

**ADVISORY COMMITTEE ON THE RECORDS OF CONGRESS
MEETING #59**

**December 7, 2020 1:00
to 3:00 p.m.**

Meeting was held virtually, via Webex

12:30 to 1:00 p.m. — Committee members and visitors log into event

1:00 p.m. — Meeting begins

1. Chair's Opening Remarks—Secretary of the Senate Julie E. Adams
2. Recognition of Co-Chair—Clerk of the House Cheryl L. Johnson
3. Recognition of Archivist of the United States—David S. Ferriero
4. Approval of the Minutes of the Last Meeting
5. House Archivist's Report—Heather Bourk
6. Senate Archivists' Report—Karen Paul and Elisabeth Butler Seelinger
7. End-of-year Report from the Center for Legislative Archives—Richard Hunt
8. Reports from the Field:
 - Denise Hibay, Astor Director, Collections and Research Services, The New York Public Library
 - Deborah Skaggs, Archivist (retired), McConnell Chao Archives, University of Louisville
 - Sheryl B. Vogt, Director, Richard B. Russell Library for Political Research and Studies, University of Georgia Libraries
 - Danna Bell, Educational Resource Specialist, Library of Congress
 - Guenter Waibel, Associate Vice Provost and Executive Director, California Digital Library
 - John A. Lawrence, Visiting Professor, University of California, Washington, DC Campus
9. Archiving During a Pandemic
 - Keri Meyers, Archivist for Senator Patrick Leahy, and Dina Mazina, Archivist for the Senate Committee on Finance
10. New Business

Meeting adjourns

(Remarks below are compiled from the written drafts provided by individual speakers; technical difficulties prevented the recording of the meeting)

JULIE ADAMS:

The 59th meeting of the Advisory Committee on the Records of Congress will now come to order.

Good afternoon and welcome all committee members and visiting participants to the second *virtual* meeting of the Advisory Committee on the Records of Congress. Since we are in a virtual environment and some visitors may only have audio, I will introduce myself, I am Julie Adams, Secretary of the Senate. I am now going to do a roll call of the standing members and appointed members. If each member could please respond in the affirmative when their name is called:

Cheryl Johnson
David Ferriero
Heather Bourk
Richard Hunt
Betty Koed
Karen Paul
Matt Wasniewski
Danna Bell
Denise Hibay
John Lawrence
Deborah Skaggs
Sheryl Vogt
Guenter Waibel

A special thanks once again to Amy Camilleri and Dan Kulnis in my office, as well as Jerrod Williams with the Sergeant at Arms, for their assistance in organizing this event. We are improving with practice!

Since we met a little over two months ago, pandemic conditions unfortunately have continued unabated. Despite this ongoing emergency, however, our work continues. The Senate Historical Office is open for limited office hours three days a week with minimal staffing, and when not in the office, Senate archivists and historians continue to telework full-time. An in-office presence of staff has afforded us the opportunity to better facilitate committee records loans and transfers and to provide guidance and support to members' offices that are now closing. Our archivists have largely continued as before with accessioning our historical records, with one significant and welcome change since our last meeting.

We are happy to announce that within the past month, the Center for Legislative Archives has allowed us to resume the actual transfer of new textual and electronic records, thus reducing the backlog of records that are ready for transfer and accumulating in our offices. Deputy Archivist Elisabeth Seelinger has been assisting in this process and will provide us with a report. We are grateful to the Senate's committee archivists and to the staff of the Center for Legislative Archives for working through the more cumbersome delivery and pickup procedures that have been put in place to keep this process both possible and safe.

We are less happy to announce the receipt of a letter from the National Archives informing us that courtesy storage at the Federal Records Centers for members of Congress will face changes beginning with the 117th Congress. As this decision may end many years of useful practice, we are working to understand the details of this change and understand what alternative solutions may be needed for our offices going forward.

On the other hand, we are delighted with the progress that has been made during this Congress, though interrupted, with phase one of the renovation and occupancy of new congressional archival facilities on Capitol Hill. In the next Congress, we'll be working with our colleagues in the House and at NARA and GPO on phase 2 of that plan.

Despite the ongoing pandemic, Senate archivists and historians have continued to provide information to the Senate community and the public, utilizing the Senate website, monthly blogs, Twitter, and meetings via Skype and WebEx. Of particular note are ongoing virtual meetings of the archivists with staff of committees and members' offices. We'll be hearing more about that from Archivist Karen Paul. The archivists and historians have participated in conferences and seminars, now all virtual, and of course continue to respond daily to reference and other requests from Senate offices, the press, and the public.

Orientation for new senators took place in November, although in a streamlined form due to the pandemic. Typically, Senate Historian Betty Koed speaks to new senators in the Old Senate Chamber, but for this year's program she prepared a special 20-page booklet, *The United States Senate: A Brief History for New Senators*.

This is the final meeting of the Advisory Committee for the 116th Congress. When we next convene in the 117th Congress, Clerk of the House Cheryl Johnson will be serving as chair. With the end of the Congress, the current terms of our Senate appointees will also come to a close. I thank all members for their service and hope that we'll be seeing each of you in the future.

Today, following our regular reports, we will be hearing from our appointed members about ongoing activities at their home institutions and how those activities have been affected by the pandemic. I look forward to your reports.

At this time, I would like to recognize the Clerk of the House.

CHERYL JOHNSON:

Good afternoon, everyone and thank you, Julie for hosting today's meeting. I'd like to second the Secretary's welcome to the Advisory Committee members and look forward to a discussion of our continued collective work to address pressing issues affecting the records of Congress.

I'd also like to express my appreciation to you, David, and the Center for Legislative Archives for your continued commitment to managing, preserving, and providing access to congressional records. In particular, I would like to acknowledge the Center's seamless shift into phase 2 of NARA's re-opening plan, which has allowed for additional staff to work onsite and eased some records transfer restrictions. These changes have helped my staff continue its timely response to committee questions and requests for access to archived materials.

At this time, I would like to take a moment to provide a brief update on projects my staff have been working on since we met in September.

The end of a Congress is always a particularly busy time and the end of the 116th is no exception. House archival staff continue their outreach efforts to committee and member offices, offering records management advice and best practices for preserving and archiving records. With more than 60 members leaving the House, many of them committee chairs, staff have been actively engaged in providing guidance and assistance on both the official records and personal papers fronts. Needless to say, we anticipate many consultations with committees and members and lots of transfers of records in the coming weeks.

Staff continue to connect with committees offering records management and archiving advice via monthly email tips and remote consultations. Letters and emails reminding committee chairs and ranking members of their end-of-congress archiving responsibilities, accompanied by our records management manual for committees and committee archiving faq's, were sent in early November. A follow up email offering archiving assistance was sent to committee clerks along with the manual and faq's. Staff also continue to manage digital and in-person loans for committees and officers in support of committee business.

Archives staff have continued their focus on outreach to member offices through remote records consultations, participating in monthly departing and returning member briefings held remotely by the chief administrative officer, and working with member offices and the Washington National Records Center to provide access to records in courtesy storage.

The House Historian's Office is currently updating the History, Art, and Archives and Biographical Directory of Congress websites to reflect changes in House membership for the new congress.

The Curatorial Department's newest exhibition, which explores campaigns through objects from the House collection, debuted in early November. The curators have also completed installation of an exhibition honoring the 150th anniversary of Joseph Rainey becoming the first African American to serve in the House. Both exhibitions can be explored on the History, Art, and Archives website later this month.

I hope everyone is remaining safe and healthy and wish everyone all the best for the upcoming holidays and the New Year. Thank you.

DAVID FERRIERO:

1. Impact of Pandemic Update.

NARA has 40 facilities in 17 states that have been in some phase of opening, closing, reopening, and reclosing since mid-March. Weekly decisions are made based upon local health conditions, public transportation situation, status of other Federal offices in the area, etc. We are following the three-phase reopening guidance provided to the Executive Branch by the White House in April. As of today, only seven facilities are in Phase Two, three in Phase One, and 32 are not authorized to reopen. Phases One and Two are limited numbers of staff only, no public. We experimented with a four hour window Saturday afternoons for ticketed visits to the Rotunda of our main building, but discontinued that over the Thanksgiving weekend due to the changing COVID situation in the District.

We are learning a lot about providing services in a teleworked environment during this time and have accomplished an amazing amount of progress:

- The Center for Legislative Archives and our White House Liaison Division have continued to provide return of records to the House and the Senate and to the White House to support the critical, ongoing business of government.
- All of our Federal Records Centers have had staff onsite to address emergency requests. Of particular note, our staff at the National Personnel Records Center—home of veteran records—have responded to 80,000 requests including over 35,000 burials, 11,000 medical emergencies, and 6,000 homeless veteran requests.
- Teleworking staff have enhanced access to our online records by providing transcriptions and tags.
- On the education front, staff quickly shifted to providing virtual programming developing more than 920 distance learning programs which reached more than 160,000 students, teachers, and other participants.
- And our Office of the Federal Register has largely continued its work as normal, but of note, they have reviewed, edited, and published 1,500 documents associated with some aspect of the response to the COVID-19 emergency, including 193 new Rule documents, 125 proposed rules, 1,146 Notices, and 32 Presidential documents.

2. Electoral College

Our Office of the Federal Register administers the Electoral College Process. At the end of September, I sent a letter to the Governors of the States and the Mayor of the District of Columbia outlining the process, responsibilities, and timeline for the Electoral College Process.

As soon as election results are final, each State prepares a Certificate of Ascertainment documenting those results. Those Certificates are sent to the Archivist of the United States and we are now in the process of receiving those documents. By tomorrow, all controversies or contests which may have arisen in the State must be resolved.

The official meeting of the Electoral College is scheduled for the 14th of December. Certificates of the Vote are sent to the Archivist of the United States and paired with the previously submitted Certificates of Ascertainment. Those Certificates are due no later than nine days after the meeting of the Electors.

On or before 3 January, those Certificates are transferred to Congress in preparation for the 6 January Congressional count of electoral votes.

3. Transition.

Every four years, when it is a Presidential election year, NARA prepares for a Presidential transition. NARA is one of a handful of agencies that are designated as having special transition responsibilities because of our government-wide responsibilities relating to Presidential and Federal records.

Prior to each Presidential election, all Federal agencies are required to prepare briefing materials that explain who they are as an agency, what they do, and why it matters. Those briefing materials are submitted to the President-Elect's Transition Team and assist with their preparations as they conduct their transition planning.

We will transfer hundreds of millions of textual, electronic, and audiovisual records as well as thousands of Presidential gifts from the White House to NARA over the next two months. We take legal custody of this material on 20 January.

NARA has been working with Federal agencies and transition councils to ensure that both incoming and outgoing political appointees (some 4,100) are informed of their records management responsibilities and are preserving their records appropriately.

ADAMS: Made a motion for approval of the minutes. Seconded and approved.

HEATHER BOURK:

Thank you, Julie. Good afternoon, everyone.

Archives staff continue to work remotely for the most part, but have been increasingly going to the Hill when requests from House committees, Members, and staff require onsite support. I'd like to take a few minutes to share with you some of the projects the Archives Department has been working on since we met in September.

In the final months of the Congress, House Archives staff have ramped up our outreach efforts to committee offices, reminding staff of their archiving responsibilities, offering records management advice, and explaining procedures for archiving records. Letters to Committee Chairs and Ranking Members reminding them of the end-of-congress archiving requirement were sent last month, followed by an email to Committee clerks offering our guidance and support to help manage the archiving process. We've met remotely with several committees, including the two select committees wrapping up their work this congress, and anticipate additional requests for records consultations, as well as records transfers, throughout the remaining weeks of the congress. We continue to send regular email tips discussing records management and archiving, with a shift in focus to procedures for end-of-congress archiving, to key committee staff. As we prepare for the new congress, Archives staff are involved in the planning of a remote training session for Committee clerks covering the aspects of their responsibilities that involve the Office of the Clerk, including records management and archiving.

Archives staff continue to work closely with staff at the Center for Legislative Archives to provide access to records in support of current committee business. In the two months since we last met, staff have managed the loan and return of more than 170,000 pages of records – or almost 230 boxes – to Committees. We appreciate the Center's continued commitment to providing access to House records, in both digital and textual formats, for both remote and in-person loans, while National Archives facilities remain closed.

With more than 60 Members leaving the House at the end of the congress, Archives staff have been working with departing Member offices on the management and archiving of personal papers. Letters offering guidance on records management and archiving best practices have been sent to each departing Member. Archives staff continued to participate in the Chief Administrative Officer's remote departing and returning Member briefings to answer any records related questions. We also continue our work with departing Member offices and staff at the Washington National Records Center to provide access to papers in courtesy storage.

Later this month, 18 new House record descriptions, researched and written by Archives staff, will go live in the Records Search database on the History, Art, and Archives website. The new content features a variety of record types including election certificates, legislation, presidential messages, and petitions among other documents of interest. Education-focused features, created to encourage teachers and students to use House records as learning resources, were added to the site in October. These include a primary source analysis worksheet that accompanies each record in the database, as well as a House Records in Your Classroom section on the Education portion of the website.

Archives staff also continue to contribute to the History, Art, and Archives blog. Our most recent post – written to highlight Joseph Rainey's historic election as the first African American in the House 150 years ago this month – discusses Rainey's struggles with contested elections during his time in Congress. House records, including Rainey's 1874 election certificate and original correspondence, were used as research materials and to illustrate the blog.

I hope everyone continues to be healthy and safe and my best wishes to you all for the holidays. I'm happy to answer any questions the Advisory Committee may have or to provide additional information on the work we've been doing. Thanks for your time.

KAREN PAUL:

The Senate Archivists have continued teleworking since our September meeting and have been carrying out most of our archival functions by communicating via email and Skype. A significant step forward was taken a month ago when we were allowed to resume transferring both electronic and paper records to the Center for Legislative Archives. Deputy Archivist Elisabeth Butler Seelinger has been keeping on-site office hours one day a week in order to oversee this work and she will give her report following this one.

Closing Senate Offices

We are continuing to work with the four offices of senators who are retiring as they select records for preservation in their designated archival repositories and have commenced work with Senator Harris's office.

Following the election, we began work with the three offices of Senators who were defeated. While none of the three are electing to preserve their records of service in an archive immediately, all are working with us to implement best practices for preserving their electronic records so that they will be available for donation at the appropriate time.

Our recommendations include: using a file extraction utility to move electronic records systems onto a hard drive; recording information about the systems on which the electronic records were created; running fixity and file format identification reports on the records using a tool such as Droid; creating directory lists to serve as a form of inventory of the records, and to include this information as metadata with the extracted records.

Further, if records are being held for a period of time rather than being transferred to a repository for ingest, we point out the dangers of software and hardware obsolescence and advise considering secure cloud storage; or if copying to external hard drives, making sure there are multiple copies geographically dispersed with regular integrity checks run on them.

Committee archiving

Archiving committee records for the 116th Congress has been front and center during the past two months. With three committee chairs retiring, we were anticipating substantial archiving needs for the Agriculture, Budget, and HELP committees both for electronic and paper records. With pandemic conditions continuing, we wanted to ensure that the process would go as smoothly as possible.

To do this, we met via Skype with 21 committees including chief clerks, systems administrators, and archivists.

Of particular interest in our conversations with committee staff was increasing our understanding of how staff are advised about their record-keeping responsibilities under Senate Rule XI and acquiring a description from the systems administrators as to how they capture and preserve digital content, including email for preservation. We also asked whether committees have a policy on staff use of text messages and whether business-related content that is created or modified in the telework environment is subsequently saved to committee networks.

We were most interested to learn whether teleworking has adversely impacted a committee's normal recordkeeping routines. We were pleased that many committees reported that their recordkeeping has been strengthened because of increasing staff use of committee email and Skype meetings which are preserved.

Our meetings also allowed us to gauge committee use of Teams/One Drive, recently deployed in the Senate. Because there are questions about the mechanisms of preserving content within this system, we discovered that, by and large, committees were taking their time to evaluate all aspects of this tool before widely adopting it. We also learned that committees will need to create and enforce firm policy on managing this content. The risk is loss of significant documentation if work product is not extracted and properly archived. Deputy Archivists Elisabeth Butler and Alison White are participating in Sergeant at Arms IT planning meetings to monitor developments and are encouraged that solutions to these concerns will be forthcoming.

A final focus of our meetings was to remind committees to archive their social media accounts and to provide committee staff with the most recent information from the two vendors licensed with the Senate to perform this work.

As we always do at the end of each Congress, we asked committee staff to rate themselves on a scale of 1 to 5, with 5 being the highest score, as to their success with preserving the committee's historical records. We are pleased to report that we had more "5s" this year than we have ever had.

I now invite Deputy Archivist Elisabeth Seelinger to give her report on Committee archiving and accessioning.

ELISABETH SEELINGER:

Archiving committee records has always been a core responsibility under 44 USC 2118, and we are pleased to report that, despite the disruptions of the pandemic, we have kept it going. We're also delighted that, as of October, the Center for Legislative Archives has started to accept new accessions and returns of loans. So for the year we have archived 291 new accessions, 480 cubic feet, from around 13 different committees, and are still scheduling additional transfers as committees prepare for the new Congress. Loan requests to committees have been processed throughout this period of closure, of course, and this year we have completed 84 loans, 412 boxes (206 cubic feet) of textual records. Because of the resumption of new transfers, we were also able to transfer an additional (estimated) 2.72 TB of electronic records, in 41 accessions, from 6 different committees.

I am completing the accessioning of committee non-current electronic records for the 115th Congress. We have urged committee archivists to continue to process and accession electronic records and acquire drives to hold the accumulated accessions awaiting transfer, which is a slight change from our usual procedures. Some of our archivists have said that teleworking has allowed them to really tackle their electronic backlogs, and we have received a steady influx of paperwork as a result!

The pandemic has changed transfer procedures and the schedules of everyone with whom we work. Pickups and returns now occur at the Senate's loading dock and there are limits on numbers of boxes that we can send at one time. Because there is always an ongoing need to archive records, I have returned to the office once a week for onsite assistance to Senate offices. That was especially the case during the recent Supreme Court nomination when the Judiciary Committee Republicans were in-between archivists and called on us to quickly identify and oversee the return of large number of records. We have also helped the Rules Committee archivist to find past records for the Joint Congressional Committee on Inaugural Ceremonies as it prepares for the inauguration. I've found that picking up and moving boxes, showing staff the location of the loading dock, providing box labels, and doing basic training of staff assistants has allowed me to get to know committee staff I usually wouldn't see regularly.

We continue to respond to reference requests and questions about specific issues from offices. The remote access requirements due to the pandemic has made us more mindful of the need for the electronic conversion of our transfer files (which we started scanning last year), though I've been surprised by how much we do have access to while teleworking!

I want to end with our gratitude to the Center staff who have consistently gone above and beyond to fulfill loan and pick up requests. This quick and courteous service has certainly made an impression on committee staff! This will be especially important as we anticipate an increase in loans and records moves with a new presidential administration and whatever committee changes may come.

RICHARD HUNT:

Looking back to review the year, we can see that the COVID-19 pandemic had adverse effects on accessioning of textual and electronic records, onsite reference, and exhibition of original House and Senate records.

On the brighter side, we were able to maintain congressional loan services to support the current business of Congress, increased our quantity and quality of records description, improved our web site and added helpful information in blog posts to assist researchers, increased our outreach to teachers across the country, and continued to provide guidance and support to the CVC exhibit renovation project.

Center is also continuing its work with Internet Archive on the capture of all house.gov and senate.gov web sites for the biennial congressional web harvest. This congressional Web harvest includes all member, committee, and organization websites that are hosted by the House and

Senate. Content is harvested during the last few months of each Congress, typically from mid-September to late December or early January. Center staff is currently conducting quality review of the harvest and providing feedback to the Internet Archive to target selected sites in ongoing crawls.

Currently online is web harvest content from the 106th Congress through the 115th Congress, covering the period from 2006 – 2018, representing over 120 TBs of data. Web harvest for the 115th Congress alone yielded 61 TBs.

This valuable collection captures a broad snapshot of the congressional landscape and comparative data on committee activities, including legislation, nominations, hearings, and oversight, as well as data on individual members. Researchers have used it frequently to study committees, legislative histories, and hearing testimony and content from individual congresses and across congresses over time.

Content from the 116th Congress web harvest will be available at webharvest.gov in late February or early March of 2021.

I think this is an appropriate time to look ahead to the new calendar year:

Accessioning:

From conversations with the House and Senate Archivists, we are aware that there are records in the pipeline awaiting transfer, and we anticipate a high volume of accessions from the Senate and House in 2021. We began to accept accessions in November, and our ability to continue accessioning activity will depend on conditions on the ground and whether or not the COVID-19 situation escalates and requires building closures and the cessation of transfers. The availability and distribution of a vaccine will also affect the situation and our ability to work onsite.

Reference:

The reference team will continue to train and introduce our newest staff member to legislative reference during the telework period. She will also take part in the agency's Archivist Development Program to receive additional training.

We will also prepare and plan for the eventual reopening of the research rooms and onsite research, the date of which is yet to be determined. However, the continued research interest in House and Senate records, as well as those of legislative branch agencies and commissions, and ongoing communications with regular and new researchers, leads us to believe that there will be an increased demand for records when the research rooms open. 2021 also marks the 20th anniversary of the 9/11 attack, and we expect increased demand from documentarians and other media production companies for access to the 9/11 Commission records, especially for audio and video records.

Description:

Staff will continue work on the authority description project, focusing on the creation of name authority records for committee chairmen. They will convert legacy finding aids of select committees for upload to the Catalog, and create item level description of exhibit items, documents on the Center's website, and the Richard Fenno oral history interview notes for entry into the Catalog. They will also continue to prepare for Archivist Toolkit migration, developing requirements and doing data clean-up.

When we enter Phase III of the reopening plan, we will tackle description of the records of the 99th Senate for the LEAD project, adding to the already completed description of the 99th House records.

Educational Outreach:

On the education front, we will continue to focus on supporting teachers with new online resources and additional opportunities for training, although there is continued uncertainty facing teachers and school districts in the months ahead.

We plan to continue offering webinars through our existing partners in Texas, West Virginia, and Illinois. Charlie Flanagan is participating in a Humanities Texas workshop tomorrow on the Cold War, and he will also be reaching out to Oklahoma teachers in a series of three webinars scheduled in January, sponsored by the Sumners Foundation.

We will also post two new educational resources in the coming months. One is a new set of lesson plans on women's political initiatives, *In their Own Words: Women's Petitions to Congress 1830 – 1971*. This lesson engages students in analyzing petitions sent by women to Congress across five broad eras. Studying these primary sources will enable students to gain an understanding of the history of women's political organization and advocacy. They will come to know how women lobbied Congress on topics such as the abolition of slavery, extending suffrage, ending Child Labor, ratifying the 19th Amendment, and passing the joint resolution for an Equal Rights Amendment.

The second is a new eBook on the origins of the second party system in America, entitled: *The Two-Party System: A Revolution in American Politics, 1824 – 1840*, which presents a middle-school level narrative of the development of parties in Jacksonian America, accompanied by a set of documents and learning activities that engage students in analyzing and discussing this important political change.

I will close by reading a testimonial to Charlie's good work we received last week from the executive director of Humanities Texas: "Thank you for serving on the faculty of the Shaping of the American Republic online webinar series. As ever, the teachers' evaluations of your presentation were overwhelmingly positive. Many participants emphasized that it will not only help improve student learning and engagement, but also increase their confidence in teaching the subject."

Reports from the Field

DENISE HIBAY:

First, I would like to say that it's been an honor to serve on the committee for the 116th Congress and to learn more about all the work that you do, at NARA, the Center for Legislative History as well as the work of the House and Senate archivists to capture and preserve these important American documents. And thank you for this opportunity to share some remarks about NYPL's experience during these past nine months.

I think many of you know that the two stone lions that sit in front of the Library facing Fifth Avenue are named Patience and Fortitude. I think we can all agree that these qualities have served many of us over these past months and will be necessary as we continue to move forward into 2021.

Introduction to Recovery Plan

All 92 NYPL locations closed on March 13, and shortly thereafter, we began working with an outside health and safety consultant, Airtek, to develop a "*Framework for Recovery*" to arrive at a phased plan for the restoration of Library services. Our phases were aligned with New York State's phases. From March until June, only essential security and facilities staff were able to be onsite. We transitioned to phase Zero in early July, when staff were able to return, but only in limited numbers due to NYS limits on building capacity. The majority of staff who returned were those who were preparing sites for new Phase One services and also those working on projects or with onsite collections.

The first service to launch over the summer was Grab-and-Go borrowing at 8 branch locations; we've since expanded that service to 50 locations. Perhaps many of your local public libraries offer such a service. Grab-and-go is a safe and socially distant checkout and return service that allows patrons to pick up requested materials and return items at the open locations while maintaining a safe distance from each other and staff.

However, the Research Libraries remained closed to the public in Phase One while we prepared to launch our new Scan and Deliver service and also to prepare for Phase 2 services, which would allow researchers to return onsite in limited numbers and then only by appointment. [The biggest lift for Phase 2 prep was licensing and implementing LibCal, an appointment reservation and calendaring system.] All sites, including the Research Libraries, moved into Phase 2 in mid-November, only to pull back to Phase One within days after cases began to spike in the City. Sadly, we had already scheduled 179 appointments for returning researchers, which we had to cancel. Again, due to the rising cases in the city, we are also preparing contingency plans in case we suddenly have to move back to Phase Zero.

Scan & Deliver:

Normally, putting a service like this in place would have taken at least a year of planning and development work, but we were able to buy new equipment, somehow accelerating the

procurement process, develop new workflows and create links between software and the catalog in a record time of four months.

This service provides free scans from onsite general and special collections, though the process for making those requests is slightly different. Patrons can request a scan of general collection material directly via a request button in the catalog, while special collections are requested at the division level. We also provide this service from ReCAP, our offsite location. Since launching on August 30, we've received more than 1,500 requests. Since June, ReCAP has provided over 4,000 NYPL patrons with scans.

Pandemic Diaries:

Collecting is core to the Research Libraries mission, so early on, in March, we began to think strategically about how to collect the primary sources that are being generated now in order to support researchers, scholars, students, teachers, journalists, and citizens who seek to understand the COVID-19 pandemic in the years and decades to come. We launched an oral history project, an example of born-digital material.

- We developed a simple process that takes 30 minutes for individuals to record and upload an audio file from start to finish. We discovered that video was more complicated and would have taken up much more storage space, though we hope to explore this in a targeted way in a new phase.
- The submitter of the audio file also fills out a submission form which provides various rich metadata tags and they can also record in languages other than English. For example, the subject tags include a wide range of topics from Black Lives Matter, Education, Essential Workers, Memorials and Lives Lost, to Politics and Restaurants and Food. These tags will provide some form of access prior to fuller processing and description, which may not come for some time. Curators are also doing targeted outreach to elicit stories from specific groups or neighborhoods. For example, with Latino community leaders in the Bronx, or with essential workers and food suppliers on the World Central Kitchen team, the hunger and food insecurity initiative of chef Jose Andres.

Programming and Outreach:

As many of you have already mentioned, all of our public programming and outreach initiatives had to move online. I will highlight just a couple.

Doc Chat is a weekly series of 30-minute episodes aimed at educators that pairs an NYPL curator or specialist with a scholar at an external institution to discuss innovative and adaptable ways to use the Library's digital resources in different kinds of classroom settings.

- The focus is not on teaching people to search for materials, but to highlight individual documents or pairings and to analyze them.
- Through these lively exchanges, educators, researchers, students, and primary source lovers learn how to access, interpret, and use the Library's rich collections.

A few examples include:

- Discussion of [an anti-slavery illustration](#) and what it can tell us about the racial politics of abolitionism;
- An oral history from the Library's American Jewish Committee's Oral History Collection, an essential primary source documenting the horrors of the Holocaust experience and the strength of spiritual resistance, as well as how Holocaust survivors adjusted to American life;
- A conversation between NYPL's History Curator, Julie Golia and Zaheer Ali, Malcolm X scholar and History Editor at Sapelo Square, in which they examined Malcolm X's [handwritten notes](#) for "The Ballot or the Bullet," one of his most iconic speeches, and discussed the evolution of Malcolm's oratory and beliefs.

Work/Cited, is a new program series that showcases the latest scholarship supported by the rich collections of NYPL with a behind-the-scenes look at how the finished product was inspired, researched, and created. These events are open to the general public, so if you have time and interest, please explore on our website. The next Work/Cited is taking place this week on Wednesday afternoon at 1pm. In this session, art historian Svetlana Alpers, author of the recently published *Walker Evans: Starting from Scratch*, will discuss how the great American artist came to develop his eye, as well as the influential encounters Evans had as a young artist at NYPL.

Other new initiatives moving forward:

Like many of your institutions, other business and activities behind the scenes have continued. We improved our website and research catalog; we updated mobile apps [to use the catalog] and our e-book app, SimplyE. Staff wrote blogs and prepared LibGuides. In addition, we launched a project to implement Aeon, a software to manage transactions and use of special collections. We are advancing our shared collection project with ReCAP partners, which is currently in a technical phase to refactor software to integrate a portion of Harvard's collection. We are also moving forward on construction to optimize one of our special collection storage vaults. And while we did not make tremendous progress on digitization during closure, there was some activity when staff returned. Going forward, to align with our key objectives on diversity, we will prioritize digitizing material from the Schomburg Center as well as other diverse collection material.

Behind the Scenes, by the numbers:

These numbers do not compare to the numbers that Richard cited earlier, but they do demonstrate the resourcefulness and dedication of staff and archivists who found ways to work constructively from home, especially on digital and AMI archival collections. However, even though some progress was made during these past months, we definitely lost momentum that we will never be able to make up. Instead our backlogs will grow a little larger.

New collections in *ArchivesSpace* -- (69 since 10/12/2020)

AMI items added to *ArchivesSpace* -- 669 (26,602 since closing)

Components added to *ArchivesSpace* -- 414 (17,220 since closing)

Catalog records linked to digitized AMI -- (660 total)

Digital images with updated metadata -- (4239 since closing)

AMI items inventoried -- 168 (11,549 since return to the Library Services Center)

Some other numbers that demonstrate the impact of the Library during these months:

- We had 4.7 million e-book checkouts
- Over 26,000 reference and online consultations
- Over 400,000 unique users of our databases, who downloaded 1.8 million items

Thank you and I would be happy to answer any questions you may have.

DEBORAH SKAGGS:

Thank you for this opportunity to report on selected activities of the McConnell Center and the McConnell Chao Archives during the COVID-19 pandemic.

We have new committee members since I reported on the McConnell Center so I will provide brief information about the programs and how they have been affected by the pandemic.

University of Louisville officials and alumnus McConnell established the non-partisan McConnell Center in 1991 initially to identify, select, and nurture undergraduate students from Kentucky with demonstrated leadership interests and potential. They participate in an enhanced academic experience focusing on the foundations of leadership and political and social thought in America. The program is limited to 10 new students, called McConnell Scholars on campus, per year, who receive a four-year renewal scholarship to the University of Louisville, international and domestic travel educational opportunities, and occasions to meet and engage with prominent national, state, and local leaders.

Leader McConnell's role in the center, in addition to initially raising an endowment to support its programs and scholarships, involves helping the center attract the most outstanding leaders in the nation to speak to the students, university community, and the public. He also gives generously of his time to meet informally with the McConnell Scholars several times a year. Of course, he has not met with the students since March. He, however, plays no role in the governance of the center, its programs, nor in the selection of students.

COVID protocols established by the state and the university have had a significant impact on the scholars programming. Since March McConnell Scholars have moved from hybrid seminar-like

sessions to all virtual. In addition, achieving required service hours has been difficult. The social impact has been disconcerting and distressing.

Over the past almost thirty years, the McConnell Center programs have increased to include

- a Public Lecture Series,
- Civics Education Program,
- Military Education Program,
- and the US Senator Mitch McConnell and US Secretary Elaine L. Chao Archives.

Through a variety of public lectures, seminars, panel discussions, and conferences, the McConnell Center brings influential political leaders, business executives, and accomplished scholars to the University of Louisville where their insights and examples can serve the undergraduate McConnell Scholars, the campus community, and the state. In the past several years the Center streamed these in-person events. Again because of state and university regulations and guidelines, since March all these have been virtual. Specifically, the Summer Reading Series was conducted virtually in addition to two podcasts series.

Dr. Gary Gregg, the Center's Director, commented that prior to the virus, public registrations do not reflect the number of persons who attend the programs. In past years, the center found that public attendance is around 70 percent of registration while with virtual events the attendance has been 60 to 50 percent. When they can return to in-person events they will continue to provide a streaming option for broader outreach.

The Civics Education Program started in 2005 and provides educational programs for teachers, students (K-12 and college), and the general public focused on developing a knowledge of US history and fostering creative thinking about the possibilities and problems of citizenship in the 21st century.

Unfortunately, civics educational programming for students and the general public has been cancelled during the pandemic. The teacher's program, however, continued virtually with web-based professional learning opportunities with supplementary podcasts and reading guides for classroom and personal development. In addition, during the past summer the center, observing virus protocols, held a weekend teacher's civics education program at Cumberland Falls State Park.

Since 2014 the Center has hosted the Strategic Broadening Seminar for the U. S. Army. This month-long residential leadership program is designed for mid-career soldiers to take part in discussions, lectures, and active-learning sessions with academic experts, local leaders, and the McConnell Scholars. The goal of the broadening seminar is to provide graduate-level immersion related to the US political order. With significant detailed planning and execution to satisfy state and university requirements, the program hosted 28 US Army participants, limited social gatherings, met virtually with guest speakers, and held in-person sessions socially distanced and with required masks at Shelby Hurst Campus to avoid the risk of contacts with the undergraduate population.

The McConnell Chao Archives, which includes an exhibit on the life and careers of both Senator McConnell and Secretary Chao, opened in 2009. Because the university discouraged visitors and school groups on campus, Nan Mosher, archival associate, has not conducted tours of the exhibit and archives since March. University requirements have not had an impact on public research requests because neither archives at this time is open for research.

Nan Mosher has worked in the archives to conduct research requests from the Leader and his staff and the Secretary and her staff. She has also accepted records transfers.

Otherwise, she has worked remotely on three large digital projects. In addition to completing a months-long project working on Secretary Chao's born-digital records, she added all accession data from 2009 to the present to an Access database. This accession information recorded detailed preliminary inventory information.

The third project she completed involved taking the numerous McConnell news video clips on DVDs and copying the files to the archives secure drive. Many of these discs were displaying errors—reading as blank discs. Nan used software to extract the video files, then encode them as MP4. Now the archives holds secure digital news videos of the Senator from 1985 to the present.

Nan noted that she may have undertaken these project—eventually. The pandemic and working remotely provided time to immerse herself in these tedious projects and concentrate solely on them.

The use of technology has provided an effective vehicle to continue various programs and work processes during the pandemic; however, the health protocols, while necessary, have proved to be socially challenging.

SHERYL VOGT:

Good Afternoon,

All 27 institutions of higher education in Georgia moved to remote work mid-March. University of Georgia students did not return from spring break to campuses until Fall Semester (a wise decision). Working remotely, with limited people on site, we provided faculty and students with digital copies from our holdings to complete the semester. From mid-June, we had a phased return to campus as we provided scans and prepared for hybrid classes and return of students in the fall. Mid-August, we re-opened, and fall semester has been fairly uneventful compared to other places. Students did not return after Thanksgiving break, but we are still open (with some of our staff still working remotely for social distancing). Spring '21 will follow Fall's guidelines.

March to August, we completed work on our Website redesign, clean-up of AT records, and move to ArchivesSpace.

After one of our biggest instructional years to date in 2019, we began this year strong with eight multi-session collaborations with undergraduate and graduate courses during the spring semester. In March when the University moved online, our instruction archivist redesigned

portions of four of these courses to allow for virtual access to materials and online instruction before the end of the term.

She also leads the Special Collections Faculty Fellows Program and had to move its remaining instructional sessions online; ultimately, she had to re-design the whole course for this fiscal year.

Since the return in August, masks and social distancing are primary. To assist the custodial staff who are bearing the brunt of additional cleaning, we are carrying our personal trash to centrally located containers and sanitizing departmental personal and shared spaces, reading rooms, and galleries.

Manuscripts are quarantined between uses. New collections are isolated before being accessioned and shelved in the vault. Spaces to isolate materials have been set aside but can easily become traffic jams when any activity increases.

While we postponed pick-ups of some larger collections, we have brought in several small to moderate-sized donations and additions.

We have had socially-distanced class visits this fall, so that students could have significant, firsthand experience with original archival material.

In reference to Richard's report on reference use of collections, the Russell staff worked with a faculty Fellow to design a 3-session teaching module: anti-tobacco campaigns for an epidemiology course in the Population Health Department of the Veterinary Science School.

We also had a robustly planned year of public programming that had to be re-assessed, and resulted in postponed events, adjusted exhibit schedules, and transition to some virtual activities. Congress Week programming, some of our 2020 election events, and the Georgia Disability History Symposium were postponed until next year. Even so, Russell staff produced 4 exhibits, hosted 1 traveling exhibit, co-hosted a book event, held a virtual family day, and produced 4 virtual exhibit tours, and one zoom webinar.

The virtual tour for the traveling exhibit *Sign of the Times: The Great American Political Poster, 1844-2012* had an impressive response to the Face Book live gallery tour with 526 FB 'impressions' and over 100 tuned in live to watch; to date 544 have viewed the tour.

Our current exhibit, *Election of 1980: the Elephant in the Room*, opened with a live tour via FaceBook and had a virtual audience of just under 100, but the current viewing total is 436.

Our inaugural Food, Power and Politics lecturer was Dr. Marion Nestle. The program, designated a UGA Signature Lecture, was moved from March to November and became our first zoom webinar. Given Dr. Nestle's renown, our audience included a virtual audience from over a dozen states and 4 foreign countries.

Our experiences and the popularity of virtual programming will inform how we engage in the future.

Concern remains about enrollment and state revenues. Roughly 70% of University funding is from tuition, while 30% is from the state.

The Libraries took a 10% budget cut in FY20 in operations/personnel and these cuts were made on the operations side by eliminating vacant positions and sharply reducing the student wage budget to avoid layoffs of permanent staff.

For the Russell Library, we have temporarily lost our Electronic Records position, but were able to retain our student workforce since our student positions are paid with private funding.

DANNA BELL:

This year's annual report of the Center for Learning Literacy and Engagement (CLLE), the section of the Library where our office is located, highlighted 2020 as the year of the pivot. I'm not sure that describes what the year of the pandemic has been like for our team. We may have been pivoting but we were doing it while simultaneously on a balance beam, holding a basket to catch all of the balls and other items sent our way. During the course of the year we changed our name and added to our mission, changed how we offered programming, completed an extensive overhaul of the Teachers Page, expanded our collaboration with partners and expanded our use of technology.

The senior administration for CLLE decided that there needed to be two divisions to handle different aspects of outreach. I am now part of the Professional Learning and Outreach Initiatives Office (PLOI). Our mission is to inform, inspire, and engage educators, librarians, early researchers, and literacy champions. We foster connections and support efforts across the Library to strengthen and unify outreach strategies that encourage the creative use of the Library's resources. And our efforts target mainly off-site audiences.

The other division is focused on Informal Learning opportunities, primarily for onsite student and family visitors. When the COVID-19 pandemic closed the nation's schools, CLLE responded immediately by leveraging our expertise in online outreach to create an intensive set of teacher webinars and a new series of informal Office Hours sessions that brought educators and general audiences together with experts from across the Library. By the end of September 2020, we'd created 63 online programs attended by 3,721 participants. The recordings and materials from these programs are available on the Teachers Page.

We also worked to increase interest from diverse audiences by exploring topics connected to socially relevant exhibition topics, newly released Library collections, historic anniversaries, and other issues being discussed in classrooms throughout the US. Some of these programs highlighted online resources from the Hispanic Division, including the renamed Palabra archives, the African and Middle Eastern Division's Omar Ibn Said collection, NLS resources for the blind and print disabled, and teaching strategies for meeting the needs of diverse learners. We were also approached by the Library's Congressional Relations Office and presented a number of online programs for members of Congress who wanted us to show resources their constituents could use in the classroom. Participants in these activities represented 98% of all congressional districts and hailed from all 50 states, the District of Columbia, and Puerto Rico.

PLOI completed a top-to-bottom renovation of the Teachers Page, offering new features, streamlined content, mobile-friendly design, and an easy-to-use structure. The revised site makes available more than 400 pages of educational resources, including activities that specifically

support distance learning. The Teaching with the Library of Congress blog reached over 32,000 subscribers with 110 posts, and more than 35,000 followers via the @TeachingLC Twitter page. These posts and tweets provided teaching strategies, primary sources, and insights from staff and from experts across the Library, covering topics ranging from civil rights to STEM to roadside architecture. We are grateful for the congressional support we receive for our Teaching with Primary Sources grant program.

TPS-supported projects continued to bear fruit this past year, including the release of several new civics apps: *Civics: An American Musical*, developed by FableVision Games - *Journalism in Action*, developed by PBS NewsHour Extra - *Voices for Suffrage*, developed by Second Avenue Learning -and *KidCitizen*, developed by Muzzy Lane Software.

One other change to our service unit involves the Library's Literacy Awards. Our office now oversees the literacy awards program and in response to the great work literacy organizations were doing during the COVID-19 pandemic, the Literacy Awards staff swiftly revised its approach to the 2020 Literacy Awards Program. The \$150,000 2020 David M. Rubenstein prize, which is normally awarded to a single organization, was instead distributed as three \$50,000 2020 David M. Rubenstein Special Response Awards to meet the immediate needs of organizations facing COVID-19 impact who were offering new and unique programs to meet the needs of their constituents.

As mentioned earlier, the second new division, Informal Learning, connects kids, teens, and families to the collections and resources of the Library by developing programs, resources, and learning spaces that inspire them to use the Library for their own creative purposes. They have done quite a bit to meet the needs of students and their families The Engage Page (loc.gov/engage) was released in late-March. It served as a "one-stop shop" for resources, activities, and programming for adults, teens, and children suddenly removed from their normal activities outside the home. The page received more than 200,000 page visits in its first full month, owing largely to targeted promotion and exciting new program series from authors Dav Pilkey and Jason Reynolds. With the success of the Engage page, the Resources for Families (loc.gov/families) was also released in late-March. This page included fifteen new "activity kits" and printable activities. The page received over 16,000 page views, including 6,000+ webpage visits in the week leading up to the 20th National Book Festival. They have also developed three online student workshops that teachers can register their classes for. Informal Learning also released its own blog, Minerva's Kaleidoscope, which includes more collection based activities and tips for families visiting the National Book Festival. The blog had a total of 25,093 subscribers and 5,878 total visits in its first three months (July – September 2020), with 465 new subscribers in September.

GUENTER WAIBEL:

The California Digital Library, located at the University of California Office of the President, provides digital library services and infrastructure to all 10 UC campuses, and is a collaborative hub for the deeply shared library work in the UC

We transitioned to remote work in March relatively straightforward

- Not on a campus; no physical interactions with library patrons; it helped that we are a digital library
- Suffered, and continue to suffer, all the pangs and pains of remote work familiar to you: inadequate work spaces in homes, divided attention from kids homeschooling next to parents working
- Deeply grateful for the resilience and creativity of my staff in continuing the work

For the **libraries on the 10 UC campuses**, the story is a bit more complicated

- Our campus libraries are open in that they continue to provide services to their communities
- Physical buildings are predominantly closed, based on local health orders, with some having opened up study spaces
- Collection stacks are not accessible, with some libraries providing curbside pick-up

For **physical collections**, the transition was greatly eased by UC's longstanding investment in HathiTrust.

- We co-founded the organization 10 years ago and host a piece of its infrastructure
- We have digitized close to 5M library volumes (largely via Google), and contributed them to HathiTrust
- Under the HathiTrust Emergency Temporary Access Service, every faculty member and student across UC continues to have lawful access to 13 million volumes
- While that does not solve every access problem in book dominant disciplines, it is a huge boon

In **journals-based disciplines**, digital access has long been the coin of the realm

- The UC libraries together license \$50M worth of content providing a common base-line access to literature for our scholars whether they are at UC Merced or UCLA.
- Those resources are accessed over 1 billion times per year.

During the pandemic, we have continued our work to transition this licensing spend into an **open access** investment.

- UC faculty, librarians and administration are aligned in the belief that the outcomes of publicly funded research need to be publicly available, and not locked away behind a publisher paywall.
- We are increasingly finding that publisher partners share this belief, and are willing to engage in transition.
- In the early days of the pandemic, we struck the largest transformative open access agreement in North America to date with Springer Nature.
 - The agreement will enable UC authors who publish with Springer Nature to make their research freely available to the world.
 - It also guaranteed a cost reduction of 5% to UC in the first year of the agreement compared to our prior spend.

So pandemic or not, big and important work continues. A couple of more notable initiatives:

The UC libraries are currently replacing all of local campus enterprise systems with a **single shared integrated library system (SILS)**.

- 150 librarians across the UC are directly engaged in what I like to call “open heart surgery” on the UC libraries core system.
- The undertaking produces significant future cost avoidance for the UC, and a robust platform for collaboration and innovation.
- The system will launch in July 2021.

Perhaps of particular interest to this committee may be a significant IMLS grant funded project CDL was awarded titled **Building a National Finding Aid Network**.

- As I am sure committee members are aware, researchers of all types face enormous barriers locating relevant materials across the vast, distributed, and unevenly supported field of cultural heritage institutions; many archives don't publish their finding aids online, and existing aggregations of finding aids are siloed and at-risk as their infrastructure ages and budgets dwindle.
- Ergo, much of the stewarded archival content in the United States is essentially invisible and the voices documented therein are poorly represented in the historical record.
- This project addresses the fundamental challenge of providing comprehensive, inclusive, and persistent access to these collections by laying the groundwork for a national finding aid network available to all contributors and researchers -- and one that is community-driven, -sustained, and -governed.
- CDL received a \$1M grant from the Institute of Museum and Library Services (IMLS – National Leadership Grants for Libraries grant program) for a project to coordinate this 2-year research and demonstration project that tackles this issue head on, and kicked off the project in September 2020.
 - We're bringing together 13 existing statewide and regional finding aid aggregators in this work - basically, all of the extant programs in the US.
 - CDL is coordinating the project in collaboration with Chain Bridge Group, OCLC, Shift Collective, and the University of Virginia Library -- which supports the Social Networks and Archival Context (or "SNAC") program.
- We appreciate **NARA's ongoing support** for the project activities! NARA partners with the University of Virginia Library to support SNAC -- which gathers information about individuals and organizations that are referenced in finding aids, from national and international sources. It's hence a highly complementary initiative.
 - *We are planning to establish an advisory group to guide our project activities, and look forward to having NARA representation on that group.*

JOHN LAWRENCE: [did not submit a draft written statement]

Archiving During a Pandemic:

KERI MEYERS: [did not submit a draft written statement]

DINA MAZINA: [did not submit a draft written statement; see attached slides from her presentation]

New Business

ADAMS: Called for new business; hearing none.

She wished all a restorative holiday and moved to adjourn. Motion seconded and approved.

Meeting adjourned.

I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete.

Richard H. Hunt
DFO
Director, Center for Legislative Archives

Julie Adams
CHAIR
Secretary, U.S. Senate

These minutes will be formally considered by the committee at its next meeting, and any corrections or notations will be incorporated in the minutes of that meeting.