

THE ADVISORY COMMITTEE ON THE
RECORDS OF CONGRESS
SUMMARY OF MEETING

June 5, 2023

The Advisory Committee on the Records of Congress convened for its sixty-fourth meeting at 10:00 A.M. on June 5, 2023. The meeting was held in-person.

In accordance with the provisions stated in Public Law 92-463, the meeting was open to the public. The meeting was scheduled from 10:00 A.M. to 12:00 P.M.

Members of the Committee present:

Ann Berry, Secretary of the U.S. Senate and Chair of the Committee

Cheryl L. Johnson, Clerk of the U.S. House of Representatives and Co-Chair of the Committee

Colleen Shogan, 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

Tanya Marshall, Vermont State Archivist and Chief Records Officer

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)

Elisabeth Butler Seelinger, Deputy Archivist for Accessioning and Processing (Senate)

Dina Mazina, Deputy Archivist for Archival and Records Management Training and Services (Senate)

Keri Myers, Deputy Archivist for Senator's Offices (Senate)

George Apodaca, Deputy Archivist for Digital Archives (Senate)

SECRETARY'S REPORT

Ann Berry, Senate Secretary, welcomed attendees to the sixty-fourth meeting of the Advisory Committee on the Records of Congress. She extended her appreciation to Cheryl Johnson, House Clerk, for her leadership during the 117th Congress and the progress in developing expanded storage space for congressional records at the Government Publishing Office (GPO).

Berry also welcomed back the members reappointed to the committee and welcomed and congratulated Dr. Colleen Shogan, the 11th Archivist of the United States and the first woman to hold this prominent position. Berry noted that Shogan had served in many capacities within and related to the federal government. She was Senior Vice President and Director of the David M. Rubenstein Center at the White House Historical Association. Prior to that she served as Deputy Director of the Congressional Research Service and as a Senior Executive at the Library of Congress. She also served as Vice-Chairman of the Women's Suffrage Centennial Commission. Dr. Shogan is well-known to the archival community.

Notable achievements:

Berry observed that the advisory committee had been instrumental in promoting the importance of preserving the records of Congress within the Senate, House, and at the National Archives. She urged members to continue the committee's tradition of asking questions and advising on the numerous issues that impact preservation and access to Congress' historical records.

Berry also noted that she was particularly interested in hearing from the Senate Archivist and her expanded team of archivists who are taking preservation efforts in exciting new directions.

CLERK'S REPORT

Cheryl Johnson, House Clerk, seconded the Secretary's welcome to the members and looked forward to a discussion of the committee's continued joint efforts to address pressing issues affecting the records of Congress. She also congratulated Dr. Shogan on her historic appointment to lead the National Archives. She looked forward to collaborating with the Archivist on the work of the Advisory Committee and the ongoing mandate to preserve congressional records. Johnson also expressed her appreciation to the leadership and staff of the Center for Legislative Archives for their continued commitment to managing, preserving, and providing access to congressional records.

Notable achievements:

Johnson observed that a congressional transition is always particularly busy, and that the most recent transition was no exception. During the transition, the Clerk's Office was challenged by the historic Speaker election that unfolded over an entire week, requiring multiple roll call votes. Johnson was deeply heartened by the public and private recognition of the work performed by the highly skilled and dedicated individuals in the Office of the Clerk. She was particularly proud to watch everyone in her organization rise to the challenge of supporting the functioning of the House and our Democracy. Office of the Clerk staff also continued to handle typical transition responsibilities, welcoming 76 new Members and successfully managing a change in committee leadership.

Johnson noted that House Archives staff supported transition efforts in a number of ways but mainly through outreach and instruction efforts aimed at committee and Member offices. Archives staff contacted each freshman Member offering a briefing to discuss records management best practices and guidance for preserving and archiving records, and shared manuals and guides that describe these in detail. Staff likewise contacted committee chairs and select staff to arrange one-on-one consultations covering archiving requirements, records management, and preservation of and access to official House records. Detailed manuals and guides accompanied the letters and emails were sent to committees.

Johnson added that Archives staff also presented an orientation for committee staff hosted by the Committee on House Administration in January. The session was an opportunity to provide a how-to on effective records management in committee offices and to identify House Archives staff as a resource for questions about records and archiving.

Johnson noted that a portrait honoring Paul Ryan's service as Speaker was unveiled by the House Curatorial Department at a ceremony held in Statuary Hall last month. Part of the House Collection, it will eventually be installed in the Speaker's Lobby.

Johnson also observed that the House historians recently completed two new publication projects. An update to *Black Americans in Congress*—the first since 2008—is currently being printed at the Government Publishing Office. And a booklet documenting the Speakership—*A Chair Made Illustrious: A Concise History of the Speakership*—covering both the Members who have served in the position as well as changes in the role over time—was completed at the end of last year.

ARCHIVIST'S REPORT

Dr. Colleen Shogan, Archivist of the United States, thanked the Secretary and Clerk for their warm welcomes to the Advisory Committee and reported that she brings considerable legislative branch experience to the committee, including service as Deputy Director of the Congressional Research Service and in senior executive roles at the Library of Congress. Dr. Shogan also noted that she previously worked as a Senate staffer for Senator Joseph Lieberman for about 2-1/2 years, where she led a very ambitious archival project early in the Senator's last term to ensure

his records were properly prepared for archiving at the Library of Congress. Dr. Shogan was the policy staffer in charge of the archival process and guided the beginnings of that project.

Shogan also highlighted her work on *Congress.gov* while at the Library and her experience providing access to the records to Members of Congress and the American people. Shogan stated that House and Senate records are critical for understanding how each institution has changed and evolved over time and that the records help explain the evolution of the Speakership's specific powers and duties. Shogan further emphasized that access to these records is particularly important for long-term research.

Shogan noted that she intends to be “in learning and listening mode” for at least the next six months because the National Archives is a complex institution with a broad mission to preserve and protect and share the records of the United States. She noted that the records of Congress represent a special but complex part of this mission that requires two different branches of government working on the preservation of these records.

In summary, Shogan emphasized that she would focus in the near future on access—both onsite and online through the National Archives Catalog. Shogan shared some of questions she is exploring during this process, including: Are we presenting records in the best way possible online in the Catalog? Are we continuing to digitize records that are most in demand for people's use? Are we meeting peoples' needs? Are we meeting scholars' needs? Are we meeting the needs of people interested in their own personal family history? Are we meeting the needs of people working on various subjects—because all research projects aren't the same?

Shogan also noted that we are speeding towards 2026 and the 250th anniversary of the birth of the United States and that NARA is preparing for that commemoration and celebration. The 250th Anniversary celebrations will be a major strategic focus for NARA, and for the legislative branch as well—the House, the Senate, and Library of Congress.

Shogan observed that this advisory committee has been in existence for 32 years and has a very collaborative approach to its work. She pledged to continue that same level of collaboration from the National Archives. Congress is the first branch of the government, she noted, and even though she is an executive branch employee now, she realizes that there's a reason why it's addressed in Article I of the Constitution and not Article II.

APPROVAL OF MINUTES

The Secretary called for a motion to approve the minutes of the last meeting. A motion was made, seconded, and the minutes were approved.

ARCHIVIST OF THE SENATE REPORT

Karen Paul, Senate Archivist, reported that she and Elisabeth Butler Seelinger, Deputy Archivist for Accessioning and Processing, have focused on helping the three new archivists—Keri Myers, Deputy Archivist for Senators’ Offices, Dina Mazina, Deputy Archivist for Archival and Records Management Training and Services, and George Apodaca, Deputy Archivist for Digital Archives—to find their priorities and goals, introducing them into established and evolving routines, and supporting their smooth integration into the Senate recordkeeping environment.

Paul also reported on the annual meeting of the Association of Centers for the Study of Congress (ACSC), held May 3-5, 2023 at the new home of the Harkin Institute of Public Policy and Citizen Engagement, the Tom and Ruth Harkin Center, on the campus of Drake University in Des Moines, Iowa. Dr. Sean Theriault, University Distinguished Teaching Professor in the Department of Government at the University of Texas at Austin presented the keynote address on the effect of interpersonal relationships within the U.S. Congress. This theme continued with a presentation by Senate Historian Emeritus Don Ritchie and Director of the Robert Byrd Center Ray Smock discussing historical changes in the Senate and House affecting sociability and levels of camaraderie. Senator Harkin joined the discussion and reminisced about his Senate career.

Other highlights included an architectural tour of the Harkin Center—a building that showcases accessibility design details that go well beyond the requirements outlined in the 1990 Americans With Disabilities Act. This is documented in a book: *ALL - The Making of the Tom and Ruth Harkin Center*, that has become a go-to design resource among architects.

Other panelists discussed the use of military and veterans’ records for exhibits, outreach, and research; congressional records as sources for American Indian history; the use of Representative Patsy Mink’s papers to write: *Fierce and Fearless: Patsy Takemoto Mink, First Woman of Color in Congress*; and workflows for preserving and making available audiovisual collections. A number of these presentations will be transcribed and available on the ACSC website.

Notable achievements:

Paul noted that her office continued to administer the \$5 million McCain Collection Preservation Partnership Grant at Arizona State University established in December 2020. The Senate will issue final grant funds to Arizona State University in 2024, at which time the university’s final report will be due. Her office also began administering five additional preservation partnership grants funded at \$10 million with individual grants not to exceed \$2.5 million. These grants were awarded by the seniority of the senator’s donating collections. The University of Alabama,

Oklahoma State University, University of Vermont, University of Delaware, and Stanford University received grants.

Paul also noted that Deputy Archivist Myers streamlined recordkeeping for closing offices and established a program for senators' use of temporary storage at the Federal Records Centers, putting a new reimbursable storage program in place to encourage senators to preserve their records.

Paul noted that Myers, Mazina, and the design staff at Printing, Graphics, and Direct Mail collaborated in the creation of a new Historical Office logo as well as office templates for emails and invitations, newsletters, and PowerPoint presentations, creating a toolkit of images, fonts, and color schemes to help unify archival and records management messaging.

Paul also reported that, at the request of several committees, her office recently established a shared staff working group to study and address the management and capture of records created by staff serving simultaneously on committees and in senators' offices.

Paul reported summary data on accessions and loans. Since December, her office transferred 95 new accessions totaling 401 cubic feet from 18 different Senate committees and offices. They transferred 20 e-record accessions totaling 306 gigabytes from one committee and four e-record accessions totaling 1,350 gigabytes from another committee. They also processed 14 textual loans totaling 51 cubic feet and two e-record loans totaling 1,825 files or 8.73 gigabytes. In addition, they conducted end-of-Congress meetings with all committees and have begun to receive electronic records from committees for the 117th Congress.

Paul reported that Deputy Archivists Seelinger and Apodaca worked with the Sergeant at Arms to help evaluate vendors for archiving OneDrive teams and also participated in subsequent meetings with the selected vendor, AvePoint, to help configure a solution on how to effectively and efficiently export and archive data content stored in MS Teams and on OneDrive.

Paul noted that her office is also studying new Senate technology, including COMNOM, an official communications and nominations tracking management tool; Airtable—an application to track amendments for bills with additional features related to legislative work; and Pro Forma—an in-house database application developed to manage various committee functions such as hearings, correspondence, and legislation. Seelinger and Apodaca also are members of an SAA-sponsored working group assessing e-discovery solutions for committees, evaluating the export and backup capabilities for archiving.

DEPUTY ARCHIVIST FOR ARCHIVAL AND RECORDS MANAGEMENT TRAINING AND SERVICES REPORT

Dina Mazina, Deputy Archivist for Archival and Records Management Training and Services, reported on a new program, the Senate Records and Archives Bootcamp, that her office created to help spread the records management message, give staff a foundational understanding of archiving, and try to encourage archiving and recordkeeping in different Senate offices. This project began with another initiative, called the Records Point of Contact, or RPOC, which was

created to encourage Senators and committees to assign one staff member in their office as the records person. The Records and Archives Bootcamp then provides a foundational archival understanding to the RPOCs.

The Records and Archives Bootcamp covered several concepts, including the legal distinctions of ownership of archival records, whether records are owned by the committee and the government or by the individual senator. The course also covered appraisal, original order, arrangement, description, creating and maintaining inventories of records, and how to manage time as a records professional. There were also several hands-on activities.

Mazina reported that two classes had been held and a new class would be held on June 15. A mix of committee and Senate office staff attended, as well as some other Senate departments including the Office of Senate Security and Senate Operations. The attendees represented a variety of Senate positions—administrative directors, executive assistants, schedulers, deputy clerks, chief clerks, operations directors, and all kinds of staffers. Participants represented majority, minority, and non-designated staff as well. Her office has also done office-specific training sessions upon request.

Mazina noted that future plans include the possibilities of conducting virtual classes for state and remote staff, special classes for Sergeant At Arms staff and Secretary of the Senate offices, and advanced classes on topics such as electronic records archiving.

DEPUTY ARCHIVIST FOR SENATORS' OFFICES REPORT

Keri Myers, Deputy Archivist for Senators' Offices, provided a report on her role helping Members' offices, which began at the close of the 117th Congress, when she helped departing Members pack up papers, digital collections, and memorabilia. She also outlined her activities in the current 118th Congress, welcoming new and existing members by introducing herself and her colleagues in the Historical Office and by sharing ways they can assist with records management and archiving in Members' offices.

Myers described her overarching goal to communicate to the senators that their records are of significant historical importance. Their time in office tells the story of their time in Congress and the history of their state and the nation. In whatever form they take, these records are worth saving by donating them to an archival repository, preserving the Member's legacy and helping future generations understand the Member's integral role in Congress.

Myers reported that she has met with 15 Member offices, offering ideas, suggestions, and practical advice. She listened to their needs, communicated that they are not alone in this process, and that she was committed to connecting with the other 85 offices in the coming months.

DEPUTY ARCHIVIST FOR DIGITAL ARCHIVES REPORT

George Apodaca, Deputy Archivist for Digital Archives, provided an update on the Congressional Video Preservation and Access Technical Working Group. The Technical

Working Group was created on October 27, 2021, to develop technical requirements for congressional video preservation and access. Technical Working Group members include representatives of the U.S. Senate and the U.S. House of Representatives as the originators and owners of the recordings, and the Library of Congress and the National Archives as the institutions responsible for preserving and providing access to the public.

Apodaca reported on the general background of the congressional video issue. The House implemented systematic recording of all floor coverage in 1979, and the Senate followed in 1986. Agreements governing the accessioning of videotapes by both the National Archives and the Library of Congress were formalized in 1988 and 1989 for the House and Senate respectively. Since then, two sets of tapes have been created and sent to both institutions on a recurring basis. In 1995, the Library of Congress and Archivist of the United States set up a framework for a collaborative approach in dealing with the duplicate large collections. The National Archives assumed the preservation responsibilities while the Library of Congress assumed management over access for Congress and the filling of public requests.

Apodaca reported that in April 2023, the Senate Recording Studio raised the need to update the original agreement between the Senate, the Library of Congress, and the National Archives. The rationale for an update was that the 1989 agreement dated from an era when the preservation and access of recordings involved transporting physical media between the interested parties. In the future, the potential exists for preservation and access through the transport of files over high-speed networks.

Apodaca outlined seven points that new agreements should consider:

Number one: Update the agreements to accommodate a file-based network workflow.

Number two: Update the agreements to support cooperation between the Library of Congress and the National Archives to identify redundancies and support long-term preservation challenges and possibilities.

Number three: Clarify the needs of the Senate and the public for access to archival quality recordings.

Number four: Transition from tape-based workflows to network file-based workflows with automated archival quality and access file creation.

Number five: Institute a consistent delivery method of file-based recordings to both the Library of Congress and the National Archives over high-speed network links.

Number six: Create consistent delivery packages, including the type of file and the way video and audio are encoded in files.

Number seven: Integrate live broadcasting and access to archival quality recordings so that Members of both chambers and the public can visit the websites of Congress and committees to access both live and archived recordings with a consistent user experience.

Apodaca also reported that he had outlined and drafted an initial report of the Technical Working Group, which was shared with the stakeholders to flesh out each party's roles, responsibilities, workflows, and desired outcomes. Apodaca stated that the final report would be shared with this committee.

ARCHIVIST OF THE HOUSE REPORT

Heather Bourk, House Archivist, provided an update on the work of the House Archives staff in the initial months of the new congress. She noted that a new Congress, particularly one in which a change in leadership occurs, offers an opportunity to connect with new and current Members and staff about the benefits of records management and the obligation to archive official House records. Outreach efforts to committees in this Congress have included sending letters and emails to committee chairs and staff offering one on one meetings to discuss records management and archiving, providing the records management manual and related guides to committees, and answering specific follow-up questions. Her office also worked with the Clerk's Office of Communications to update forms and templates used for archiving to reflect changes initiated by the new Congress. Since the beginning of the year, Bourk reported that her staff met with seven committees.

Notable achievements:

Bourk reported that her staff had an opportunity early in the Congress to present at a briefing for new majority committee staff hosted by the Committee on House Administration. Topics covered included the committee archiving requirements outlined in House Rule VII, guidance on managing current records and archiving non-concurrent records, and resources offered by her office in support of these efforts. Staff also worked with other divisions within the Office of the Clerk on briefings aimed at informing committee staff of the resources offered by the Clerk, including guidance on working with official records. The hybrid in-person virtual briefing was recorded and has been routinely offered as a training resource through the Congressional Staff Academy. Outreach efforts to new Members at the start of the 118th Congress included sending copies of the records management manual for Members and offering to set up a time to discuss managing records in a personal office.

Bourk also noted that following the large-scale transfer of textual records to the Center for Legislative Archives completed last year, staff have shifted focus to the transfer of electronic records, including a backlog of records as well as records recently received from committees. Electronic Records Archivist Emily Graves has spent the early months of the Congress processing and preparing 5.8 terabytes of electronic records for transfer to the Center. Two transfers have been completed and the remainder of electronic records in House custody are slated for transfer by the end of the year. Her office has also been working with the Center to establish more routine transfers of electronic records, roughly every other month. Bourk also noted that after preparing, organizing, and managing last year's transfer of almost 3.5 million pages of textual records, Assistant Archivist Alicia Coletti has been working with the Center to schedule more frequent transfers of smaller volumes of records.

Bourk reported on House Archives staff participation in departmental groups focused on education and outreach initiatives. The education group focused on ways to connect students and teachers with House primary sources, including official House records, art and artifacts, and oral histories. The group continued to produce primary source sets for the History, Art & Archives website. The most recent primary source set on westward expansion posted to the website in late 2022, and primary source sets discussing women's suffrage and abolition are currently being

researched and drafted. The education group recently provided an opportunity for D.C. high school students to visit on-site for an overview of the work of the Office of Art and Archives and the Office of the House Historian. Next month, the group will attend the Civics for All of US Institute at the National Archives, and the House educators will host the institute's participating teachers for a tour of the Capitol and for discussion of the House's educational resources. The group will also participate next month in the Teaching with Primary Sources Workshop hosted each summer by the Library of Congress.

Bourk reported that Archives staff attended the Association of Centers for the Study of Congress annual meeting both in-person and virtually earlier this month and the Mid-Atlantic Regional Archives Conference in April. Archives staff also participated in Council of State Archivists and National Association of Government Archives and Records Administrators webinars on electronic records and best practices for shared drive management. Last month, the Center hosted staff from the House Historian's Office for an overview of the work they do to preserve and provide access to House records and the research and reference services they offer. Archives staff will also attend the Society of American Archivists annual meeting here in D.C. in July.

DIRECTOR OF THE CENTER FOR LEGISLATIVE ARCHIVES REPORT

Richard Hunt, Director of the Center for Legislative Archives, provided his mid-year report, beginning with news on the personnel front. The Center recently added a new staff member, William Landau, who will serve as access specialist. Landau holds a Master's in Library and Information Studies from the University of Alabama and a B.A. in History with a minor in Political Science from the same university. He was previously employed in the Department of Defense, where he served as a historian for the 316th Wing Air Force District, Washington, D.C. based at Joint Base Andrews.

Hunt also reported that long-time staffer Sharon Shaver has announced that she will be retiring later this year and before the next meeting in December. Sharon has served for 17 years at the Center and deserved special recognition for her dedicated service to this committee, providing travel arrangements for the appointed members, preparing meeting minutes, and offering logistical support and encouragement for all of our meetings. Hunt also introduced Cathy Farmer, a seasoned NARA administrative staffer, who will assume Sharon's duties and responsibilities for this committee.

Notable achievements:

Hunt noted that at the mid-year mark loans to committees to support the current business of Congress were approaching the total number of loans provided last year and that the volume of records loaned had already surpassed last year's total. He also reported that the Center had handled 177 records accessions, totaling 437 cubic feet and over a million pages of records had been transferred this year.

Hunt observed that reference activities had shown a huge rebound in the second half of last year and were on track to reach pre-pandemic levels as staff answered close to 500 researcher

requests and pulled over 1,600 items for 88 onsite researchers. Center staff had also been especially busy contributing to the ongoing exhibit work at the Capitol Visitor Center.

On the educational front, Hunt reported that Charlie Flanagan had continued to devote most of his time to help develop the agency's National Civics Education Initiative, "Civics for All of US" with colleagues in the Education Office and in Presidential Libraries. Flanagan had also been preparing to co-host the first National Archives Summer Institute on Civics in July for teachers from across the country. This cohort of teachers will also commit to work within their school districts and their states to share what they have learned about NARA's Civic Education Program.

Hunt added that Flanagan also continued to present his Primary Source Pedagogy—PSP—to equip teachers to use original records in the classroom. These PSP programs were an outgrowth of years of work with state-based partners in Texas and Florida who observed that teachers wanted and needed this type of hands-on training to master the science and art of using primary sources in the classroom. Flanagan presented at three of these workshops this year for teachers in Texas, New Mexico, and Oklahoma.

Hunt highlighted the Center's major electronic records project this year—the migration of data from the Congressional Records Instance (CRI) into NetApp storage. He reminded the committee that the Center first stood up an electronic records preservation system for congressional records in 2010, and from those modest beginnings—measured in gigabytes of storage—the Congressional Records Instance had undergone four generations of change and expansion, increasing its storage capacity every four or five years to accommodate the expansive growth in congressional electronic records. Since 2014 the CRI has been included in NARA's larger Electronic Records Archives program, and the system updates have been executed under their direction.

Hunt noted that in the first half of the year Center staff, with support from an ERA IBM contractor, completed migrating over 300 terabytes of data from the existing Hitachi storage to NetApp storage. Since April, they had been running all appropriate verifications and validations to ensure a 100 percent accurate migration, which must be completed and validated before the Hitachi storage could be retired. Center staff expect to complete this phase of the project within the next few weeks and will have the capacity to ingest new congressional records into NetApp storage by late June. Afterwards, staff will complete a full system backup on tape, creating a deep preservation copy which will be stored offsite in another NARA facility. Staff expect to complete the backup process by mid-July, and that will bring the CRI migration project to a close and extend the life and storage capacity of CRI for years ahead.

Hunt reported that his colleagues in the ERA program shared the following observations and details about NetApp storage. The NetApp storage system—technically NetApp FAS2720—is a proprietary hardware and software-based data storage and retrieval system. NetApp systems are an industry standard when it comes to network-attached storage systems, and they are recognized for their reliability and scalability. AWS, Google Cloud, and Microsoft Azure all utilize the NetApp systems in their global storage farms. NARA's ERA team has also used NetApp storage in several applications since the early 2000s. NARA utilized this particular NetApp storage platform to store the voluminous digitized records of the 1950 Census, and NARA IT staff began the process of transferring NetApp to the Center in mid-2022 after the census data was fully migrated to AWS cloud storage.

Hunt added that transitioning to NetApp did not change the way the Center accessions, ingests, preserves, or processes congressional electronic records. NetApp offered several advantages providing existing server storage capacity to accommodate the growth of congressional records, and it also allowed expanded storage by adding additional storage devices as needed.

Hunt responded to a question about any progress to report on accessioning classified electronic records into an electronic records system. He replied that a multi-year project is underway to acquire the equipment required to stand-up such a system. The Center is in the process of acquiring two servers for the system and plans to acquire a tape-backup system next year. NARA needs to evaluate the existing capacity of the electrical power supply in the restricted storage space at GPO to ensure that it is sufficient to support the systems operation.

ADVISORY COMMITTEE ON THE RECORDS OF CONGRESS SEVENTH REPORT

Senate Archivist Karen Paul reported that every six years this committee produces a report to Congress. The Seventh Report will be published by the Senate at the end of 2024, and she had shared a draft outline for the report. The goal is to have a draft of the report for the committee to review at the December 2023 meeting.

NEW BUSINESS

There was no new business reported.

ADJOURNMENT

Hearing that there was no new business, the Chair asked for a motion to adjourn. A motion to adjourn was made, seconded, and approved and the committee adjourned at 11:15 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

National Archives

Ann Berry

Chair

Secretary of the U.S. Senate

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

Please see full transcript for in-depth information.

ADVISORY COMMITTEE ON THE RECORDS OF CONGRESS MEETING MINUTES

June 5, 2023

The Advisory Committee on the Records of Congress convened for its sixty-fourth meeting at 10:00 A.M. on June 5, 2023. The meeting was held in-person at the U.S. Capitol Visitor Center, SVC 209–208, U.S. Capitol at First Street and East Capitol Street.

In accordance with the provisions stated in Public Law 92-463, the meeting was open to the public. The meeting was scheduled from 10:00 A.M. to 12:00 PM

Members of the committee present:

Ann Berry, Secretary, U.S. Senate (chair)
Cheryl L. Johnson, Clerk, U.S. House of Representatives (co-chair)
Colleen Shogan, Archivist of the United States
Betty Koed, Historian, U.S. Senate
Matthew Wasniewski, Historian, U.S. House of Representatives
Danna Bell, Educational Resource Specialist at the Library of Congress
Tanya Marshall, Vermont State Archivist and Chief Records Officer

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

Karen Paul, Archivist of the U.S. Senate
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Richard Hunt, Director of the Center for Legislative Archives (NARA)
Elisabeth Butler Seelinger, Deputy Archivist for Accessioning and Processing (Senate)
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Keri Myers, Deputy Archivist for Senator's Offices (Senate)
George Apodaca, Deputy Archivist for Digital Archives (Senate)

Advisory Committee on the Records of Congress Meeting Minutes - June 5
, 2023

ANN BERRY: Welcome to the sixty-fourth meeting of the Advisory Committee on the Records of Congress which was established under authority of Public Law 101-509 to advise Congress and the Archivist of the United States on the management and preservation of the records of Congress.

This committee has been instrumental in promoting the importance of preserving the records of Congress both within the Senate, the House, and at the National Archives (NARA). As chair for the 118th Congress, I urge all members to continue the committee's traditions of asking questions and advising on the numerous issues that impact preservation and access to Congress' historical records. It is through your observation, reports, and recommendations that we achieve our mutual goal of shaping the lasting history of records available for all of us to consult.

A special thank you to my friend and co-chair Cheryl Johnson, the Clerk of the House, for her leadership during the 117th Congress and the progress she oversaw particularly with regard to developing expanded storage space for our collections at the Government Publishing Office (GPO). It is a pleasure to be serving with you again, Cheryl.

Welcome back to all members who have been reappointed. I look forward to your continued thoughts and advice. I am especially pleased to welcome and congratulate Dr. Colleen Shogan, the 11th Archivist of the United States and the first woman to hold this prominent position. Congratulations. [applause]
And Dr. Shogan I would also like to present to you a certification of your appointment - presented by Betty Koed.

COLLEEN SHOGAN: Oh, thank you.

BERRY: Oh, you're quite welcome.

SHOGAN: That's tremendous. Thank you so much.

BERRY: You're quite welcome. Prior to Dr. Shogan's appointment as Archivist, she served in many capacities within and related to the federal government. She was Senior Vice President and Director of the David M. Rubenstein Center at the White House Historical Association. And prior to that she served as Deputy Director of the Congressional Research Service and as a Senior Executive at the Library of Congress. She also served as Vice-Chairman of the Women's Suffrage Centennial Commission. Dr. Shogan is well-known to the archival community.

During her tenure at the Library of Congress, she graciously presented the keynote speech at the 2017 annual meeting of the Association of Centers for the Study of Congress—one of the two primary organizations that support our preservation efforts. She spoke on the development, execution, and elevation of outreach practices. Dr. Shogan's knowledge of Congress has also prompted her to write "Washington Whodunit Series," a series of novels featuring congressional staffer Kit Marshall—a detective who solves murders and other crimes on and around Capitol Hill. Dr. Shogan, welcome back to Congress. We look forward to renewing and strengthening our ties with you.

SHOGAN: Thank you.

BERRY: Thank you today to all presenters. I look forward to hearing your reports, and I'm particularly interested in hearing from Senate Archivist Karen Paul and her expanded team of talented, dedicated archivists who are taking our preservation efforts in exciting new directions. It is now my honor to introduce my co-chair—the Honorable Cheryl Johnson. Thank you.

CHERYL JOHNSON: Thank you, Ann. Good morning, everyone, and thanks to the Senate for organizing and 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 joint efforts to address pressing issues affecting the records of Congress. Good morning and welcome to the Archivist of the United States, Dr. Shogan, and congratulations on your historic appointment to lead the National Archives. I'm with the House. We have a limited budget so I don't have any gifts. [laughter]

SHOGAN: You have the strength of the people. [laughter]

JOHNSON: You know we actually do. We did publish a new edition of "Black Americans in Congress" Thanks to Matt Wasniewski and all of his hard work. This is a great book so we do have a gift. I look forward to collaborating with you on the work of the Advisory Committee and our ongoing mandate to preserve congressional records. I'd also like to express my appreciation to the leadership and staff of the Center for Legislative Archives for your continued commitment to managing, preserving, and providing access to congressional records. Center staff are key partners in our efforts to respond quickly and completely to House records needs. At this time, I'd like to take a moment to provide an update on relevant projects my staff have worked on since our last meeting.

A congressional transition is always particularly busy, and this one was certainly no exception. In the midst of this busy transition, the Clerk's Office was also challenged by the historic Speaker election that unfolded over an entire week requiring multiple roll call votes. I was deeply heartened by the public and private recognition of the work performed by the highly skilled and dedicated individuals who compose the Office of the Clerk. I'm always proud of my staff, but I'm particularly so having watched everyone in our organization rise to the challenge of supporting the functioning of the House and our Democracy. Office of the Clerk staff also continued to handle typical transition responsibilities welcoming 76 new Members and successfully managing a change in committee leadership.

House Archives staff supported transition efforts in a number of ways mainly through outreach and instruction efforts aimed at committee and Member offices. Archives staff contacted each freshman Member offering a briefing to discuss records management best practices and guidance for preserving and archiving records, and shared manuals and guides that describe these in detail. Heather Bourk, Archivist of the US House of Representatives, is certain to tell Members from Day One that archiving begins Day One—not a week before retirement—but Day One. Staff likewise contacted committee chairs and select staff to arrange one-on-one consultations covering archiving requirements, records management, and preservation of and access to official House records. Detailed manuals and guides accompanied the letters and emails were sent to committees. Archives staff also presented an orientation for committee staff hosted by the Committee on House Administration in January. The session was an opportunity to provide a How-To on effective records management in committee offices and to identify House Archives staff as a resource for questions about records and archiving.

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A portrait honoring Paul Ryan's service as Speaker was unveiled by the House Curatorial Department at a ceremony held in Statuary Hall last month. Part of the House Collection, it will eventually be installed in the Speaker's Lobby.

The historians recently completed two new publication projects. An update to *Black Americans in Congress*—the first since 2008—is currently being printed at the Government Publishing Office. And a booklet documenting the Speakership covering both the members who have served in the position as well as changes in the role over time was completed at the end of last year. Copies of the Speaker publication, *A Chair Made Illustrious: A Concise History of the Speakership*, are included with your meeting materials.

I appreciate the opportunity to update the Advisory Committee on the work my office has accomplished over the past six months and look forward to an interesting and productive meeting. Thank you very much.

SHOGAN: Well, thank you so much. It's an honor to be here—my first meeting. As was said before by both the Secretary and the House Clerk, I do bring a considerable legislative branch experience to this advisory board. I'm thrilled to be here today. Actually, it feels—since I'm only three or four weeks into the Archivist role—this feels more like home to me than anything else. So it was great to come back here on the Hill.

I was the Deputy Director of Congressional Research Services for many years and worked there for about eight years before moving into more senior executive roles in the Library at large. Before that, I

also was a Senate staffer and worked for Senator Lieberman for about 2-1/2 years in the Senate. One of my early responsibilities when Senator Lieberman decided that he was probably not going to run for reelection—so he knew that this was going to be his final term in office—he immediately decided to put a very ambitious archival project into place at the beginning of that term so that it wouldn't be only archived records representing the end of his final six years in office. I was the policy staffer in charge of the archival process. In addition to all my other responsibilities, I was the policy staffer that helped guide the beginnings of that project. I had left before he had ended his service, but I was the one that put the different characterizations in place—the metadata—how the policy memos would be organized and now it's of course a standard for many offices. Those papers are at the Library of Congress because of their historic value. I'm very excited to be here.

When I was at the Library of Congress, particularly in my role at Congressional Research Services, I worked a lot on [Congress.gov](https://www.congress.gov), and with the records provided to Members and staff and also to the American people. It is important to provide those records in that way on [Congress.gov](https://www.congress.gov) and in a format where people can not only find the information that they want about pending legislation, but also for political scientists who are researching past records in large-scale format to be able to study different Senate and House records. It is important and critical for understanding how these institutions change and evolve. I'm really looking forward to this. Sometimes we get caught up so much in today we forget that we've come a long way. The records help explain what led up to the way the Speakership acts today in terms of its powers and duties—same with the Senate. Having access to these records is so important, particularly for long-term research.

As the Archivist, I started telling everyone I meet with that I am in what I call learning and listening mode for at least the next six months because the National Archives is a complex institution. I used to think the Library of Congress was a complex institution, and it is. The Archives is similarly complex in all of its functions. Yes, the mission of the Archives is to preserve and protect and share the records of the United States, but there are differences in the mission. There are many different permutations of that mission. And of course, this one is a special one, but it also is complex in itself because we're talking about two different branches of government who are working on the preservation of these records—not just within one branch of government.

I will be listening and learning, particularly today and for the foreseeable future, so I can better understand how we can improve our efficiency and our effectiveness at the National Archives. If I had to summarize though, what I will be focusing on for the near future and going forward strategically will be access and access in all ways. Of course, being able to use the records in person at the research rooms across the country, here in Washington, D.C. at the Archives I and Archives II facilities, we are providing the best service to people who want to use these records. But also of course we know that many people who view our records will never set foot inside any Archives facility. They will be using the catalog that's online. Are we presenting those records in the best way possible online in the catalog? Are we continuing to digitize the scopes of records that are most in demand for people's use? Are we meeting people for what they need? Are we meeting scholars' needs? Are we meeting people who are interested in their own personal family history? Are we meeting people that are working on various subjects because all research projects aren't the same. You know, a biography or a historical track is very different, for example, from the discipline I come from in political science. So are we doing that so the people can find what they need from the catalog most efficiently and effectively?

So I look forward to interacting with people like yourselves, users of the records and how we can be the most efficient and effective to provide access to those records including in-person experiences at the National Archives. It's not lost on me that we're speeding towards 2026 and the 250th anniversary of the birth of the United States and how we are focusing on preparations for that commemoration and celebration. That will be a major strategic focus that I will be working on, hopefully also with the legislative branch as well—the House, the Senate, and Library of Congress in those celebrations.

As I understand it, this advisory committee has been in existence for 32 years and has a very collaborative approach to its work. I look forward to continuing that from the National Archives standpoint. If you ever need anything please let me know, and we will get right to work on it. Congress is the first branch of the government and even though I'm an executive branch employee now [laughs] I still realize that there's a reason why it's Article I and not Article II. [laughter] That's not lost on me and I still have a legislative branch mindset. I don't know if that'll ever change. So please let me and Richard know and we will be as helpful as we can to you. Thank you.

KAREN PAUL: It is a pleasure to bring you up to date on Senate archiving during the past six months. We have focused on helping our new archivists—all three of them—to find their priorities and goals, introducing them into established and evolving routines, and supporting their smooth integration into the Senate recordkeeping environment. I extend heartfelt thanks to Elisabeth Butler Seelinger, Deputy Archivist for Accessioning and Processing, for her invaluable support in these efforts. In December, I introduced the Deputy Archivist for Senators' Offices, Keri Myers, and Deputy Archivist for Archival and Records Management Training and Services, Dina Mazina. In January, George Apodaca joined our

team as Deputy Archivist for Digital Archives. Following my report, each deputy archivist will present on a topic of their special interest.

Since our last meeting, we have continued to administer the \$5 million McCain Collection Preservation Partnership Grant at Arizona State University established in December 2020. The Senate will issue final grant funds to Arizona State University in 2024 at which time the university's final report to us will be due. Quarterly reports from this project continue to offer many insights into preserving, processing, and making available such a collection, the most noteworthy to date being the high cost of such a project. We began administering five additional preservation partnership grants funded at \$10 million with individual grants not to exceed \$2.5 million. These grants were awarded by the seniority of the senator's donating collections. The University of Alabama, Oklahoma State University, University of Vermont, University of Delaware, and Stanford University are the grant recipients.

Our new archivists have enabled us to increase assistance to senators' offices. Deputy Archivist Keri Myers has streamlined recordkeeping for closing offices and established a program for senators' use of temporary storage at the Federal Records Centers. While I can report this in one sentence it is no small achievement requiring several months of negotiations and ironing out the many kinks in the process. Thanks to the persistence of Keri and Andrea Sherer, Account Manager, National Archives and Records Administration, we now have a whole new reimbursable storage program in place that we hope will encourage senators to preserve their records.

Keri also is systematically reaching out to senators' offices and will be telling us more about that. A collaboration among Keri, Dina, and the design staff at Printing Graphics and Direct Mail resulted in the

creation of a new historical office logo as well as office templates for emails and invitations, newsletters, and PowerPoint presentations. We now have a toolkit of images, fonts, and color schemes to help unify our archival and records management messaging with something that additional staff have enabled us to concentrate on and improve.

At the request of several committees, we have recently established a shared staff working group to study and address the management and capture of records created by staff serving simultaneously on committees and in senators' offices. This is a new evolutionary practice within the Senate and is raising a number of questions about ownership of records.

Since December, we have transferred 95 new accessions totaling 401 cubic feet from 18 different Senate committees and offices. We transferred 20 e-record accessions totaling 306 gigabytes from one committee and four e-record accessions totaling 1,350 gigabytes from another committee. Additional transfers have been postponed pending completion of upgrades to the Congressional Records Instance of the Electronic Records Archives. We have processed 14 textual loans totaling 51 cubic feet and two e-record loans totaling 1,825 files or 8.73 gigabytes. We conducted end-of-Congress meetings with all committees and have begun to receive their electronic records for the 117th Congress.

Transfers have been a little slower than in previous years due to increasing demands on system administrators' time caused by very large numbers of staff turnover, office moves, system updates, and the proliferation of new systems in the Senate. Working with the Sergeant at Arms, abbreviated as SAA but not Society of American Archivists, Deputy Archivists Seelinger and Apodaca have helped evaluate vendors for archiving OneDrive teams and participated in subsequent meetings with the selected vendor

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AvePoint to help configure a solution on how to effectively and efficiently export and archive data content stored in MS Teams and on OneDrive. AvePoint is devising a work plan for actual implementation in the Senate environment of widely varying workflows.

Other new Senate technologies we are studying are COMNOM, an official communications and nominations tracking management tool; Airtable—an application to track amendments for bills with additional features related to legislative work; and Pro Forma—an in-house database application developed to manage various committee functions such as hearings, correspondence, and legislation. Seelinger and Apodaca also are members of an SAA-sponsored working group to assess e-discovery solutions for committees, evaluating the export and backup capabilities for archiving.

We have been reporting to this committee on the progress of the Congressional Video Preservation and Access Technical Working Group since its inception in October 2021. Deputy Archivist Apodaca has been working on this and will provide an update.

The annual meeting of the Association of Centers for the Study of Congress (ACSC) took place May 3-5, 2023 at the new home of the Harkin Institute of Public Policy and Citizen Engagement, the Tom and Ruth Harkin Center, on the campus of Drake University in Des Moines, Iowa. This marks the 20th anniversary of ACSC establishment, to encourage preservation of congressional collections by institutions that focus on congressional history. A keynote address was presented by Dr. Sean Theriault, University Distinguished Teaching Professor in the Department of Government at the University of Texas at Austin. Sean is currently researching the effect of interpersonal relationships within the U.S. Congress and is studying changes in the Senate social fabric amid the weakening of these relationships.

This theme continued with the presentation by Senate Historian Emeritus Don Ritchie and Director of the Robert Byrd Center Ray Smock discussing historical changes in the Senate and House affecting sociability and levels of camaraderie. Senator Harkin joined the discussion and reminisced about his Senate career. The audience didn't want him to stop; he is a great storyteller.

Other highlights included an architectural tour of the Harkin Center—a building that showcases accessibility design details that go well beyond the requirements outlined in the 1990 Americans With Disabilities Act. It incorporates the use of special colors to aid low vision, brail, and audio descriptions for artwork and exhibits, and you guessed it, specially designed restrooms. This is documented in a book: *ALL - The Making of the Tom and Ruth Harkin Center* that has become a go-to design resource among architects.

Other panelists discussed the use of military and veterans records for exhibits, outreach, and research; congressional records as sources for American Indian history; the use of Representative Patsy Mink's papers to write: *Fierce and Fearless: Patsy Takemoto Mink, First Woman of Color in Congress*; and workflows for preserving and making available audiovisual collections. A number of these presentations will be transcribed and available on the ACSC site.

I bring to your attention a report from the Government Publishing Office on the update of the architectural and engineering specifications and how they are progressing in the fourth floor space at GPO. And you can look at that report and see that they are approximately 65 percent of the way through that process and are expecting to complete this sometime in September.

So thank you and now I'd like to introduce Dina Mazina who is going to tell us about a new program she's developed for us called the "Senate Records and Archives Bootcamp."

DINA MAZINA: Yes. Hi, everyone. The "Senate Records and Archives Bootcamp" is a new program that we've developed to help us spread the message, give staff a foundational understanding of archiving, and try to encourage archiving and recordkeeping in different Senate offices. We began this project with another initiative that we call the "Records Point of Contact." The "Records Point of Contact," or RPOC, is a new designation that we created to encourage Senators and committees to assign one staff member in their office as the records person. So that person becomes the lead, the clearinghouse, for everything related to archiving and records management. So, if an office already has a professional archivist, that person becomes the point of contact obviously. But not every office, as we know, has a professional archivist on staff for whatever reason. They cannot put it in the budget, or they don't think that person would have enough work. So instead, we encourage them to find somebody to be this point of contact, and we give them the foundational archival understanding through the "Records and Archives Bootcamp."

We introduced the concept in our February tip of the month and the very last slide of that tip directed people to sign up for the class. Our goals and targets were to give staff that foundation of archiving so they would understand the same principles and have the same basic skills that a professional archivist might be bringing to an office. We wanted to encourage centralized recordkeeping and policy. A very important point for me was creating archiving allies and ambassadors in every office that could really

spread the message to the staff there—somebody that the staff would trust that would sing our gospel of archiving.

And finally, it was also an opportunity for us to introduce new guidelines to offices through these individuals. So you see a slide from the training from the class. The steps in setting up the camp—first I formulated the curriculum and the activities. Then we set up a trial run with volunteers from our CHARM group, which is Capitol Hill Archivists and Records Managers. Some of them are here today. After the trial run, we did a short debrief and discussion. I also sent out a survey to everyone who attended. We went through the results we got back from the survey and from the discussion and incorporated those suggestions—we edited the curriculum and the presentation. And then the last step was promotion. So we again promoted it through the tip of the month. We put up an ad on WEBSTER and then we also did individual outreach through Keri and George when they were meeting with different offices, and there's a lovely picture of us at our trial run.

Different concepts that we covered: we talked about the legal distinctions of ownership of archival records, whether something is owned by the committee and the government or by the individual senator. We talked a lot about the benefits that an archival program brings to a Senate office. We covered the basic concepts of provenance, original order, respect des fonds—although we didn't always use the technical academic term for it. We talked about appraisal, things like original order, and how you establish arrangement within a collection if it doesn't have it. We talked about description, creating and maintaining inventories of your records, and how to manage your time as a records professional.

There were also a number of hands-on and call and response activities. We had an exercise where the class was asked to appraise different examples of records. We also had an exercise on demonstrating original order. We talked about different descriptive terms that individuals might use in their offices and why those descriptive terms might be applicable. So, for example, a staffer might say, “This bill is a descriptive term for our office because it was a really big priority this Congress.” And then we had a small group exercise where I had a box of sample records, and they were not in any kind of order. This simulated a box somebody might find in a storage space that just has documents and records shoved into it. In small groups, the class was asked to go through and see what kind of order might be established within that group of records. And then we discussed what they observed through that process.

We have had two classes so far and our next class is coming up in just a few weeks on the 15th of June. We had a mix of committee and Senate office staff attending, as well as some other Senate departments including the Office of Senate Security and Senate Operations. The attendees represent a variety of Senate positions. We have had administrative directors, executive assistants, schedulers, deputy clerks, chief clerks, operations directors, and all kinds of staffers attend the class. Participants represented majority, minority, and non-designated staff as well. We have had requests to join the CHARM group, and also had requests for additional materials for sample forms, quick forms, and for additional training for their staff that they wanted us to come in and do. We followed up with those offices and have done office-specific training sessions. We have created materials for different offices to help them along. It has really given us another way to connect to these offices.

There are a few things that we are hoping to do in the future. I would love to run a virtual class for state and remote staff. That has been requested a number of times. I would like to do a curriculum that is

specific for the Sergeant at Arms offices and for the Secretary of the Senate offices, and I would love to do some advanced courses in things like electronic archiving for anybody who really takes to the concept. Other things—like providing reference based on your office archived records, opening and closing a Senate office, and choosing a repository—are some ideas that we have tossed around in here. So, all in all it has been a great success, and I've certainly enjoyed teaching it. Thank you all so much.

KOED: Thank you, Dina.

PAUL: Okay. Keri?

KERI MYERS: It is always exciting starting a new job. It is even more exciting starting a new job and being the first person to occupy that role. I am Keri Myers the Deputy Archivist for Senators' Offices. I started this role toward the end of the last Congress, helping departing members pack up papers, digital collections, and all the memorabilia they could fit on a moving truck or sometimes two.

While helping with endings, it got me thinking about beginnings and how to welcome new and existing members to the 118th Congress by introducing myself and my colleagues in the Historical Office, by sharing ways we can help with records management and archiving in their offices. My colleague, Dina, and I sat down with the designers at PGDM to create some templates and a color scheme to create a brand identity for our offerings. I used the invitation template for my introduction announcement describing my background in services. Having previously worked in a senator's personal office before taking on this role, I had a front-row seat to witness the workings and controlled chaos of running a

Senate office. When reaching out to offices, one of my main aims is to create relationships with office members and communicate that I am there to help answer questions and craft practical solutions.

For example, I was contacted early on by an office moving office suites. They were losing a lot of wall space moving from their Hart Office to the Russell Building. They wanted to know, “What should we do with all of this stuff?” I advised on inventorying memorabilia, giving them tools for staff assistants to complete this task, and making recommendations on storage for items that would no longer fit in their new office suite. I have met with staff members assigned to the archivist role in their offices to talk about best practices, and more importantly, to listen to their needs and how to get the records creators in their office on board with maintaining records that will eventually head to the archives.

In other offices I have met with, I have stressed that the time to get going on good records management and archiving practices is not when the member announces retirement but many years in advance. So many decisions are required, and there needs to be enough time to make sound ones. Of course, my overarching goal is to communicate to the senators that their records are of significant historical importance. Their time in office tells the story of their time in Congress, and the history of their state, and the nation. In whatever form they take, these records are worth saving by donating them to an archival repository, preserving the member’s legacy and helping future generations understand their integral role in Congress.

I am taking a small business approach to contacting senators’ offices. I see these hundred senators as potential clients. Some already know they need our office’s expertise and help and have contacted me. So far I have met with 15 offices, offering ideas, suggestions, and practical advice. I am listening to their

needs, hopefully communicating that they are not alone in this process, and I am committed to connecting with the other 85 offices in the coming months.

BETTY KOED: Thank you, Keri.

GEORGE APODACA: Good morning, everyone. Honorable members of the Advisory Committee on the Records of Congress, my name is George Apodaca, and I am honored to be speaking before this esteemed committee today. As the Deputy Archivist for Digital Archives at the Senate Historical Office, I have had the privilege of working closely with relevant stakeholders at the House and Senate recording studios, the Library of Congress, and the National Archives; and I am here to share the background and a brief update on the Congressional Video Preservation and Access Technical Working Group.

The Technical Working Group on Congressional Video Preservation and Access was created on October 27, 2021, to develop technical requirements for congressional video preservation and access. The requirements are to guide the creation of a memorandum amongst stakeholders, the development of media workflows to satisfy the requirements, and the implementation of systems to execute these workflows. Technical Working Group members include representatives of the U.S. Senate and the U.S. House of Representatives as the originators and owners of the recordings, and the Library of Congress and the National Archives as the institutions responsible for preserving and providing access to the general public.

The Technical Working Group has been charged with several tasks, including: producing a report that defines both preservation and access and establishes a shared understanding and agreed-upon criteria for

successful preservation and access of congressional recordings; identifies and documents workflows necessary to accomplish the goals and requirements of each organization, incorporating differences among the organizations based on the stated requirements; describes workflows in non-technical terms that satisfies the identified criteria; identifies areas of responsibility within the workflows for each specific stakeholder; specifies technical alternatives that could currently satisfy each step in the workflows; identifies opportunities to standardize workflows, file formats, delivery methods, and best practices across all stakeholders; and specifies an accessioning workflow for Senate and House video recordings to document what is in the archives holdings.

NARA began accessioning video recordings from the House and Senate recording studios as early as 1983. The House implemented systematic recording of all floor coverage in 1979, and the Senate followed in 1986. Agreements governing the accessioning of videotapes by both the National Archives and the Library of Congress were formalized in 1988 and 1989 for the House and Senate respectively. Since then, two sets of tapes have been created and sent to both institutions on a recurring basis.

In 1995, the Library of Congress and Archivist of the United States set up a framework for a collaborative approach in dealing with the duplicate large collections. The National Archives assumes the preservation responsibilities while the Library of Congress assumes management over access for Congress and the filling of public requests. The National Archives has not made the materials available to the public and simply maintains the preservation copy of video recordings and refers public requests for access to floor proceedings to the Library of Congress.

In April 2023, the Senate Recording Studio raised the need to update the original agreement between the Senate, the Library of Congress, and the National Archives. The rationale for such was articulated in a memo and states that the 1989 agreement dates from an era when the preservation and access of recordings involved transporting physical media between the interested parties. Under this original agreement tapes and DVDs are maintained by the Senate for 30 session days to provide ready access to Members and then are moved physically from the Senate to the National Archives where they are deposited. If access is required, the tapes and DVDs are transported back to the recording studio. Both preservation and access involve activities between several offices within the Senate and the National Archives for each tape being deposited and requested. The recording is delivered to the requesting party in a format that is sometimes several steps removed from the original archival-quality recording.

The memo continues by stating the potential currently exists for preservation and access to involve the transport of files over high-speed networks. When a Senate proceeding is broadcast, a recording could simultaneously be deposited into the National Archives network over a high-speed connection. When the Senate or the public requires access, a recording could be provided by the Library of Congress and/or the National Archives with almost no delay over the public internet, with the delivered recording being an optimal rendition of the archival-quality recording.

The memo concludes by notifying that this potential is not currently realized. Instead, as a stopgap measure, the Senate maintains online archives of low-resolution file-based live broadcast captures stored in increasingly expensive commercial Cloud storage. These low-resolution recordings were optimized for live streaming and are not archival-quality recordings. The Senate and individual committees maintain multiple nonuniform online content management systems to organize and provide access to

historical recordings. The Library of Congress and National Archives maintain the deposited archival quality recordings for preservation largely in offline storage.

As a result, some preliminary goals for a new agreement were drafted, which included seven points:
Number One: Update the 1989 agreement to accommodate a file-based network workflow. The existing understanding among stakeholders assumes that videos recorded on tangible physical media exist in only one or a few places and have a clear chain of custody in responsibility. File-based and internet-accessible media creates different preservation and access possibilities but requires a clarification of rules to specifically assign responsibility for live broadcasting, archival quality preservation, and access by the public and the Senate.

Number Two: Update agreements for cooperation between the Library of Congress and the National Archives to identify redundancies and support long-term preservation challenges and possibilities.

Number Three: Clarify the needs of the Senate and the public for access to archival quality recordings. This will enable the Library of Congress and National Archives to plan for and fund the necessary staff and technology to provide for access requirements.

Number Four: Transition entirely from tape-based workflows to network file-based workflows with automated archival quality and access file creation. Processing and digitization of physical media would no longer be required resulting in many efficiencies and cost savings.

Number Five: Institute a consistent delivery method of file-based recordings to both the Library of Congress and the National Archives over high-speed network links. The process is currently not consistent as the Library of Congress has a network file-based workflow, but NARA does not. A consistent workflow would enable significant economies of scale for the Senate as duplicate workflows could be prudent.

Number Six: Create consistent delivery packages including the type of file and the way in which video and audio are encoded in the file. These details differ between Senate floor proceedings and committee proceedings, and they differ between the Senate and the House, creating archival inefficiencies for the Library of Congress and the National Archives.

And finally, Number Seven: Integrate live broadcasting and access to archival quality recordings so that members of both chambers and the public can visit the websites of Congress and its committees to access both live and archived recordings with a consistent user experience.

Recently I have outlined and drafted an initial report that has been shared and will be edited by stakeholders where each party's respective roles, responsibilities, current workflows, and desired outcomes can be documented in greater detail. The Technical Working Group will share its final report to interested members of this committee as it will represent an excellent case study of workflow changes driven by technological advances and the opportunities and obligations they afford. Thank you all for the opportunity to speak today.

KOED: Thank you, George. Are there any questions for any of the three?

BERRY: I have a question. With the bootcamp, are you doing outreach to the states to tell them that this service is available?

MAZINA: To the state offices?

BERRY: Yes, to the state.

MAZINA: We generally do our outreach in a number of ways, primarily through the admin listserv, and the other major way is through Keri. When she does her meetings with offices she will say, "We have this bootcamp class available," you know. If we have another one planned, she'll direct people to sign up. Sometimes I'll kind of collect names of people who I've met who are interested and I'll just send them reminders, but we don't reach out to states directly as far as I know.

PAUL: I think that's the next step. This is all so new that we wanted to run a couple of cycles and then move to online presentation.

KOED: And I'll add to that. The offices often contact us when they're having their state office retreats, and Karen and I frequently speak at state office retreats, sometimes in person, sometimes virtually. And we plan to bring it into that process as well.

BERRY: I will just recommend it before my congressional liaison for the Smithsonian. That it helps when you notify the senators that you're doing activities in their states.

KOED: Good to know.

TANYA MARSHALL: I have a related question. I don't know if I need to put this on but thought this was a really good time to hear from the small state of Vermont. We do know our congressional leaders—would that be an opportunity too to reach out to the state archives and try to build that? We work with our legislators. I think that gets to the point too of collecting within the state and using the state archives or some other liaison within those states because we are actively engaged with the congressional staff there.

KOED: With Keri's position as well, we are going to be having a lot more contact with state-based repositories in the future than we have had in the past. And that is going to open up an avenue for us to bring these kinds of resources to the state-based archives. It is all very new.

BERRY: And I do think it is a good idea for Keri to introduce herself to the state, to the offices, to the federal offices because so many times they do not know. They do not know what they don't know, and they will wait until the last minute, instead of getting it started at the very beginning. It is so much easier when you get your files going at the beginning as opposed to when you would last need to get it done.

KOED: Absolutely.

BERRY: Because you lose so much, and I have been here a long time and in several offices. I mean even with my former office—I was telling them about when I first started working there—the first question I asked was, “Okay, well who is doing the archiving?” And they said, “Well we have

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everything in files.” I said, “Okay, where are those files?” And they said, “Well, they are in Suitland.” I said, “Great. How many files do you have?” “Oh, we have 2,500 boxes.” “And what are in those boxes?” “We don’t know.” [laughter]

KOED: Yeah, yeah.

BERRY: We were lucky enough, and Senator Leahy was fortunate enough to understand how important it was to keep those files. We hired somebody to come in and get started.

KOED: Yes. It’s a big step forward for us.

BERRY: Any other questions? Heather, I think it is your turn.

HEATHER BOURK: Thank you, Madam Secretary.

KOED: Heather, your microphone.

BOURK: All right. Good morning everyone and thank you. I appreciate the time set aside on the agenda to provide an update on the work of the House Archives staff. In addition to our primary work supporting committee and Member office records needs, staff have spent the initial months of the new Congress tackling a range of projects which I will highlight briefly.

A new Congress, particularly one in which a change in leadership occurs, offers an opportunity for us to connect with new and current Members and staff about the benefits of records management and the obligation to archive official House records. Our outreach efforts to committees in this Congress have included sending letters and emails to committee chairs and staff offering one on one meetings to discuss records management and archiving, providing our records management manual for committees and related guides, and answering specific follow-up questions. We also worked with the Clerk's Office of Communications to update forms and templates used for archiving to reflect changes initiated by the new Congress. Since the beginning of the year, staff have met with seven committees.

Staff also had an opportunity early in the Congress to present at a briefing for new majority committee staff hosted by the Committee on House Administration. Topics covered included the committee archiving requirements outlined in House Rule VII, guidance on managing current records and archiving non-concurrent records, and resources offered by our office in support of these efforts. Staff also worked with other divisions within the Office of the Clerk on briefings aimed at informing committee staff of the resources offered by the Clerk including our guidance on working with official records. The hybrid in-person virtual briefing was recorded and has been routinely offered as a training resource through the Congressional Staff Academy. Associate Archivist Alison Trulock has taken the lead on these outreach initiatives to committees.

Our outreach efforts to new Members at the start of the 118th Congress included sending copies of our records management manual for Members and offering to set up a time to discuss managing records in a personal office. Catching freshman Members while they're setting up their offices provides a key opportunity to discuss the importance of establishing effective file management systems and to initiate a

conversation about preserving their individual legacy of service as well as the institutional history of the House. I am sensing a theme here. I feel like we have talked about this. [laughs]

Following the large-scale transfer of textual records to the Center for Legislative Archives completed last year, staff have shifted focus to the transfer of electronic records including both a backlog of records as well as records recently received from committees. Electronic Records Archivist Emily Graves has spent the early months of the Congress processing and preparing 5.8 terabytes of electronic records for transfer to the Center. Two transfers are completed and the remainder of electronic records in House custody are slated for transfer by the end of the year. We've also been working with the Center to establish more routine transfers of electronic records roughly every other month.

After preparing, organizing, and managing last year's transfer of almost 3.5 million pages of textual records—Archival Assistant Alicia Coletti has been working with the Center to schedule more frequent transfers of smaller amounts of boxes. We figured we'd take that load off of her moving forward. Transfers of loaned and orphaned records are currently underway and sets of records from the 116th Congress are planned for routine transfer throughout the rest of the year. We appreciate the Center's willingness to work with us and consider and implement changes to our transfer process.

Archives staff also continue to refine the descriptive data we provide to the Center for textual and electronic records from our internal ArchivesSpace database. We're working with the Center toward a goal of providing this data necessary for current and future access to the records at the same time records are transferred. House Archives staff along with our counterparts in the Senate as well as representatives from the House and Senate recording studios, the Library of Congress, the National Archives, and the

Government Publishing Office continue to examine challenges—as George was talking about—preserving and providing access to congressional floor proceedings and committee hearing video. The working group is currently drafting a report detailing recommendations on a best path forward.

House Archives staff led and participated in departmental groups focused on education and outreach initiatives. The education group focuses on ways to connect students and teachers with House primary sources including official House records, art and artifacts, and oral histories. The group continues to produce primary source sets for the History, Art & Archives website. These resources feature House records and collection objects accompanied by an introductory essay and classroom resources. The most recent primary source set on westward expansion posted to the website in late 2022, and primary source sets discussing women’s suffrage and abolition are currently being researched and drafted. The education group recently provided an opportunity for D.C. high school students to visit on-site for an overview of the work of the Office of Art and Archives and the Office of the House Historian.

Next month members of the group will attend the Civics for All Institute at the National Archives—thank you, Charlie—and they will host teachers participating in the institute for a tour of the Capitol and for discussion of the House’s educational resources. The team has framed the conversation as a request for feedback from the teachers on existing educational resources and an opportunity to brainstorm ideas for future projects. Archives staff will also participate next month in the “Teaching with Primary Sources Workshop” hosted each summer by the Library of Congress. Thank you, Danna. The outreach group is exploring new ways to connect with committee members and staff. The group is currently brainstorming ideas that promote our office as an authoritative resource and highlight the importance of archiving and documenting the House’s institutional history.

Archives staff attended the Association of Centers for the Study of Congress annual meeting both in-person and virtually earlier this month and the Mid-Atlantic Regional Archives Conference in April. Archives staff have also participated in Council of State Archivists and National Association of Government Archives and Records Administrators webinars on electronic records and best practices for shared drive management. And staff will attend the Society of American Archivists annual meeting here in D.C. in July.

House curatorial staff continue to add content to the Open Access Portal they debuted last year that offers access to House Collection images for use by committees, Members, and staff. Archives staff are collaborating with the curators on a project to offer images of visually interesting House records for download as computer screen wallpaper.

Last month, the Center hosted staff from the House Historian's Office for an overview of the work they do to preserve and provide access to House records and the research and reference services they offer. The visit also included display and discussion of House records in the Treasure Vault. Thanks to staff at the Center for welcoming the historians. And thank you to the Advisory Committee for the opportunity to present the work we have been doing. I am happy to answer any questions.

RICHARD HUNT: Thank you so much. The committee has the Center's mid-year report with our updates on programs and data on our major program activities, and I am happy to answer any questions you may have from that report at the conclusion of my remarks. I would like to report first on the personnel front, which is a rare occasion, but we have added a new staff member who could not be with

us today. He is being processed at Archives II today but will join us later this week, and this is William Landau, who is our new access specialist filling the very large shoes left by Kris Wilhelm and her 20-plus-year career, who retired last fall. William holds a Master's in Library and Information Studies from the University of Alabama and a B.A. in History with a minor in Political Science from the same university.

William comes to us from the Department of Defense where he served as a historian for the 316th Wing Air Force District, Washington, D.C. based at Joint Base Andrews. He brings substantial experience collecting, organizing, preserving, and managing access to historically valuable records including classified records, which makes him well-suited to the position. He has excellent interpersonal and communication skills and a successful track record dealing with a wide variety of stakeholders across the federal government. I look forward to him joining the Center staff and attending these meetings and working with all of you.

On the other end of the spectrum, Sharon Shaver has announced that she will be retiring later this year and before our next meeting in December. Sharon has served for 17 glorious years at the Center, and I wanted you all to know and recognize her dedicated service to this committee providing travel arrangements for the appointed members, preparing meeting minutes, and offering logistical support and encouragement for all of our meetings. Sharon has had a distinctive record of service at the Center, and I know she has a big fan base in this room and throughout the congressional community generally.

Sharon's fame stemmed from her many, many Treasure Vault tours that she has done over the years; especially for congressional spouses and families. Her tours were always in high demand, and she had

many repeat customers. As I have often noted, Charlie Flanagan and I have also done our share of vault tours over the years, and we have been rewarded on occasion with applause from our guests at the end of those visits. At the conclusion of one of Sharon's tours, however, she typically receives hugs, kisses, and invitations to lunch. [laughter] So that is why she is our Congressional Relations Specialist. She served very admirably on that front, and she will be very missed by all of us.

I would also like to introduce Cathy Farmer, who's sitting next to Sharon, and Cathy is a seasoned administrator in the Central Office in the larger office in which we live. Cathy will assume Sharon's duties and responsibilities for this committee. I have worked closely with Cathy for many years, and I am delighted that our Executive, Susan Donius, has designated Cathy as our support person. We look forward to working with Cathy, and you will get the same excellent support for this committee.

I would like to highlight just a few notable areas of Center activity. At the mid-year mark, the loans to support the current business of the Congress are approaching the number of total loans we did last year. The volume of records that we've loaned—over 250,000 pages—has already exceeded the loan activity of last year. Accession of new congressional records from the House and the Senate has returned to the norm for the first year of a Congress, which is typically a less active period. I remind you that last year—as Heather referenced—we processed an unusually high number of accessions—932 accessions, and over 2,500 cubic feet, or 6 million pages of records, which marked a close of the pandemic interruptions of service and brought things back to normal. At the mid-point of this year, we handled 171 accessions, transferring 437 cubic feet, or over a million pages of records. And from what I hear from the House and Senate archivists today, we can expect more coming our way. So good job, everybody.

Reference activities have shown a huge rebound in the second half of last year and are on track now to reach pre-pandemic levels as staff answered close to 500 researcher requests and pulled over 1,600 items for 88 onsite researchers. Center staff—in the person of Martha Grove—has been especially busy contributing to the ongoing exhibit work at the CVC. In February, Center and NARA staff prepared and installed a new rotation of original documents in the Special Exhibit Gallery for the featured exhibit on the First Congress. Staff is also deep in preparations for the second special exhibit on congressional investigations, which will be installed in August, and they've started their research and document selection for special exhibit three—"Congress as the Nation's Stage"—which will open in 2024.

On the educational outreach front, Charlie Flanagan has continued to devote most of his time to help develop the agency's National Civics Education Initiative, "Civics for All of Us" with colleagues in the Education Office and in Presidential Libraries. For the first half of the year, Charlie has participated in direct-to-classroom programs for students and monthly webinars for teachers. He also co-presented a session at the annual meeting of the National Council on the Social Studies on the Bill of Rights for elementary school students.

Charlie is also preparing to co-host the first National Archives Summer Institute on Civics in July for teachers from across the country. Twenty teachers ranging from kindergarten to high school will engage with National Archives educators to become familiar with NARA's educational resources and devise new and creative ways to engage with students on civics topics and activities. The cohort of teachers will also be committed to working within their school districts and their states to share what they have

learned about NARA's Civic Education Program, and this institute has been generously funded by the National Archives Foundation.

Charlie has also continued to present his Primary Source Pedagogy—PSP—to equip teachers to use original records in the classroom. These PSP programs were an outgrowth of years of work with state-based partners in Texas and Florida who observed that teachers wanted and needed this type of hands-on training to master the science and art of using primary sources in the classroom. Charlie has presented at three of these workshops this year for teachers in Texas, New Mexico, and Oklahoma.

And finally, I would like to conclude with some remarks on the major electronic records project this year, and that is the migration of data from the Congressional Records Instance (CRI) into NetApp storage. There was an indication from the last committee meeting that you'd like some additional information on the NetApp storage system. So, I will provide that.

I should start with a reminder to all of us that the Center first stood up an electronic records preservation system for congressional records in 2010. And from those modest beginnings—measured in gigabytes of storage—the Congressional Records Instance has undergone four generations of change and expansion, increasing its storage capacity every four or five years to accommodate the expansive growth in congressional electronic records. Since 2014 the CRI has been included in NARA's larger Electronic Records Archives program, and the system updates have been executed under their direction. In 2017 Center staff and ERA staff discussed the five-year plan to move what was then the third-generation CRI from a Hitachi-based storage system when it reached the end of life and the end of service in 2023.

So during the first half of FY23, Center staff—in the form of Shannon Niou—with support from an ERA IBM contractor, completed migrating over 300 terabytes of data from the existing Hitachi storage to NetApp storage. Since April, they have been running all appropriate verifications and validations to ensure a 100 percent accurate migration, and we must complete that validation before we can retire the Hitachi storage, which can then be wiped and decommissioned.

Center staff expect to complete this phase of the project within the next few weeks and will have the capacity to ingest new congressional records into NetApp storage by late June. So Heather and the House and Senate can send us new electronic records to be accessioned in late June. Afterwards staff will complete a full system backup on tape creating a deep preservation copy which will be stored offsite in another NARA facility. Staff expect to complete the backup process by mid-July, and that will bring the CRI migration project to a close and extend the life and storage capacity of CRI for years ahead.

Our colleagues in the ERA program shared the following observations and details about NetApp storage and why we have moved to that platform. The NetApp storage system—technically NetApp FAS2720—is a proprietary hardware and software-based data storage and retrieval system. NetApp systems are an industry standard when it comes to network-attached storage systems, and they are recognized for their reliability and scalability. AWS, Google Cloud, and Microsoft Azure all utilize the NetApp systems in their global storage farms. NARA’s ERA team has also used NetApp storage in a number of applications since the early 2000s. NARA utilized this particular NetApp storage platform to store the voluminous digitized records of the 1950 Census, and NARA IT staff began the process of transferring NetApp to the Center in mid-2022 after the census data was fully migrated to AWS cloud storage.

It is worth noting that transitioning to NetApp does not change the way the Center accessions, ingests, preserves, or processes congressional electronic records. NetApp offers us several advantages providing existing server storage capacity to accommodate the growth of congressional records, and it also allows us to expand storage by using additional storage devices so we can add to the system as needed.

So, you can ask me questions about NetApp, although that's about all I know. But I have other technical experts in the room that can fill in more.

BERRY: (Inaudible 1:10:28.2) more space, though.

HUNT: Yes, a lot more space. You can continue to send us more records.

BERRY: You'll get more. That's great. Okay. Karen had a question.

PAUL: Richard, are you able to comment on movement towards accessioning classified electronic records?

HUNT: Yes. That is moving along. It has been formally approved by the process within NARA as an IT project and over the years in preparation we have bought the workstations and much of the equipment for it. We have been given the green light to buy two servers this year which will complete the equipment acquisition along with a tape backup system. And the next step is that NARA IT staff are

going to look at the SCIF and evaluate the capacity of the electrical power supply that we have going to that room to confirm that it is also properly amped up to support the system.

PAUL: Have they set a timeline for you all?

HUNT: We are hoping by next year we will have it operational, but there would have to be a period of testing and evaluation and then the accrediting agency will also have to certify that system.

PAUL: Okay, thanks.

BERRY: (Inaudible 1:12:05.5) have questions?

KOED: You will notice at your spot, for the non-Senate people on the committee, you will see a copy of the latest issue of the Secretary's newsletter, *UNUM*, which has a cover article about the archival changes going on in our office and the hiring of our new staff. And it will give you a little more detail about what each of our new archivists do and how they are integrated into our general team of archivists. Thanks.

BERRY: Okay, Karen.

PAUL: So the Seventh Report—

BERRY: Yes.

PAUL: Friday we emailed out the outline for the Seventh Report. Every six years this committee produces a report to Congress and every three congresses, so that is every six years. And the reason it was designed that way is because in alternating years it is the House responsibility to edit the report and then the Senate. So it is back in the Senate this time. We have put together, Heather, myself, and Richard, this draft outline for the report, and our goal is to have a draft of the report for the December meeting upcoming. So you should be receiving a copy of that and as you can see it is quite detailed, and we will be incorporating the high points over the past six years into the report. But the most important part of this is the executive summary where we will really dig down to try to outline—not try to but to outline— what the current challenges are and what our recommendations are to meet those as a committee.

BERRY: Any questions? So do we have any new business?

KOED: No new business for us beyond what we have stated. [laughs]

BERRY: No business? Okay. Well, I guess this is it. We are adjourned.

PAUL: Well can I just jump in and thank the new Archivist of the United States for what she did in Senator Lieberman's office. Because Senator Lieberman actually hired one of our office interns and was followed by another archivist. So we had two working and Lieberman was one of the first senators to announce that he was preserving his email, and that was big news and it still is a challenge to have the Members do that. So he was our shining example. Thank you.

SHOGAN: Thank you for that and that was quite a project as I recall. When people saw me coming they used to scatter because they knew I was talking to them about what they needed to do as far as archiving their emails, and then also the big thing was the policy memos going in the right places. And that was very challenging. It was just a new mindset for what people were not used to doing.

PAUL: And it is still difficult. And now we are dealing with texting, you know, how are we saving the senators' text messages. [laughs]

BERRY: Okay. On that note then we adjourn until December?

KOED: December.

BERRY: December.

[End of meeting] [11:15:49.8]