

THE ADVISORY COMMITTEE ON THE  
RECORDS OF CONGRESS  
SUMMARY OF MEETING

June 7, 2021

The Advisory Committee on the Records of Congress convened for its sixtieth meeting at 11:06 A.M. on June 7, 2021. The meeting was held virtually.

In accordance with the provisions stated in Public Law 92-463, the meeting was open to the public. The meeting was scheduled from 11:00 A.M. to 12:30 P.M.

**Members of the Committee present:**

Gloria Lett, Deputy Clerk of the U.S. House of Representatives

(Deputy Clerk Gloria Lett presided over the meeting for the House Clerk, the Honorable Cheryl L. Johnson, and co-chair of the Committee, who was unable to attend.)

Ann Berry, Secretary of the U.S. Senate and co-chair of the Committee

David S. Ferriero, Archivist of the United States

Betty K. Koed, Historian of the U.S. Senate

Matthew Wasniewski, Historian of the U.S. House of Representatives

Danna Bell, Educational Resource Specialist, Library of Congress

Denise Hibay, Director for Collections and Research, New York Public Library

Tanya Marshall, Vermont State Archivist and Chief Records Officer

Guenter Waibel, Associate Vice Provost and Executive Director, California Digital Library

**Others present for all or a portion of the meeting were:**

Karen Paul, Archivist of the U.S. Senate

Heather Bourk, Archivist of the U.S. House of Representatives

Richard Hunt, Director of the Center for Legislative Archives (NARA)

Hugh Halpern, Director of Government Publishing Office (GPO)

## **CLERK'S REPORT**

Deputy Clerk Gloria Lett welcomed members of the committee and introduced new members Secretary of the Senate Ann Berry, who is co-chair of the committee, and Berry's appointment to the committee, Tanya Marshall. She also welcomed David Ferriero, Archivist of the United States.

Lett reported on highlights of the Office of Art and Archives and the Office of the House Historian. Those highlights included contact with all 60 new Members of the House with records management and archiving advice. Staff also reached out to committee chairs and clerks to offer assistance with archiving the official records of Congress.

### **Notable achievements:**

Two remote briefings on records management with 170 committee staff in attendance.

400,000 pages of new records processed.

Loan requests and returns of over 70,000 pages from the Center for Legislative Archives.

Assessment of damage and preservation recommendations from Curatorial staff regarding the breaching of the Capitol on January 6.

The Office of the House Historian revised and updated the publication "Women in Congress" which profiles 366 women who served in the House and Senate.

## **SECRETARY'S REPORT**

Secretary Ann Berry thanked the Deputy Clerk for presiding over the meeting. She then introduced herself noting she has worked in the Senate for over 40 years, most recently as Senator Patrick Leahy's Deputy Chief of Staff. She introduced her appointee to the committee, Tanya Marshall, who is the Vermont State Archivist and Chief Records Officer.

### **Notable achievements:**

Continued virtual presentations to Senators, staff, the academic community, and the public.

Completion of the second edition of "Pro Tem," a history of the Office of the Senate President Pro Tempore.

Completion of an illustrated booklet, "Brief History of the Senate" given to new Senators at orientation.

Secretary Berry noted that Senate Archivist Karen Paul will provide more information on activities in her report.

## **ARCHIVIST'S REPORT**

Archivist of the United States David Ferriero thanked the Deputy Clerk and welcomed the new Secretary and her appointee to the committee. He then reported that 40 facilities in 17 states are in phase one or two in the reopening process. He noted the museums in the D.C. Archives building and Presidential Libraries are opening on a ticketed basis.

Hardest hit by the pandemic has been the National Personnel Records Center in St. Louis where veteran's records are housed. More than 300 emergency requests were fulfilled.

The Archivist recognized Hugh Halpern, Director of GPO, and noted his pleasure with the new storage space for NARA records and the support given for the build-out of phase two.

### **Notable achievements:**

Creation of on-site researcher pilot program in the College Park facility.

Laptop deployment to NARA staff funded by the first COVID relief bill.

Launch of the Archivist's Task Force on Racism with more than 40 staff from around the country participating. The final report contained 27 recommendations.

## **APPROVAL OF MINUTES**

Corrections were offered by Denise Hibay prior to the meeting and corrections were made.

Deputy Clerk Lett called for a motion to approve the minutes. Motion was made and seconded and minutes were approved.

Due to requirements of the Federal Advisory Committee Act (FACA), Lett called for a motion to certify the meeting minutes within 90 days of the meeting. In the past, minutes were not approved until the next meeting. She introduced the required language. A motion was made and seconded and the new procedure for minutes was approved.

## **ARCHIVIST OF THE SENATE REPORT**

Senate Archivist Karen Paul reported that although staff teleworked most of the time during the pandemic, they increased office time to process the higher volume of record transfers at the end of the 116<sup>th</sup> Congress.

Staff continued to work with Senate offices that are closing to encourage preservation of their records. The Senate Legislative Branch Appropriations of 2021 assigned the responsibility to the Secretary of the Senate to provide a report to the Appropriations Subcommittee of the Legislative Branch on enhancement of records management and archiving services to Senators. The report is due at the end of June.

**Notable achievements:**

Transferal of 88 new textual records accessions to the Center for Legislative Archives totaling 239 cubic feet from 8 committees.

Processed 38 loans totaling 133 cubic feet from 13 committees.

Processed 3 loans of electronic records totaling 31.6 gigabytes.

Download of Web ARChive (WARC) files for transferal to the Center.

Download of House Judiciary Committee's media files used in the 2021 Presidential Impeachment Trial totaling approximately 850 videos.

**ARCHIVIST OF THE HOUSE REPORT**

Archivist Heather Bourk reported that the focus of the department at the beginning of the Congress was to increase outreach to committees and individual Members in an effort to promote best practices in records management. This involved scheduling meetings with offices, and the update of the manuals used as guidelines that had not been updated for 10 years.

Another focus has been on outreach to the public through social media sites and the History, Art, and Archives site.

**Notable achievements:**

18 new House record descriptions added to the Record Search database with 25 additional drafts to be added in the fall.

Continued outreach to teachers and students including lesson plans related to the Office of the Historian's publication "Asian and Pacific Islander Americans in Congress."

New content management system and enhanced public interface for the online Biographical Directory of Congress.

## **DIRECTOR OF THE CENTER FOR LEGISLATIVE ARCHIVES REPORT**

Director Richard Hunt reported the Center's highlights for the mid-year included maintaining congressional loan services to support the current business of Congress, resumption of the accessioning and transfer of congressional records into the GPO storage spaces, and ongoing participation in the CVC exhibit renovation project.

Hunt welcomed new Assistant Director of the Center, Jay Wyatt.

Education and outreach continued with virtual workshops with partner institutions in 10 states training 350 teachers to improve teaching of history and civics.

### **Notable achievements:**

In spite of the COVID-19 pandemic, reference staff continued to respond to researchers and closed out 80 percent of the over 400 inquiries.

Completed work with the Internet Archive to capture all House.gov and Senate.gov websites for the 116<sup>th</sup> Congressional Web Harvest.

Staff worked on upgrading and transforming the Guides to House and Senate records from printed format to digital resources for enhanced functionality and ease of use.

## **GPO REPORT**

Richard Hunt began by giving the history of the project to acquire records storage space in the GPO building.

The first space located on the third floor of Building A is completed and provides 55,000 cubic feet of storage. The second space will be located on the fourth floor and will provide 90,000 cubic feet. These two spaces will provide 58 years of expansion for storage of House and Senate records.

Director of GPO Hugh Halpern introduced himself to the committee noting that previous to his current position, he served as a House staffer with his last position being Floor Director for House Speaker Ryan.

Halpern is looking forward to working with the Center, House and Senate for the build-out of the second space. MOU's are being created and architectural plans are being submitted. Halpern offered a tour of the spaces to the committee once the pandemic is over.

## **NEW BUSINESS**

There was no new business reported.

## **ADJOURNMENT**

Hearing there was no new business, Deputy Clerk Lett asked for a motion to adjourn. A motion to adjourn was made and seconded and the committee was adjourned at 12:05 p.m.

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

Cheryl L. Johnson  
CHAIR  
Clerk, U.S. House of Representatives

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.

RPTR ZAMORA

EDTR CRYSTAL

MEETING OF THE ADVISORY COMMITTEE

ON THE RECORDS OF CONGRESS

Monday, June 7, 2021

U.S. House of Representatives,

Washington, D.C.

The meeting began at 11:06 a.m., via Webex, Gloria Lett [Deputy Clerk of the House] presiding.

Members of the Committee Present: Ann Berry, 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; Denise Hibay, Director for Collections and Research, New York Public Library; Tanya Marshall, Vermont State Archivist and Chief Records Officer; Danna Bell, Educational Resource Specialist at the Library of Congress; and Guenter Waibel, Associate Vice Provost & Executive Director, California Digital Library at the University of California.

Ms. Lett. I am going to officially call to order this meeting of the Advisory Committee on the Records of Congress.

You all probably have a copy of the agenda. We are going to stick pretty close to that agenda. I will ask questions, probably at the end of each presentation, but please feel free to ask any questions.

I will say, as a disclaimer for doing this for the first time, that I probably won't be able to answer many of your questions, so I will defer to the experts on the call.

Good morning. My name is Gloria Lett. I am the Deputy Clerk of the House. Cheryl Johnson, the Clerk of the House, is not able to join us today, so I will be leading the meeting in her place. And while we are on that topic, unfortunately, Deborah Skaggs -- I don't see her name -- is also unable to join us today.

I would like to take this opportunity to welcome everyone and to thank you for your continued service and contributions to the committee.

Let me start by welcoming two new members specifically to the Advisory Committee, the new co-chair, Ann Berry, and her appointee, Tanya Marshall.

Ann was sworn in as the 34th Secretary of the Senate on March 1, and she has a long tenure with the Senate, beginning in 1979. She served as a staff member for a number of Senators, and, most recently, she was the Deputy Chief of Staff for Senator Patrick Leahy. Ann is the first African American to serve in the role as Secretary of the Senate.

And I haven't had the honor to meet you yet in person, Ann, but I can tell you, Cheryl, the Clerk, is very enthusiastic and looking forward to working closely with you on this and other projects, joint projects.

At this time, I would also like to acknowledge and welcome the Secretary's appointee



to the Advisory Committee, Tanya Marshall. Tanya serves as Vermont's State Archivist and Chief Records Officer. She is also Director of the Vermont State Archives and Records Administration.

Tanya, we look forward to you lending your expertise to the work of the Advisory Committee. Thank you and welcome.

I would also like to welcome David Ferriero, the Archivist of the United States.

Thanks to you and your staff, David, for the work you do to preserve and promote the records of Congress.

At this time, I would like to take a few minutes to provide an update and highlight some of the work the House Office of Art and Archives and the Office of the House Historian have been focused on since the committee last met.

At the beginning of the 117th Congress, we welcomed 60 new Members of Congress of the House. Archives staff contacted each new Member to offer records management and archiving advice and provided manuals and guides detailing the importance of considering these issues at the start of House service, which makes perfect sense to get them early.

Archives staff also reached out to committee chairs and clerks to offer assistance with managing and archiving the official records of the House. Staff provided resources to support comprehensive records management and archiving and participated in two remote briefings for committee staff attended by approximately 170 people.

Archives staff continued to support the record keeping needs of committees and officers by providing consultations on records management and archiving best practices, by managing the transfer of new records for archiving, and providing in-person and digital access to previously archived records.

In the first half of the year, the department has processed almost 400,000 pages of new records and managed, with the help of staff from the Center for Legislative Archives,

the loan and return of over 70,000 pages of Archive records. And I don't know much about this, but that sounds like a lot.

To bolster ongoing outreach efforts, the Archives Department is working on updates to the instructional manuals provided to the committee and Member offices. The manuals offer guidance on records management and archiving. Both updated versions are expected to be completed by the end of this year.

The House curatorial department spent the beginning of the Congress assessing damage and making preservation recommendations for House Collection objects that were affected by the events of January 6. The Curators surveyed the more than 200 House Collection objects in the Capitol and, in collaboration with the Smithsonian and a conservation specialist, implemented a treatment plan to stabilize damaged artworks.

In December, a revised and expanded print edition of "Women in Congress" was published by the Office of the House Historian. Expanding on the 2007 print edition, the 1,200-page volume profiles each of the 366 women who have served in the House and Senate. It also features updated contextual essays. The book is available electronically from the Government Publishing Office and the History, Art, and Archives website.

And I can say, personally, I read every word of the book. It is fantastic. I commend it to your reading. It is wonderful to know more about the Members' history and how they came to Congress and their particular focuses. So I would recommend it. Get a hold of that if you haven't.

As with many other projects, the pandemic has delayed progress on the second phase of the archival storage construction project at the Government Publishing Office. Considering that it is a high-priority congressional records-focused project and that newer members of the Advisory Committee have not been briefed on it, we will devote the time set aside in the agenda for current business to a project update. Representatives from GPO

and the National Archives will bring us up to speed on the next phase of that project.

Last month, the Clerk had an opportunity to tour the space under consideration for phase two of the project, and the committee looks forward with great interest to these updates.

I am going to shift gears now and recognize the Secretary of the Senate. I would like to yield to the distinguished Secretary of the Senate and co-chair of the Advisory Committee, Ann Berry.

Ms. Berry. First, let me say thank you, Gloria, for presiding over today's meeting. And just so you guys know, I am probably going to repeat a lot of the things that Gloria has already said, but it is not intentional. We probably should have talked together and found out what each of us was going to be saying. But here I go.

So I am very pleased to be here today to participate in the work of this important committee. While I am new to the Office of Secretary, I am not new to the Senate. I have worked here for more than 40 years and with five different Senators.

Most recently, I was Senator Patrick Leahy's Deputy Chief of Staff. And as many of you know, preservation of Senate history and Senators' records is a high priority for Senator Leahy. In fact, he is one of the few Senators who have had an archivist on staff for many years. Needless to say, I am very familiar with the important work of our historians and archivists.

I am pleased to welcome my appointee to the committee, Tanya Marshall, who is the Vermont State Archivist and Chief Records Officer. I look forward to receiving her insights about records and record keeping gleaned from her Vermont State experience.

I would also like to welcome back Denise Hibay, Astor Director for Collections and Research Services at the New York Public Library, who is Leader Schumer's appointee. Leader McConnell's appointee, Deborah Skaggs Speth, now retired, from the McConnell

Chao Archives at the University of Louisville, was unable to be with us today. And I also look forward to meeting our House appointees today.

This past year has been challenging for all of us, but the Senate historians and archivists have kept pace on their many projects. Even with staff working remotely during most of the last 15 months, the historians have continued with their presentations -- virtually, of course -- to Senators, Senate staff, the academic community, and the public.

They completed a second edition of "Pro Tem," a history of the Office of the Senate President Pro Tempore, as well as an illustrated booklet, "Brief History of the Senate," for new Senators, given to new Members at orientation. Referenced questions have been answered and oral history interviews have continued, as did the major reorganization of historical material on the Senate website.

Likewise, the Senate archivists have conquered their many pandemic-related challenges. Annual meetings and committee staff went virtual, as did staff conferences and training sessions. Assessing of records continued even while NARA staff worked remotely.

And thanks to the dedicated staff at the Center for Legislative Archives, return of records to committees continued as well. In fact, very few projects, historical and archival, had to be sidelined because of COVID, as the Historical Office staff quickly adapted to remote working.

Karen Paul's report will provide more detail on the ongoing efforts to preserve and archive the historical records of the Senate and its Members.

I have been briefed on the progress made in completing phase one of the archival storage space project at GPO Building A and the problems that arose along the way, and I am interested in hearing about plans being developed for phase two of that project.

As this is the first meeting of the Advisory Committee in 2021 and the committee's

third virtual meeting, I am sure that I express our mutual hope that the next meeting in December will give us the opportunity to greet each other in person.

Thank you.

Ms. Lett. Thank you so much for that, Ann. And I will say again that the Clerk looks forward to sharing leadership of the committee with you.

Now I am going to recognize David Ferriero, the Archivist of the United States, for an overview of the Agency's current work.

David?

Mr. Ferriero. Thank you, Gloria. And I want to add my welcomes to Ann and Tanya.

It is nice to have you at the table. I look forward to working with you.

Let me tell you a little bit about the reopening status. All 40 of our facilities in 17 States are open in either phase one or phase two for the first time since March 2020. This means that 25 percent of our staff are allowed into their facility to do work on site.

Museums in D.C. and the Presidential libraries are in the process of reopening on a ticketed basis starting this month. The Rotunda has been open for the past several weekends on a ticketed basis.

An on-site researcher pilot here in Washington was launched 2 weeks ago with a small number of researchers. Advanced consultation ensures that we have the material needed and pulled for the researcher visits. This will be tested in College Park starting this week in preparation for a return to researcher visits.

Executive branch agencies are preparing reopening plans for submission to the White House by the 18th of June, and we expect a government-wide reopening plan announcement sometime in July. In the meantime, staff continues to be working from home wherever possible, enabled by a laptop deployment funded by the first COVID relief bill.

Hardest hit has been our National Personnel Records Center in St. Louis where veterans' records are housed. This is a paper-based service dependent upon staff pulling records to provide proof of service and limited to emergency requests, burials, medical, home loans. More than 300 emergency requests have been fulfilled during this pandemic environment.

At a previous meeting, I reported that I had launched the Archivist's Task Force on Racism, an analysis of systemic racism in our internal and external procedures and processes in agency culture. The task force of more than 40 staff volunteers from across the country delivered to me their final report and recommendations, which I have endorsed and now working on implementation strategies to deliver.

The task force and three working groups were asked to make recommendations relating to, first, the employee experience -- recruitment, advancement, retention, assignment of work, access to opportunities, as well as diversity and inclusion and race-based harassment; second, archival description -- how we address anachronistic or offensive terminology in legacy descriptions in our online catalog; and third, the museum -- how we ensure diversity of representation, viewpoints, access, and outreach in our exhibits, education, and public programs.

The report contains 27 recommendations, both short term and long term. Implementation planning is underway, as I said, and the report will be publicly available in the coming weeks. And I hope you will take an opportunity to read it and provide any comments that you might have to me.

Finally, I am pleased to see Hugh at the table with us today and pleased to report our happiness with the new space and our support for phase two. And I hope that we can schedule a future meeting in our new space so all of us can see what a great job has been done so far.

Thank you.

Ms. Lett. Thank you very much, David.

At this time, we are going to turn to approval of the minutes from the last meeting.

Is there an objection to dispensing with the reading of the minutes.

[Pause.]

Okay. I will take the silence meaning that there are no objections.

Are there any corrections to the minutes?

Ms. Hibay. Gloria, yes, there is a very brief correction to my comments, and I shared some numbers with Sharon earlier today. They were some numbers that were on a slide deck that didn't get transferred to the notes.

Ms. Lett. Okay. Thank you so much, Denise.

Are there any other corrections?

If there are no further corrections, is there a motion and second for approval of the minutes?

Mr. Wasniewski. So moved.

Ms. Koed. Second.

Ms. Bourk. Second.

Ms. Lett. Wonderful. They are adopted.

All right. So while we are on the subject of the meeting minutes, as an advisory committee that falls under the Federal Advisory Committee Act, the committee is required to certify the meeting minutes and make them available to the public within 90 days after the meeting was convened.

To memorialize how the committee addresses the requirement, the Clerk proposes that the Advisory Committee's Designated Federal Official prepare, certify, and publicly post the meeting minutes within the 90-day period, accompanied by the following language,

quote:

"I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete. These minutes will be formally considered by the Advisory Committee at the next meeting, and any corrections or notations will be incorporated in the minutes of that meeting," unquote.

In addition, the Advisory Committee chair and Designated Federal Official will review and approve the minutes within the 90-day period. If approved, this requirement will apply to today's meeting and all future meetings.

And I am sure you all saw Richard Hunt's May 28, 2021, memo which provided additional detail and background in support of this approach.

Is there a motion and second for approval?

Ms. Koed. Move.

Ms. Hibay. Second.

Ms. Lett. Very well. Thank you so much. So they are approved.

Does anyone have any questions at this point?

Okay. At this time, we are going to hear from the Senate Archivist, Karen Paul.

Karen, would you please update us on the activities of the Senate Archives staff?

Ms. Paul. Yes, I certainly will, and thank you and hello.

Ms. Lett. Hello.

Ms. Paul. The Senate Archivist continued to telework most of the time since our December meeting, but increased the amount of time spent on site in order to handle the higher volume of archival transfers at the end of the 116th Congress and a change in party majority.

Since December, we had 11 Senators' offices close. Six elected to preserve records in an archival repository. Five are holding their records with the intent to donate them at a



future time.

We remain concerned about the preservation of Senators' electronic records when they are not being placed in the repository immediately. We point out the dangers of software and hardware obsolescence and advise consideration of 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.

The Senate Legislative Branch Appropriations Act of 2021 explanatory statement assigned to the Secretary of the Senate the task of preparing a report for the Appropriations Subcommittee on the Legislative Branch on ways to enhance records management and archiving services to Senators to promote proper organization and preservation of their records so that their official papers will be ready for historical preservation when the Senator leaves office.

The report is due at the end of this month, and we are in the process of preparing the report and look forward to sharing it with the committee as those recommendations accepted by the Appropriations Committee.

In order to inform our report, we surveyed Senators, administrative directors, and systems administrators to solicit their input as to the types of additional service they would like to receive from the Secretary. And we have received responses from over half of the Senators' offices outlining things that they would like to see.

Archiving committee records for the 116th Congress continues to receive our full attention. Following resumption of our ability to move records to the center in October 2020, we have transferred 88 new textual accessions totaling 239 cubic feet from 8 different committees and have processed 38 loans totaling 133 cubic feet from 13 committees; 2.56 terabytes and 45 accessions from 8 different committees have been processed; three loans of electronic records were made totaling 31.6 gigabytes of records.

The transfer process remains cumbersome and at times frustrating for all involved because of the need to schedule several different people for each transfer. We appreciate the understanding and good will displayed by everyone when scheduled pickups did not go as planned.

And we thank center staff, Thomas Eisinger, Greg Shavers, and Donald Collier, for their perseverance, and Deputy Archivist Elisabeth Seelinger for her time, energy, and commitment to making sure these numerous records rendezvous take place as planned.

A recent committee request for Archives staff electronic records prompted Deputy Archivist Seelinger to think about hardware and media obsolescence and how the process for returning digital records to the Senate, and in turn providing access to them by staff, could be updated or improved.

Possibilities under consideration at this point are OneDrive, part of the Senate's Microsoft Office 365 Teams Service, which could be used to internally share the records, and expanded use of the Senate's large file transfer application.

When we met with Senate committee clerks and IT staff during the fall, it was evident that they were being cautious about deploying Teams and OneDrive. Since then, we have received more numerous requests from committees and Senators' offices for guidance on archiving content from these systems.

If work product is not extracted and properly archived, there is a high risk of loss of significant documentation. We are advising offices to create and enforce a firm management policy to avoid such loss. Deputy Archivists Elisabeth Seelinger and Alison White are continuing to participate in a Sergeant at Arms IT planning group to evaluate possible software solutions.

Eleven Senate committees hired vendors to archive their social media accounts, including Twitter, Facebook, and Instagram, among others, although Twitter is the most

consistently used social media platform within the Senate. Several departing Members also archived their social media to be included with donation to their repository.

Deputy Archivist Alison White worked with all of these offices and also updated our guidance on self-downloading Twitter accounts for offices that choose not to use a vendor. She is working through the recurring task of downloading all of the committee Web ARChive -- or WARC -- files to accession with the center.

With almost half of all the WARC files downloaded thus far, we are approaching a terabyte of data. We expect the final results will be over two terabytes of zipped WARC files.

Another major download of materials was the House Judiciary Committee's collection of media files used in the 2021 Presidential impeachment trial, when unzipped contain approximately 850 video files. The accessioning and transfer of the 2020 Presidential impeachment trial records to the Archives resumed in early 2021 after interruption by the pandemic.

Deputy Archivist Seelinger and I had identified various impeachment-related records and reached out to the offices of record to acquire them. These records were then unexpectedly augmented by those of the second Presidential impeachment trial in February 2021. The records feature extensive audio-visual evidence and PowerPoint presentations, as well as recordings of the trials.

We are still gathering the remaining records of both trials, and we are planning to draft an impeachment trial records schedule to augment the Secretary's records disposition schedule.

The Association of Centers for the Study of Congress' annual meeting was held virtually from May 4 through 6 with a theme, "Documenting Disruption and Division." The keynote was presented by Dr. Theda Skocpol, Victor Thomas Professor of Government and

Sociology at Harvard University, who discussed her research into the factors that led to Donald Trump's victory in 2016.

There were ten panels presented over the course of 3 days, including interviews with former Senator Carol Moseley Braun and former Representative Donna Edwards; presentations by authors, including Larry Tye, on his book "Demagogue: The Life and Long Shadow of Senator Joe McCarthy," and Leandra Zarnow, on her book "Battling Bella: The Protest Politics of Bella Abzug"; and a first-ever panel of six congressional repository archivists highlighting their records holdings documenting environmental issues.

Civic education workshops rounded out the meeting, which everyone agreed was simply excellent. Attendance was the highest ever, between 90 and 100, maybe one positive outcome of COVID forcing us to go virtual.

We thank everyone who participated in the planning and execution of an exceptional meeting, including Senate Historian Betty Koed; center staff James Wyatt and Charles Flanagan; and program chair John Caldwell, Coordinator of Political Papers and Electronic Records at the University of Delaware, and also a former Senate Historical Office intern and fellow.

Thank you very much, and I would be happy to answer any questions.

Ms. Lett. Thank you for that update, Karen. Really appreciate it.

Does anyone have any questions for Karen or questions from previous statements?

Okay. So I am going to turn to the House Archivist report from Heather Bourk. I do want to thank Heather again for helping me prepare for my guest appearance today.

So, Heather, thank you so much.

Ms. Bourk. You are welcome, Gloria, and thank you for that nice introduction.

I would like to take a few minutes to brief you on what has been happening in the Archives Department over the past 6 months.

At the beginning of the Congress, the Archives staff initiated records management and archiving outreach efforts to committees and Members. Early in the new Congress, Archives staff contacted committee chairs and clerks to offer records management and archiving assistance.

Staff also contacted new Members to schedule consultations covering best practices for managing office records and to consider preserving these records to document the Members' service.

Since the beginning of the year, we have met on average with two Member offices each month and one committee per month.

Part of our outreach efforts to committees and Members involve providing manuals detailing records management and archiving guidance and procedures. We are in the process of updating both records management manuals with the aim to have the committee manual completed by the end of the summer and the Member manual finished by the end of the year.

Although the guidance in these manuals aligns with current House records management and archiving practices, they haven't been significantly reworked in almost 10 years. The updated manuals are designed to complement our quick guides and email tips and to support in-person consultations with staff.

The planned updates make the manuals more user friendly by refreshing the overall design, significantly shortening the text, removing jargon, using infographics and images to highlight key concepts, and updating information that has become outdated since the last significant revision.

These updates make the archiving process clearer for the staff archiving records while also emphasizing the importance of good record keeping to preserve the history of the House. The updated manual text also more clearly emphasizes the role of Archives staff as a

resource for assistance throughout the process.

Archives continues to contribute content to the History, Art, and Archives website. In addition to the 18 new House record descriptions added to the Record Search database at the end of 2020, staff have recently researched and written first drafts describing 25 House records slated for addition to the site in the fall. Topics covered include the United States Postal Service, Presidential messages, frontier life, petitions, and statehood.

We have completed transcription of all records currently in Record Search and plan to add these to the site in the fall, as well as including them as part of a teaching tip section for all documents that facilitates primary source analysis and classroom use.

Staff also continue to research and draft House record-focused content for our blog. Recent posts describe Harriet Tubman's quest for compensation for her Civil War service as a nurse, soldier, and spy, as well as an examination of Congress' efforts to regulate State lotteries during the 19th century. House records used to illustrate the blogs include committee correspondence and petitions.

The department still contributes weekly tweets highlighting House records and has recently participated in the popular Archives Hashtag Party hosted by the National Archives. Our most popular Archives Hashtag Party tweet featuring a House record, a 1940s era regional farming map, was engaged with by almost 7,000 Twitter users.

Thanks for inviting us to the party, David.

The Archives Department continues its work to connect teachers and students to primary sources through content created for the education portion of the website. Recent additions include a lesson plan related to the Office of the House Historian's 2018 "Asian and Pacific Islander Americans in Congress" book and a guide to related subjects in Record Search designed to assist teachers in identifying House records thematically.

Staff will also be part of a preconference workshop on the role of women and African

Americans in Congress, along with oral history staff in the House Historian's Office, at the December meeting of the National Council for the Social Studies.

Staff members have compiled a page of resources on the website in support of this year's theme for students participating in National History Day and will also participate in judging for National History Day at the national competition level.

Our office also works with the Historian's Office on updating Member profiles on the online Biographical Directory of Congress. After 5 years of work, a new content management system and an enhanced public interface for the directory were launched.

These upgrades were completed in cooperation with the Clerk's Office of Legislative Computer Systems and the Senate Historical Office, which is responsible for all Senate entries, and they represent a major milestone for the two-decade-old site. The new content management system was ready for the preparation of the 117th Congress updates, and the new front end launched ahead of opening day.

Archives staff attended the annual meeting of the Association of Centers for the Study of Congress, which Karen mentioned, and it was held remotely last month. We were pleased to coordinate a Member session that featured Congresswoman Donna Edwards in conversation with Kathleen Johnson from the oral history team in the House Historian's Office.

In wider professional news, a member of the Archives staff has agreed to a second 4-year term on the editorial board for the *American Archivist*, the Journal of the Society of American Archivists.

I am happy to answer any questions the Advisory Committee might have or to provide additional details on the work we have been doing. Thank you for the opportunity to provide this update.

Ms. Lett. Thank you, Heather.

Hearing no questions, I will -- and thank you very much -- I will ask Richard Hunt to give us the report on the activities of the Center for Legislative Archives.

Mr. Hunt. Thank you, Gloria.

The center's highlights for the midyear include maintaining congressional loan services to support the current business of Congress, resumption of the accessioning and transfer of congressional records into our GPO storage spaces, and ongoing participation in the CVC exhibit renovation project.

The center also completed its work with the internet archive on the capture of all House.gov and Senate.gov websites for the 116th Congressional Web Harvest. Currently, Web Harvest content from 11 Congresses, the 106th Congress through the 116th Congress, covering the period from 2006 to 2020 and representing over 155 terabytes of data, is available at Webharvest.gov.

We are also planning for the replacement and expansion of our storage hardware for the local Congressional Records Instance of the electronic records archives, which will provide an additional 5 years' worth of storage for electronic records from the House and the Senate.

This effort includes the processing of recently transferred records and the duplication and preservation of those records in the deep preservation system in the agency's off-site location.

I am also pleased to note that Jay Wyatt joined the staff in February as the Assistant Director in charge of the center's archival programs for textual and electronic records. Jay is well known to many of you for his service as the Director of the Robert C. Byrd Center for Congressional History and Education and his long leadership of the ACSC organization.

I am also happy to announce that the vacant position at the center for an additional electronic records specialist will be posted this week, bringing on much needed expertise



and help on the electronic records front, which you have heard from Karen and Heather.

The center reference staff responded to over 400 inquiries in the first half of fiscal year 2021 and were able to close out an astounding 80 percent of those requests through work done on site to scan original records through the use of previously digitized records and the use of published sources of information. The remaining 20 percent of requests represents researchers who need to do on-site work examining large volumes of records.

Center staff continue to prepare and plan for the return of in-person researchers working with other NARA units to create safe operating processes and protocols.

As David mentioned, NARA started a limited pilot project with a handful of researchers scheduling appointments and doing advanced consultations, and we look forward to the next step when we can reopen for congressional records research as well.

Despite the challenges we faced on the reference front, kudos continue to pour in from researchers impressed with our talented and helpful reference staff. They come from researchers across the country and around the world, most recently a researcher working in Uganda and another one in India. I just want to read you a short synopsis of some of those kudos.

From a University of Michigan research team investigating 19th century petitions from those seeking immunity from the slave importation ban enacted by the 9th Congress, one of the team members wrote: "It is cold and rainy in Washington, but the archival sun now shines." This was a little more poetic than most of the responses.

"Center staff went into the building and into the vault and found a lot of materials. They hit pay dirt on the transmittal letter from President James Madison and petition files surrounding the legislation on remission of penalties. It is like having wrapped presents sitting under the Christmas tree."

From a researcher searching for 1970s Army regulations and communications to

Congress on personal grooming styles, including hair, mustaches, and beards, he wrote: "Given the current working conditions, I wasn't sure you would be able to come up with anything, but you have, quote, 'overfulfilled the plan,' as the Soviets used to say. Many thanks for the ton of data, leads, links, and background information."

And last, from a scholar who published a book in 2006 called "The Presidential Agenda," where he examined executive communications to Congress, he wrote recently: "I cannot tell you how exhilarating it is to be able to get my hands on an actual executive communication. I have been studying these for years, but I have never actually seen one except when they are rarely reprinted in committee reports. I was very excited when I searched the center site and found several listings of executive communications to committees in the 97th Congress."

Staff has also continued to work on a variety of description projects. One I want to note is the work to upgrade and transform the guides to the records of the House of Representatives and the guide to the Senate.

Originally published in print form to commemorate the bicentennial of Congress in 1989, these guides had been converted to PDFs years ago and moved on to our website. But staff are now converting them into digital resources with enhanced functionality, ease of use, and giving new life to these valuable resources for researchers.

The new version of the House guide is now complete, and the Senate guide will be finished by the end of the summer.

On the education front, in the first half of fiscal year 2021 the center participated in virtual workshops with partner institutions in ten States and trained 350 teachers on the use of center and National Archives resources to improve the teaching of history and civics. The center's efforts are part of a larger National Archives program to establish the agency as a leader in civics education.

One component of this program has an ambitious agenda: to establish partnerships with educational institutions in all 50 States and develop a national workshop program. New States added this year are California, Delaware, Maine, and Oklahoma, with the latter including outreach to the Tribal communities there.

In June and July we also have two week-long workshops in Texas, hosted by Humanities Texas, focused exclusively on educational resources from the National Archives. Staff from the agency's education office will partner with the center staff to provide these instructional sessions covering a range of topics in 19th and 20th century American history. It will highlight lesson plans, DocsTeach resources, and primary source material for classroom use. The first session already has over 100 teachers registered.

Center staff also made a presentation at the annual meeting of the Council of Chief State School Officers and will conduct seven workshops with the Byrd Center for teachers in West Virginia. They will also conduct workshops with the Federal Reserve Bank of Atlanta and for teachers in the Department of Defense schools in June.

As you can see, the center's educational outreach has increased significantly over the past few years as part of the National Archives' effort to blaze a new trail and to lend support to the broadening effort to make civic education a high priority for students, educators, and citizens.

That concludes my remarks, and I am happy to answer any questions.

Ms. Lett. Anyone have questions for Richard?

Ms. Hibay. Richard, I have a question for you about the outreach to the States. Is it your department who is initiating the outreach, or is it the State that is reaching out to you for support?

Mr. Hunt. The center provides the staffing and the content for the workshops, and the Foundation for the National Archives does the outreach and the promotion and the

marketing with the State partners. So some of those State partners from prior experiences come through us, but we refer them to the foundation. So they are much better staffed and have much greater reach than we do at the center, but we are the content specialists.

Ms. Lett. Any other questions for Richard?

Richard, thank you so much for that report. And I am looking at my cheat sheet here, and I understand that you might have some additional information on the archival storage construction project?

Mr. Hunt. I do. I thought I would just provide the background for the history of the project at GPO. And it starts in 2014 when the Center had essentially filled all record storage spaces in Archives I dedicated to the storage of House and Senate records.

The agency then provided additional temporary storage for us at the Washington National Records Center in Suitland, Maryland, and we moved 4,000 cubic feet of House and Senate records from Archives I to the Records Center.

The House Clerk and Senate Secretary requested that NARA find additional record storage spaces in D.C., near the Capitol, to provide for 50 years' expansion of House and Senate records.

In 2015, NARA's search for additional record storage space identified two available spaces in GPO, the third floor Building A space, which would yield 55,000 cubic feet of record storage space, and Building D across the street from the main building, which would yield 140,000 cubic feet.

NARA's contract, engineering, and design firm then created drawings, specifications, cost estimates, and construction plans for the conversion of the two spaces into archival storage spaces.

In fiscal year 2016, Congress appropriated \$7 million to NARA for construction of archival storage space for House and Senate records. The GPO contractor began

construction on phase one of the project in the summer of 2017 on the Building A third floor space and completed work in December 2019.

In February 2020, NARA took occupancy and began to move House and Senate records into the space. The COVID-19 pandemic halted new accessions for 8 months and accessioning was resumed in October of 2020.

In fiscal year 2018, Congress added an additional appropriation of \$7.5 million to NARA for construction of additional archival storage space for House and Senate records. The intention then was to move on to the Building D space in phase two.

In 2019, however, GPO reported to NARA that the 140,000 cubic feet of space in Building D had to be reduced to accommodate other needs and would yield 100,000 cubic feet of storage space.

Later that same year, GPO recommended that NARA consider an alternative space in Building A, one floor above the existing record storage space on the third floor. And that fourth floor space would provide 90,000 cubic feet of storage space, so in the ballpark for what we expected from Building D.

So between the third floor space of 55,000 cubic feet and the additional 90,000 cubic feet that will be yielded on the fourth floor, we will meet the projected need for 50 years of expansion space for House and Senate records. At today's calculation, they come in about 58 years of expansion space when that comes online.

So NARA and GPO are now working on the MOUs to govern the design and construction phases of phase two. GPO will manage the design phase and procure the services of an architectural design firm to provide drawings, specifications, cost estimates, and construction plans for the conversion of this space into archival storage space. And GPO staff sent a draft MOU for the design phase on June 24 to NARA, where it is now under review.

That constitutes my update of the project. I am sure Director Halpern will take us further into the future.

RPTR BRYANT

EDTR CRYSTAL

[11:55 a.m.]

Ms. Lett. Unless there are questions about what Richard just told us, this is a good transition to hear from Hugh Halpern.

Ms. Berry. Excuse me.

Richard, did you say that you received reports from GPO with designs for the second building June 24? Because we are in June right now. Today is the 7th of June.

Mr. Hunt. June 4, GPO sent a draft MOU to NARA. So NARA is looking at it. We will get back to GPO shortly. And that would allow us to proceed with the design phase.

Ms. Berry. Okay. Very good. I just thought I heard June 24. Thank you.

Ms. Hibay. Richard, is this space being outfitted as high-density storage?

Mr. Hunt. There is no movable shelving, due to cost and the weight-bearing load of movable shelving, but basically every square foot of that space is going to be dedicated to shelving and storage of archival records.

The advantage is we have office space, small office space on the third floor. So we can use that to access both the third floor spaces and the fourth floor spaces. So we are going to maximize capacity in that space.

Ms. Lett. Any other questions for Richard?

Ms. Marshall. Hi. I just had a question related to the expansion of space. Are you seeing, following COVID, an expectation that it will go more digital than paper, since it is paper-based?

I am only asking because the State of Vermont has completely reversed over the last legislative session. So we only had 3 cubic feet of paper records, and our legislature is

anticipating that.

So I am just wondering, on the expansion of 50 years, if you have seen any different effects related to COVID or more digital changes for that, that you may actually get more space longer, period.

Mr. Hunt. Yes. When we launched the project in the 2014 to 2016 period, we used an estimation of growth of 3,500 cubic feet a year from the House and Senate. And that had held pretty steady from the 1980s through that period. So we used that number with some confidence.

By the time we moved into the third floor spaces in 2020, over that 4-year period it is averaging about 2,500 cubic feet. So we are not down to 3 feet, but it has diminished by a third.

So the reduction in the footprint and the cubic footage is offset by the reduction in the rate of accessioning. So we can probably prophesize that that will decline further in the years to come, but we are still getting a healthy mixture of textual and electronic records from the Congress.

Ms. Lett. Any other questions?

All right. At this juncture, we will now hear from Hugh Halpern, Director of GPO, on where things stand with the project.

Mr. Halpern. Thanks so much, Gloria. It is great to be here with David and Richard and all of you.

Madam Secretary, I look forward to meeting you in person here soon enough. And thanks so much for giving me this opportunity.

GPO is excited to host the Center for Legislative Archives in our D.C. headquarters, and I really look forward to working closely with everyone on phase two of this project.

A little bit of background. Some of you may know me and others may not.



Before coming to GPO, I spent more than three decades as a House staffer, and in many of those roles I was the person responsible for committee documents, including preparation of those little gray archive boxes.

When I retired from the House in 2019, after serving as Speaker Ryan's Floor Director, I had a reputation among my colleagues that while we differed on issues, during my time in leadership and the committees I did my best to preserve and protect the House's institutional and historic interests.

This project was one of the first things I learned about as I considered whether to come to GPO. The House's former Clerk, Karen Haas, is a good friend and someone who highlighted the importance of this joint project between Congress, the Archives, and GPO.

We completed phase one of the project days after I became GPO Director. Like any big project, there were definitely some bumps along the way. Now that phase one of the project is operational, I think we can all agree that it was a success.

Looking forward to the project's second phase, we are working with NARA to move beyond the immediate midterm needs and build out that space for the next 50 years.

The issue we have had to continuously consider is where to physically put the phase two space on our D.C. campus. The original plan had been to utilize some of the third floor space in Building D, which at one time was a warehouse and now houses some of GPO's critical secure manufacturing operations.

It was an attractive option because it could enable construction of a building inside of a building for phase two, but it also has some significant drawbacks.

Using Building D meant that phases one and two would be in separate buildings, and that could present some logistical challenges.

Building D also has unique security requirements for the work we do there, requiring us to think carefully about the flow of NARA personnel into secure areas.

And since those initial discussions, those manufacturing operations have grown, and there are competing ideas about how best to use that space.

Lastly, it is also a large open space, and it would require that we start our HVAC design from scratch.

In the meantime, with our new digital inkjet presses coming online, space will be opening up directly above the existing phase one space when we remove older, larger presses and move our bindery.

If NARA and Congress are comfortable with the shift, we could consolidate all of the CLA space in one building, separated by a single floor. We would also be working in space that closely resembles the phase one space so we can easily apply all of the lessons learned from phase one of the project, including how to meet NARA's critical environmental benchmarks.

Working with Richard and the NARA staff, we began discussing this with our congressional oversight staff in late spring and recently gave the Clerk and her staff a tour of that phase two location. We are scheduled to give a similar tour to the Secretary of the Senate folks in the not-too-distant future.

We will be happy to answer any questions that might emerge from that process as well as any from our congressional Oversight and Appropriations Committees. Our hope is that if we get the green light, we will complete our memorandum of agreement with NARA and begin some of the design work.

If any of you want the opportunity to tour the space, we are happy to arrange that, as our D.C. buildings are starting to resume normal operations.

Thank you for the opportunity to talk with you all today, and I am happy to answer any questions you might have.

Ms. Lett. Thank you very much, Hugh.

Ms. Koed. Hugh and Richard both, do you have a timeline in mind for when a memo of agreement will be put in place and agreed upon?

Mr. Halpern. In terms of our process, we have started the -- we have given them a draft MOU for the initial design phases. I think we need final sign-off from our congressional oversight folks. But our hope is, as soon as that is done, we will be doing the design work with our existing blanket architectural and engineer contract. So we don't have to go through an additional contracting process to get that done.

Ms. Lett. Any other questions for either Hugh or Richard about the construction project?

Okay.

Thank you again, Hugh.

I think that concludes the updates. At this point, we need to turn to new business.

Is there any new business that the committee would like to discuss?

Hearing none, going once.

Okay, everyone. Before we adjourn, are there any other questions?

Okay. If there are no additional current issues or new business to discuss, is there a motion to adjourn?

Ms. Koed. So moved.

Ms. Lett. Anyone want to second that?

Mr. Wasniewski. Second.

Ms. Lett. Wonderful. So we are at that juncture, guys. I am going to adjourn the meeting. And I thank you all so much for your participation, for your reports. And it has been a nice experience for me as well. So thank you.

[Whereupon, at 12:05 p.m., the committee was adjourned.]

