcher a better understanding of what he was asking for and to make sure he was fully informed about published congressional reports and hearings as the best starting point to begin his research. The staff also explained that our records are not linked to the common name of the final law but rather associated with the originating bill or bill numbers and possibly the general subject under review. The staff also noted that relevant records on even a single piece of legislation can be dispersed among multiple categories of records, multiple committees, and multiple Congresses.

It was important for the researcher to understand that identifying and locating responsive records would require significant time for my staff and for the researcher as well. In the end, staff identified and provided a wide array of relevant records, including committee papers, papers accompanying bills, committee minutes, subject files, petitions and memorials, and hearing files for multiple committees from both the House and the Senate.

This illustrates the educational role the reference staff plays by introducing emerging scholars and some seasoned veterans to the universe of congressional records. By educating them about the records and the tools necessary to explore the work of Congress, my staff is helping to build a better informed community of congressional researchers.

On the outreach front, the Center focuses on two major endeavors. One is providing support for the exhibits in the Capitol Visitor Center and now participating in the redesign effort underway for the CVC Exhibition Hall. I would like to recognize Martha Grove on my staff who shoulders this responsibility, and has done an extraordinary job for many years selecting documents for display to illuminate the CVC's exhibit themes. It sounds simple, but this requires an enormous amount of effort, a great deal of research, and a remarkable skill to do this successfully.

The other major effort is providing workshops to give teachers the ways and means to inspire active learning among students wrestling with challenging and important lessons in civics education and citizen responsibilities. Today is a remarkable day for us because for the first time in I think 5 years, Charlie Flanagan is actually attending the meeting rather than conducting workshops, typically in June and December, off in some far-flung State.

I want to highlight in particular and recognize the good work of one of our congressional partners on the civic education front, and that is the Robert C. Byrd Center for Congressional History and Education. They recently renamed themselves because of their focus on civic education.

With funding from the West Virginia Humanities Council, the Byrd Center has launched a statewide series of workshops for teachers to advance the teachings of civics and history. Byrd Center staff and Charlie conducted five workshops in four different locations this past year and reached over 100 West Virginia teachers.

These workshops combined records and materials from the National Archives and the Center on the constitutional and institutional architecture of democracy, with the Byrd Center records and lessons focused on the State and local dimensions of representative government. These unique

perspectives help teachers engage with big concepts such as, what is Congress' role in our system of government and with the fundamentals of representation; how are local communities and citizens represented in Congress; and how are they affected by what Congress does. The feedback from teachers in surveys and testimonials is that they found the resources provided were useful and they were eager to bring them back to the classroom.

That closes my remarks. Any questions?

**Ms. Haas**. Betty, did you have something?

**Ms. Koed**. I don't have a question. I just have one comment. And that is, I would love to take the chance to thank Richard and his staff for all that they do, particularly for us in that in recent months we have sent them on several complicated scavenger hunts looking for documents, Senate seals, all kinds of things. And each time they have doggedly pursued until they found what we needed, either to respond to a Senator or to our leadership for a request, or the Secretary for a request, or sometimes we were working with outside researchers and they just had a particularly difficult problem to solve.

And each time when we have gone to Richard, Adam, Kris, or whoever else on staff we work with, they just are incredibly dedicated in what they do and do not give up until they find what we need or they can definitively say to us: what you are looking for does not exist. That is sometimes the case, too. So thank you so much for that. We really do appreciate it.

**Mr. Hunt**. Thanks.

**Ms. Haas**. Yes, Carol.

**Ms. Mandel**. Just a few things, and also wanting to loop back to something on your report. And by the way, reading your annual report, you think it is an annual report of a staff of 100 people.

**Mr. Hunt**. I wish it was.

**Ms. Mandel.** And then you look at the actual staffing. It is quite awesome. I don't know how you all do that.

I am curious about the work with the web archiving, just partly because I have a general interest in web archiving issues. Where are you actually storing the files? Is IA managing the files for you or are you relying on your own repository? Are they just your crawler and you store the records? Is that the relationship?

**Mr. Hunt.** We will go to the expert and ask Brandon Hirsch on how this works.

**Mr. Hirsch.** The short answer to your question is, yes. The Internet Archive stores the content and they actually are the host for WebHarvest.Gov.

**Ms. Mandel.** Oh, they are the host.

**Mr. Hirsch.** Right. They host the website, and all of the works in CDX files that feed WebHarvest.Gov are maintained by the Internet Archive to provide public access through the website. It begins with the 109th Congress web harvest up through next spring of the 115th Congress. But we also then receive deliveries of that content and we manage that in our own repositories where we preserve those files. So we do both.

**Ms. Mandel.** But you have a preservation repository that is separate, which is a relief to hear.

**Mr. Hirsch.** Right. We store those files along with all the other electronic records that we preserve in the congressional records.

**Ms. Mandel.** Thank you.

**Mr. Hirsch.** You are welcome.

**Ms. Mandel.** And, of course, I think Karen made some pretty trenchant points about what are the core issues facing us. And I wonder if those will get highlighted enough. We talked about message and communication from the *Sixth Report*. That report is so full of mind-bogglingly important information and I don't know what kinds of cover memos or shorter briefs or summaries will go out as ways to get all those messages across.

**Ms. Paul.** Well, we certainly are going to be using cover memos, but also we use that language when we do briefings to staff. It has to be constant because staff turnover is so constant. We can't stop saying those messages to staff.

**Ms. Mandel.** So the report is of the basis for the messages, and then any way you can tell people and get the messages out is what happens?

**Ms. Paul.** Yes. And I think we will be distributing it to all of the committees and Members, and our cover message will have that language, yes.

**Mr. Hunt.** And we will use it to engage the congressional community more broadly, the Association of Centers for the Study of Congress, in annual meetings. So I am sure we will have a session on it highlighting what the biggest challenge is. The Congressional Papers Section of SAA, they are the most avid and interested readers we have of the reports. So we certainly want to share it with them. And I always have some in my office and in the vault when we do tours that, if people express enough interest, I make sure they see the report. It is a handy reference.

**Ms. Paul.** All of the hacking though has really severely impacted the, I would say, quality of content of a lot of that type of documentation right now.

**Ms. Mandel.** It is an important observation because digital preservation is definitely a kind of "it takes a village." And then if the village is scared off, it just makes the work even harder.

**Ms. Paul.** Yes. We are going through a difficult time right now in that regard.

**Ms. Mandel**. The only other thing I should have added in the report is how hard it is to transition into ArchivesSpace. As someone who has been so involved in ArchivesSpace for so long and building that community for so long, I have watched big institutions that needed to make that transition do so. The community really helps each other. It is an open source. There is no question that congressional records are unique and has its own needs. I am sure of that. I would urge you to take advantage of the community that it is very engaged and full of expertise. It is just incredible.

Please call on folks, even if their records don't look exactly like what your records look like. There has been a lot of work in sharing in that field.

**Ms. Vogt**. I know our committee has been reaching out to other institutions, especially those that have already made the change, to provide some testing of the finding aids through the work that they have been doing. So I know they have been reaching out and have found people to be very receptive.

**Ms. Mandel**. It is a really generous community with expertise, and an enormous amount of development work has just been funded by institutions. Large institutions have hired developers to do things that then they needed because they were special in their implementation, but then the community could use. So, yes, hang out with them, is kind of what I am saying.

**Ms. Haas**. Deborah.

**Ms. Skaggs Speth**. Richard, we have heard from several people about short-term challenges and read some of the short-term challenges. I wondered if you had some long-term challenges that this committee might benefit from your thoughts about that, as far as administrative challenges, management, preservation of congressional records.

**Mr. Hunt**. Well, electronic records is becoming more and more demanding of our attention and the associated challenges with them that Karen has hit upon. I mean, we started out concerned about preservation of the records and devoting our attention there, but as she has noted, we are

now in the area where we need to provide access to records that are falling through the 20- and 30-year rule.

And reviewing electronic records, deciding what can be open and what should stay closed, actually providing the access, those are still challenges ahead of us. And I think there are going to be a lot of conversations with Karen and Heather on these issues because your institutions will have a stake in what happens to those records and when they will be open.

We rely upon the archival practices and protocols of the past, but it is a brave new world in many regards as well, so we have to have informed discussions to make sure we make the right decisions.

Staffing and resources, we are good where we are right now. But I think when GPO comes online and we get additional materials that we are caring for, I am going to have to do some serious analysis and discussion with David and the leadership about how we can be properly staffed in a time when resources are not necessarily bountiful. But I will make a good case, and I think I will get a fair hearing.

**Ms. Haas.** I would just point out another thing. I think you have heard throughout these meetings the relationships that both archival staff have, the Senate side and the House side, with the committee staffs, and those become really key when you have some of these sensitive issues. And the turnover is yet another challenge.

So continuing those relationships, building those relationships, and making sure there is a comfort there, that folks can come to the experts on this topic and feel really good about the guidance that they are getting and passing on the requirements for the records, electronic and paper is vitally important. From my perspective, both sides are doing very well. We continue to work really hard at it because those relationships are really key.

**Ms. Koed.** Richard, is there a time, a year when the issue of access to electronic records is going to become a really big issue for us?

**Mr. Hunt.** It is within the next 5 years.

**Ms. Koed.** Okay.

**Mr. Hunt.** From the 1980s, it is pretty basic, fundamental word processing type of records, and maybe duplicated in textual records. We are not sure. That is an open question. But once you are getting into emails and other forms of communication, you can see how that is going to be a hard one to manage.

**Ms. Koed.** Yes.

**Mr. Hunt.** You know, people think Oh, the records are 20 years old. But then when they start thinking about it, and if they are still serving in some institutional or political capacity, they get nervous.

**Ms. Koed.** And that is often the case with people that are still here. We recently have gone through the impeachment records and we are hitting the 20-year mark and a lot of those people are still around. We have to think about those issues.

**Mr. Hunt.** Sure.

**Ms. Koed.** I am wondering if this is something that the Advisory Committee could look at in a very specific way and then maybe, if this is another task force issue, how can we best help you to think about how we would deal with the volume of it in the next 5 years.

**Mr. Hunt.** I think we have to engage in some pretty frank conversation that we should start not in a public setting, but in private.

**Ms. Koed.** I agree.

**Mr. Hunt.** And inform this committee of what some of those challenges are and how we might consider remedying them or at least addressing them. So it is within the last year that this access issue has come to the forefront, and now we are just seeing it in so many dimensions that we know we have to take the proactive right steps now, and it has to begin with a discussion of common interest.

**Ms. Koed.** All right. So we need to start facilitating that discussion?

**Mr. Hunt.** Yes.

**Ms. Koed.** Okay. We will work on that.

**Ms. Haas.** Carol.

**Ms. Mandel.** Just an observation, as someone who just had to clean out her office and her files. And I checked this observation with others and noted that there is a transition moment around just before 2008, around 2006 or so, when I don't have any paper files, they are all electronic as I was looking at what is in my files. I checked that with other people, when you move to total reliance on email, and then email files for what is in your records. I don't know whether that is a useful benchmark. But I checked it out with others and it is a transition year. Of course, there are older records as well. When you start not even having the paper, when the only files are electronic, it is something to be prepared for.

**Ms. Koed.** That is interesting, because it shows when people start to get to the comfort level of maintaining only electronic records.

**Ms. Mandel.** That is right.

**Ms. Haas.** John.

**Mr. Lawrence.** Two real quick things. One is, I am assuming -- forgive me if this is naive -- but I am assuming that those restrictions, in terms of access, those apply across the board. So for example, the committee's records which have been accessioned after the end of a particular Congress are closed with respect to even committee members and staff of a subsequent Congress, even though it is the committee on which they are serving, right?

**Ms. Haas.** No. They can be called back.

**Mr. Lawrence.** Even private emails from the current or from the prior Congress?

**Ms. Bourk.** If it is a committee staff that is asking for it, they can request whatever materials they need for current business. So the archival materials are open to current committee staff.

**Ms. Mandel.** Not to researchers?

**Mr. Lawrence.** Really?

**Ms. Bourk.** No, not to researchers.

**Mr. Lawrence.** Which leads to my second question, which is, changes in party control present some unique challenges, I would think, when people are thinking in terms of turning records over. Because if, in fact, what might have been, for example, communications between a staff and chairman in one committee -- in one Congress -- are then available to people in the subsequent Congress after control has changed hands, that is a pretty powerful incentive.

**Ms. Paul.** No. Records are separated by party.

**Mr. Lawrence.** Are they segregated?

**Ms. Paul.** Yes.

**Mr. Lawrence.** I wish that were the only problem.

**Ms. Bourk.** That actually only applies to the Senate. On the House side it is a majority control of the records.

**Ms. Koed.** Yes. Ours are party specific.

**Mr. Lawrence.** Majority control in the sense of just theoretically if you move from Republican control to Democratic control, that all the records of the prior Republican majority and minority are then available in the subsequent Congress?

**Ms. Haas.** That have been archived.

**Ms. Bourk.** Yes, that are archived. And it is a significant challenge, yes.

**Ms. Haas.** It is something we are working through as we speak.

**Mr. Lawrence.** Okay. Well, more of that off record.

**Ms. Paul.** I had one thought when you were reporting about the commissions. The Association of Centers for the Study of Congress is meeting this coming spring at NARA, and that might be a good opportunity to collaborate with them in terms of a panel or exploring how we could all move forward together on this.

**Mr. Ferriero.** Sounds good.

**Ms. Haas.** Well, let me just wrap up first on the *Sixth Report* from a process perspective. I think, as many of you know, we are in the final stages with edits. We will be sending the document to GPO shortly, conducting a final review, and the plan is to go to print by the end of this month. So distribution will occur in early January. This to let everyone know the current timeframe.

I think we have touched on several issues, but I will open it up for any other additional new business before I move on. Sheryl.

**Ms. Vogt.** I would just like to share some happy news with the congressional community. The Georgia Historical Records Advisory Council has just approved a sub-grant of their NHPRC money to digitize around 5,000 pages of the papers of Senator Walter George.

It is really interesting that when the Russell Library had its 40th anniversary celebration Senate Historian Emeritus Dick Baker's topic was, "Who in the heck was Walter George and Why Do We Care?" to talk really about the importance of saving Members' papers. And even in our own State our news about the Walter George papers were always that they had been destroyed by the family.

**Ms. Koed.** Yes, that is what we thought. This is exciting news. I am really excited.

**Ms. Vogt.** It is exciting news. There is a small museum in his town of Vienna, Georgia, and it is a small clapboard building that he had his home office in, and that is where they have the papers which is not the best environment. So to have this project come forward, to digitize the papers and make them more available, is just going to be a wonderful discovery for the congressional papers community. Just wanted to share that with you.

**Ms. Koed.** How large is this collection?

**Ms. Vogt.** They are digitizing around 5,000 pages. What I could tell from the inventory is there is not much in the way of constituent mail or legislative activity, but there is correspondence. There are a lot of his speeches, especially the 1938 campaign. For those of you who are not aware, Roosevelt, who came to Georgia quite often, spoke at the REA dedication against George, because George had not supported him in the court packing situation, and told people they should vote for his opponent, Lawrence Camp. So there is quite a bit on the 1938 campaign from the George side, which will be very interesting I think to researchers.

**Ms. Koed.** Well, that is really exciting. Thank you.

**Ms. Haas.** Any other comments?

**Ms. Koed.** Under new business, is there anything we have to do about the task force on the ArchiveSpace issue?

**Ms. Haas.** My suggestion is it is part of the record for today. And I think it should be on the agenda for the upcoming meeting, is what I would suggest.

**Ms. Koed.** Okay. Sounds good.

**Ms. Haas.** On a final note, I would like to mention that Robin Reeder will be retiring as House Archivist in January. Thank you to Robin for 18 years of dedicated service to the House. Unfortunately, she was unable to be here today, but please join me in wishing her well. She has shown incredible leadership to her team here in the House and for the work that has been done in the House. We are really going to miss Robin. Matt wanted to also say something.

**Mr. Wasniewski.** Thanks for the opportunity. I just wanted to add to Karen's comments that Robin has been a colleague for the better part of two decades now going back to the creation for the Office of History and Preservation under the Clerk. It is really hard to overstate how fortunate our institution has been to have Robin as its first official archivist.

She came to us with a lot of experience from Howard's Moorland-Spingarn Collection and the National Gallery of Art, and she brought that to her work with this committee, to the Association of Centers for the Study of Congress, to the Congressional Papers Section, and also with our partners at the Center for Legislative Archives. Most importantly, for committees and staff of the House.

We owe her a debt of gratitude, I think, especially in our offices, because she really paved the way for the preservation of the House's official records, because she had a unique ability to speak truth gently to leadership and committees and to Members. She also built up a professional rapport, a

real reservoir in the House that I believe gave the House the confidence to entrust us with a lot of the projects that we do today for the House.

And importantly, for those around this table who represent repositories that are home to Member paper collections, Robin was the prime mover in the 110th Congress behind Concurrent Resolution 307, which stressed the importance of retaining Member paper collections.

Beyond her work, and I am sure everyone who knows her at the table will agree, Robin truly ranks as one of the kindest people on Capitol Hill. Given all of her accomplishments over the years, the most remarkable achievement to me is that you could not find a person on Capitol Hill to say an unkind thing about Robin.

I often joked with her that historians and political scientists really stand on the shoulders of archivists. And she would always kind of chuckle. But it is true. We do. And we really appreciate the work of the archivists around this table who handle congressional records. We are in your debt.

And Robin is going to be missed. We wish her and her husband Ivan all the best in retirement.

**Ms. Haas.** Thank you, Matt.

**Mr. Wasniewski.** Thank you.

**Ms. Haas.** If there are no other issues, I would entertain a motion to adjourn.

**Mr. Ferriero.** So moved.

**Ms. Haas.** Thank you.

[Whereupon, at 11:35 a.m., the committee was adjourned.]