



ADVISORY COMMITTEE
— ON THE —
RECORDS OF CONGRESS



SIXTH REPORT
DECEMBER 31, 2018

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— O N T H E —
RECORDS OF CONGRESS

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DECEMBER 31, 2018

Compiled by the Office of Art and Archives, Office of the Clerk,
U.S. House of Representatives

Under the direction of

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and

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Preface

The Advisory Committee on the Records of Congress (ACRC) was formed in 1990 to increase attention to the status and use of the official records of the House and Senate as well as personal papers created by Members of Congress. Over the past 28 years, the ACRC has served as the primary national forum in which the unique challenges that House and Senate records present are considered and solutions are proposed and implemented. Every six years (in a report to Congress and the public), the ACRC assesses the progress made and challenges that lie ahead. The ACRC monitors, guides, and supports its records partners in the face of the shifting priorities inherent in documenting the history of representative democracy.

The first two reports of the ACRC focused on the management of the official records of Congress at the Center for Legislative Archives (the Center) at the National Archives and Records Administration (NARA) and preservation of the records of legislative support agencies. The *Third Report* turned its attention to preserving Members' papers and encouraged the community of congressional archives, fostered by the ACRC, to take a more coordinated and collaborative approach to managing and preserving both textual and electronic records. The *Fourth Report* examined the preservation crisis created by the 2001 anthrax attacks and the effect of irradiating government mail and addressed the planning, design, and construction of the Capitol Visitor Center (CVC). The *Fifth Report* addressed the more prominent administrative status of the Center within NARA and focused on outreach to House and Senate committees; outreach to Members of Congress and the passage of House Concurrent Resolution 307 (2008), which encourages Members to manage and preserve the records of their service and donate them to a properly equipped research institution; accession of the Joint Select Committee on Deficit Reduction's records; successful launch of the Congressional Records Instance of NARA's Electronic Records Archives (CRI-ERA); detailed House and Senate records

management guidance on official electronic records; and adoption and implementation of the Descriptive Tool Task Force's report to improve online description of the records of Congress. All reports are available at [archives.gov/legislative/cla/advisory-committee/reports.html](https://www.archives.gov/legislative/cla/advisory-committee/reports.html).

Executive Summary

In its *Sixth Report to Congress* (2013–2018), the ACRC highlights seven critical developments: the Center’s acquisition of new storage space for Congress’s records at the Government Publishing Office (GPO); expansion of the CRI, including offsite redundant storage and classified records storage; preservation of committee hearing videos; preservation of social media communications; progress of the Legislative Enhanced Archival Description (LEAD) project; efforts to preserve data generated and stored in correspondence management systems used by Member offices; and advances in digital curation both within Congress and at the Center. The details are summarized in the following sections:

- **Section I** focuses on preservation of and access to the official records of Congress. Of particular note are the acquisition of new archival storage space at GPO for the Center to store House and Senate records, updates on the CRI-ERA, transfer of committee hearing videos to NARA for long-term preservation and accessibility, continuation of the congressional web harvest at the end of each Congress, preservation of social media communications, improvements to records management training and guidance, implementation of digital curation best practices both within congressional offices and at the Center, expansion of the LEAD project to enhance description of congressional records in the National Archives Catalog, redesign of the website for the Center, and outreach by House and Senate archivists and historians for oral history and publication programs.
- **Section II** documents preservation of and access to the records of Members of Congress, including new records management guidelines and training aimed at helping Members preserve documentation of their service and donate their records to a research repository at the appropriate time. This section also describes efforts to facilitate preservation of and research access to records in Members’ correspondence management systems.

- **Section III** describes recent collaborations with the long-established Congressional Papers Section (CPS) of the Society of American Archivists (the Society) and the newer Association of Centers for the Study of Congress (ACSC). Both of these organizations aim to preserve and make available for scholarly research the records of Members of Congress and to integrate these congressional resources into their civic education programs.
- **Section IV** describes education and professional outreach efforts implemented by the Center, including teacher workshops, digital educational resources, CVC exhibits and talks, the “Congress Creates the Bill of Rights” mobile application, and the *Amending America* exhibit at the National Archives Museum.

From 2013 to 2018, the ACRC made substantial progress in the following areas:

- Identifying and securing additional storage for the official textual records of Congress
- Acquiring classified records storage space for textual and electronic records
- Building more robust digital asset management systems and improving digital curation practices for archiving congressional electronic records
- Collecting and preserving improved metadata for committee records at the point of origin and uploading to Archivists’ Toolkit, an open source system
- Creating expanded descriptions of open House and Senate records for the National Archives Catalog
- Updating records management guidance and expanding outreach and training opportunities for congressional staff
- Initiating dialogue on the migration of data with vendors of correspondence management systems used in congressional

Member offices to create best practices for authenticating, migrating, and preserving data

- Expanding the amount of constituent services system data available for archiving and collaborating on a white paper outlining next steps to strengthen preservation and use of the data
- Collaborating with the House, Senate, the Center, the United States Association of Former Members of Congress, the ACSC, and the Society's CPS to promote preservation and use of Members' collections for both scholarly and civic educational purposes

Looking ahead, the ACRC anticipates the following challenges:

- Encouraging the preservation of electronic communications as increasingly severe data breaches undermine staff confidence in the security of electronic records
- Staying current with technologies that impact record keeping and the way congressional offices conduct business. The ability to preserve and access digital records over time is directly related to digital curation measures employed at the time the records are created. Congressional archivists must remain involved with technological evolution within their respective institutions and play an active role in its evaluation, selection, use, and data archiving records preservation (ability to preserve beginning at creation).
- Staying current with professional developments in long-term electronic records preservation to incorporate best practices as they evolve
- Evaluating and implementing ways to provide access to digital content that follows guidance outlined in House and Senate Rules and NARA guidelines for access to protected information. This is challenging because of the mixed nature and varying degrees of sensitivity of content in email and other forms of digital records.
- Monitoring development of the NARA ERA 2.0 and evaluating its effect on preservation and access to the records of Congress

- Working toward a certification process that allows congressional committees to remove records from their systems to rely on permanent storage in the CRI-ERA and retrieval from it
- Monitoring, evaluating, and migrating accession records from Archivists' Toolkit to ArchivesSpace or another potential archives management system because support for Archivists' Toolkit has ceased
- Using congressional and archival resources to promote civic literacy and a better understanding of representative democracy at the K–12 levels, in undergraduate programs, and among the wider public

To improve the management, preservation, and access to Members' papers and the official records of Congress, the ACRC recommends continuing the following:

RECORDS MANAGEMENT AND ADMINISTRATION

- Hire and train staff to implement textual and electronic records management best practices in Member and committee offices
- Collaborate with the congressional technology community for purposes of engaging the community in electronic records preservation and to participate in the evaluation of archiving capabilities of new systems
- Promote the selection and accessibility of authentic records, regardless of format, that adequately document the legislative, oversight, investigative, budget, nominations, and treaty review functions of the Congress by continuing to work with House and Senate leaders, Members, and staff
- Improve and update guidance on electronic records and social media archiving offered to the congressional community
- Train Center, House, and Senate archivists in digital curation best practices as they evolve
- Develop records management guidance and best practices for all records formats of legislative branch commissions

PRESERVATION

- Collaborate with the Center in the development of the new storage space at GPO Buildings A and D and monitor progress
- Monitor resource and access issues associated with the CRI-ERA, including ingest of electronic records transferred to the Center before the creation of the CRI and new and increasing volumes of electronic records transferred by congressional records creators
- Monitor development of the NARA ERA 2.0
- Continue to reach out to the Senate Democratic and Republican Policy Committees and the Senate Legislative Counsel to assist with archiving their records
- Continue end-of-Congress web harvests of congressional sites and additional web harvests, as appropriate
- Develop a working plan for the long-term preservation of House and Senate Floor proceedings
- Continue to facilitate preservation of committee and Member social media communications
- Collaborate with the Society's CPS and the ACSC to advance the preservation and use of the records of Congress and Members of Congress

ACCESS

- Work with House and Senate archivists to develop and refine protocols for providing access to electronic records
- Collaborate to test and evaluate new electronic records access tools as they become available
- Continue to facilitate declassification of congressional records by working with NARA's National Declassification Center
- Continue to develop NARA's Holdings Management System to implement full use of bar codes for the loan of congressional records

- Continue to optimize and refine, and if necessary migrate, the integrated accessioning and description system for House and Senate records implemented by the Descriptive Tool Task Force
- Reach out to scholars through participation in professional meetings and symposia
- Engage with educators and students through teacher institutes, student workshops, and the development of print and online educational materials on the history of Congress
- Reach out to the public through exhibits and gallery talks at the CVC, NARA, and other venues as appropriate
- Identify House documents to exhibit in the Records Search section of the House History, Art & Archives website, including descriptions and background information regarding the context of the documents
- Continue to meet the public access needs of an expanded universe of researchers using all means possible, including the development of online resources

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SECTION ONE

**Preservation of
and Access to
Official Records
of Congress**

I. Preservation of and Access to Official Records of Congress

A. STORAGE SPACE

Temporary Storage of Records at the Washington National Records Center

The National Archives and Records Administration (NARA) has faced an agency-wide records storage challenge in recent years. In 2014 the records storage shortage for the Center for Legislative Archives (the Center) in the NARA Building in Washington, DC, reached a critical juncture. The Center's records storage areas had nearly reached capacity, filled with the growing volume of records transferred from the House and Senate over the past few decades. The Center anticipated that it would soon reach a point where it would be unable to accept the transfer of new accessions of House and Senate records.

To address this critical situation, NARA's Chief Operating Officer and the Director of the Washington National Records Center (WNRC) in Suitland, Maryland, proposed a timely, temporary solution by offering secure space in the WNRC to store select House and Senate records until a long-term solution could be found. The Center signed separate Memoranda of Understanding with the Clerk of the House and the Secretary of the Senate to govern the transfer of House and Senate records to the WNRC as well as their return to support the current business needs of the House and Senate. In 2015, with the permission of the Clerk of the House and Secretary of the Senate, the Center moved 2,100 cubic feet of House and Senate records to the WNRC for temporary storage, creating space in the Center's storage areas for the transfer of new accessions of House and Senate records.

By early 2017, the transfer of new House and Senate records again nearly filled the available space in the NARA Building. The Center received permission to send an additional 2,100 cubic feet of House and Senate records to the WNRC. This records move was completed

in spring 2017 and created space to accession new House and Senate records into the NARA Building.

Government Publishing Office Leased Storage Space

When a temporary solution was realized, NARA, the Clerk of the House, and the Secretary of the Senate began searching for a longer-term solution to the Center's records storage issues. In September 2014, the Government Publishing Office (GPO) identified two prospective spaces in its buildings in Washington, DC, a location convenient to the U.S. Capitol, as candidates for conversion to archival records storage spaces. In January 2015, NARA contracted with Leo A. Daly, an architectural design firm, to produce a detailed feasibility study, design specifications, and an initial cost estimate for the conversion of the two spaces. The reports on the spaces in GPO Buildings A and D were completed in May 2015. In late 2015, Congress funded the conversion of the Building A space in the Consolidated Appropriations Act of 2016 (P.L. 114-113), and in early 2018, funding for conversion of Building D was included in the Consolidated Appropriations Act of 2018 (P.L. 115-141).

In November 2016, Leo A. Daly completed the final design drawings, specifications, and cost estimates for the conversion of space in GPO Building A. In March 2017, NARA and GPO completed and signed the interagency agreements to govern the construction phase of the project, and funds were transferred to move forward. GPO issued the bid package in April 2017. The construction award was made to Desbuild Incorporated in July 2017. The Center expects to begin storing records in the Building A renovated space in 2019.

With records storage space in Buildings A and D, the Center will have sufficient space to accession House and Senate records for decades to come. The Center will continue to store House and Senate records available for research, electronic records, and vault materials in the NARA Building. The Center will also maintain its staff offices and continue to serve records to researchers in the NARA Building.

B. ACCESSIONS AND LOANS

The Center continued to accession the records of the House and Senate as well as other legislative branch records. Over the past six years, from 2013 to 2018, the Center has accessioned 14,000 cubic feet (36 million pages) of House and Senate records.

Overall, the Center has approximately 233,000 cubic feet (583 million pages) of records under its jurisdiction. This is an increase of 16,000 cubic feet over the 217,000 cubic feet reported in the *Fifth Report*, which reflected the total volume held as of 2012.

The Center's most critical function remained the prompt and timely response to House and Senate committee requests for the return of archived records to conduct current business. The Center updated and standardized policies and procedures related to the loan function, streamlined the tracking and documentation of loaned records, and worked closely with House and Senate staff to ensure the success of this mission-essential function. From 2013 to 2018, the Center processed 1,100 loans (6.3 million pages) of records to House and Senate committees.

C. ELECTRONIC RECORDS AND SPECIAL MEDIA

The Center, House, and Senate should continue to keep abreast of changes in technology and national standards, especially with regard to workflow policies and procedures for preservation and access of electronic records, including born-digital files. All entities must have the staff and budget necessary to continue this work and to meet new challenges in a rapidly changing environment.

Congressional Records Instance of the Electronic Records Archives

The Congressional Records Instance (CRI) has continued to evolve and expand its technical capabilities, system functionality, and storage capacity. In the period covered by the *Sixth Report*, the electronic

records holdings of the Center increased by almost 570 percent—from 28 terabytes in 2012 to more than 188 terabytes in 2018.

The key developments of the past six years include the establishment of dedicated server space at the NARA Building in Washington, DC, for unclassified CRI and increased support for CRI from NARA's Office of Information Services. This support has included critical technical assistance to ensure the secure and safe operation of the local instance of CRI and material support in the form of major upgrades to CRI's hardware and software.

In November 2016, after more than two years of effort, the Center deployed the third upgraded system architecture for CRI. This version of CRI, designed and developed in close coordination with NARA's Office of Information Services, is a modular, extensible system that is better positioned to keep pace with the rapid growth in scale and scope of the Center's electronic records preservation program. The Center is also better equipped to support loan requests of electronic records back to House and Senate committees.

Center staff improved the Center's preservation workflow to take advantage of new and emerging digital preservation practices. In 2013, for example, Center staff developed new procedures to validate incoming file formats and added fixity validation to safeguard data integrity.

Center staff continued to work closely with the House Archivist and the Senate Archivist to consult on electronic records issues and practices with congressional committees, including long-term preservation capability, accessibility, and functionality. Since 2012 Center staff have participated in nearly 70 meetings with various committees and, occasionally, with Member offices.

Classified Records Issues

In the period covered by the *Sixth Report*, the transfer of classified electronic records to the Center established a need for a classified

storage space with the infrastructure to preserve and process classified electronic records from the House, Senate, and legislative branch commissions. To perform its mission, the Center must have an appropriate storage space to create an electronic record keeping system for classified records. This system would facilitate systematic preservation of classified files from original storage and transfer media, provide the ability to copy electronic files to meet congressional loan requests, and give the Center the means and ability to effectively review electronic data for declassification and access when appropriate. As mentioned in the update for the GPO space, plans are moving ahead to prepare a suitable space there.

Electronic Records Archives 2.0

NARA's Electronic Records Archives (ERA) encompasses systems and a set of operations for scheduling, transferring, reviewing, describing, and storing electronic records received from federal government agencies. Since the original ERA systems were developed, NARA has identified additional, enhanced functionalities that are needed to facilitate the preservation of, and access to, electronic records. ERA 2.0 is designed to include a modular suite of tools that can be adjusted in response to technological changes, evolving business needs, and new formats. Center staff have been consulted throughout the design process on congressional electronic records needs, submitted specific requirements to the ERA 2.0 team, and reviewed, tested, and provided feedback on pilot versions and the developing system.

Transfer of Historical Footage of Committee Hearings from the House Recording Studio to the National Archives and Records Administration

The House Recording Studio has worked closely with the House Office of the Clerk's Office of Art and Archives (OAA) and the Center to transfer significant volumes of historical footage of House

committee hearings produced by the House Recording Studio. Since these transfers of digital files began in 2013, OAA has facilitated the transfer of more than 20 terabytes of historical footage to the Center.

Preservation of House and Senate Video Collection

NARA's Special Media Archives Services Division, located in its College Park, Maryland, facility, began accessioning video recordings of floor proceedings from the House and Senate Recording Studios in the late 1980s. By agreements between the House, Senate, NARA, and the Library of Congress (LOC), a duplicate set has also been sent to the film division at LOC. In the mid-1990s, new agreements between the Librarian of Congress and the Archivist of the United States established a framework for a collaborative approach to share responsibilities for these collections, making NARA responsible for preservation storage and LOC responsible for servicing researcher requests for copies of the footage.

With market and industry considerations driving the development of video tape technology and media formats over time, many of the older video formats in these collections are at risk and require corrective action. NARA's preservation labs have performed preservation actions on some of the antiquated tape formats, but challenges with both old and new formats remain.

Web Harvests through the National Archives and Records Administration (2014, 2016, 2018)

Since 2006 the Center has continued preserving the content and appearance of congressional websites by capturing snapshots at the end of each two-year Congress. NARA's congressional web harvest activity produces a reference copy for the purposes of continual public access and also produces a record copy retained in NARA holdings. All archived content is available at webharvest.gov, which was redesigned for the public release of the 114th Congress web harvest.

These congressional web harvests are performed in close coordination with the Internet Archive, a contract provider of web harvesting services. The archives of the 109th Congress (2005–2007), 110th Congress (2007–2009), and 111th Congress (2009–2011) were completed by the time of the *Fifth Report* and yielded a total of 1.2 terabytes of data.

In the period covered by the *Sixth Report*, harvests were completed for the 112th Congress (2011–2013), 113th Congress (2013–2015), and 114th Congress (2015–2017) and yielded a total of 70 terabytes of data. The archive for the 114th Congress, completed in January 2017, captured more than 151 million URLs and 45 terabytes of web content—the largest web harvest by far, for the number of URLs and total volume captured. Each web harvest has introduced new technical hurdles, and capturing Facebook sites was particularly challenging for the preservation of sites from the 114th Congress.

In 2018 the Center continued working with the Internet Archive to preserve the websites from the 115th Congress (2017–2019) and will conclude this preservation work in January 2019.

The volume of the congressional web harvest collection now composes 32 percent of the Center’s overall electronic records holdings and offers a valuable public resource to former Members of Congress, congressional papers repositories, and researchers in general.

Center for Legislative Archives Website Redesign

At the December 2013 meeting of the Advisory Committee on the Records of Congress (ACRC), committee members recommended improvements to the Center’s web presence and the creation of a dynamic and customized Search and Browse interface for congressional records.

Throughout 2014, the Center worked closely with NARA’s Office of Innovation to define and implement those changes. The Center’s

new portal launched in October 2014 and features two avenues for researchers to explore congressional and legislative branch record descriptions in the National Archives Catalog: Search and Browse. The Search feature allows researchers to use a keyword search—by topic, subject, name, or other information of interest to the researcher—to find descriptions of records relevant to their query. The Browse feature allows researchers to explore record creators by organization—House committees, Senate committees, joint committees, legislative branch commissions, and legislative branch agencies—as well as special collections (such as the U.S. Senate Collection of Clifford K. Berryman Cartoons) described in the National Archives Catalog.

The portal also features a Getting Started with Your Research section that offers guidance and helpful tips to newcomers to congressional records research. The Getting Started pages prepare researchers in a user-friendly way for accessing records and include helpful tips, such as defining “What We Have” and “What We Don’t Have” in the universe of congressional records. In total, the portal added 24 new pages to the Center’s website, all specifically designed for legislative researchers. Since rollout, the portal has been periodically updated to take advantage of enhancements added to the National Archives Catalog.

Senate Committee Records Acquisitions and Preservation Initiatives

Electronic Records Preservation

The CRI-ERA was launched in 2009 by the Center. Accessioning and preserving committee records in electronic format became a top priority for the Senate. Records had been accumulating on committee servers since the early 1990s and were in danger of becoming inaccessible because of software and hardware obsolescence. The Senate Archivist worked with each committee to evaluate the status of its holdings and to begin processing them. By 2013, 12 committees had preserved their electronic records backlogs and established routine procedures for future archiving. As of December 2018, 17 committees

have processed backlogs. Electronic records, including email from 22 different committees, are preserved at the Center. Work with each committee on electronic records management and archiving issues as they evolve is ongoing. Outreach is targeted to staff directors, chief clerks, systems administrators, committee archivists, and records managers. Committees are asked to file an archiving report with the Senate Committee on Rules and Administration along with their biannual budget requests to demonstrate their progress.

An example of the effectiveness of Senate electronic records preservation was demonstrated in 2013 when Center staff retrieved and revived from the Senate collection of electronic records the earliest website of the Senate. These records document the earliest “home pages,” as they were then called, from the 104th through the 107th Congresses (1995–2003). The archived sites predated the Center’s biennial congressional web harvest at the end of each Congress that started in 2004. The first archive transfer held 83,782 website files; the second transfer held 184,927 website files; and the third held 290,094 website files. This contrasts with 45 terabytes of the congressional web harvest for the 114th Congress.

In 2014 the Senate Archivist’s staff assumed specialized roles to process electronic records more efficiently and to keep abreast of technological evolution and its effect on record keeping. The Senate Archivist supervises annual goals and focuses on education, outreach, and acquisition. The Deputy Archivist for Accessioning and Processing accessions all Senate archival transfers and processes electronic records. The Senate Deputy Archivist for Digital Archives manages digital curation projects, maintains a liaison with the Senate Technology Assessment Group (TAG), and tracks advances in technology and standards affecting record keeping and preservation.

Committee Archivists

With an increased reliance on technology to execute Senate business and, consequently, the need for all committee staff to participate in

electronic records preservation, several large committees prioritized archiving through staffing. These committees added a professional archivist to facilitate records preservation; help staff maintain records of the work they do on legislation, oversight, nominations, and investigations; support the current productivity of the committee; add to its permanent historical archive; and comply with relevant laws, rules, and resolutions. As of 2018, there are eight professional archivists serving on Senate committees.

For committees without a professional archivist, the Senate Deputy Archivist for Accessioning and Processing leads the processing and description of electronic records while committee staff process and describe their paper records. This is necessary to support authenticity of the electronic records and to meet relevant descriptive standards for electronic records. As part of this process, the Senate Deputy Archivist identifies and removes personal records, runs file fixity and format identification programs, creates directory lists, and prepares descriptions for each series of electronic records. As of December 2018, the Senate Deputy Archivist for Accessioning and Processing is handling the archiving for 11 committees.

Proactive Archiving

The departure of Senator Max Baucus in February 2014 precipitated a domino effect with regard to committee chairmanships and numerous changes in committee staffing. Anticipating the effects this would have on record keeping, Senate archivists contacted committees before the changes, thus moving away from end-of-Congress archiving of electronic records toward more proactive archiving. This continues to be the practice and is especially important for electronic records preservation. In addition, working closely with systems administrators and Senate Sergeant at Arms (SAA) Enterprise Process staff, new guidance was assembled for retrieving lost and deleted files.

By December 2015, many offices were dealing with the challenges of managing digital content in multiple storage locations. Accordingly,

guidance was developed to assist with this challenge. Examples such as this underscore the need to maintain good working relationships with systems administrators and SAA TAG, the group responsible for assessing, prioritizing, and providing technology infrastructure for Senate offices. As the amount of information on Senate systems grows, the need to manage it and eventually remove it from active server space to storage in the CRI-ERA becomes increasingly important. To this end, the Senate archivists continue to work with the Center to establish a certification process for the CRI-ERA whereby committees can remove electronic records from server space when necessary.

Social Media Archiving

Recognizing the increasing use of social media by Members and committees, Senate archivists established in fall 2013 a separate SAA TAG to evaluate social media preservation tools. Team members met with several vendors and selected several products to test over a 60-day trial period. Evaluation criteria included

- Ease of use (Can it be run from a desktop? Is it a software installation or is it in the cloud? Does it require a specific server environment?)
- Cost
- Social media platforms captured (Most common platforms used in the Senate are Twitter, Facebook, Flickr, YouTube, Instagram, Tumblr, Foursquare, LinkedIn, Scribd, Pinterest, and Quora.)
- Content captured (pictures, links, comments, and number of fans or followers)
- Associated metadata captured (unique identifiers, time stamps, and other metadata that confirms authenticity)
- Format preservation (Does it preserve the look and feel of the original site?)
- Ease of access (Is the exported product in a proprietary format? Does it require additional software? Can it be searched?)

License agreements with three vendors were concluded in October 2014. Vendor demonstrations are held periodically, with the Senate Historical Office (SHO) serving as “business owner” of this project, guiding offices in determining what they wish to collect and working through administrative issues.

Committees are urged to archive their social media records at the end of each Congress and at other times when content may change because of changes in institutional or committee leadership. Based on information gathered at the end of the 114th Congress, offices using one of the Senate approved vendors are receiving a better and more complete final product. Because NARA accepts web archive (WARC) files, the preferred format for web-accessible content in the archived state, Senate archivists suggest that offices collect these WARC files in addition to content and metadata files in PDF, text, HTML, and XML.

By 2017 some form of documentation was collected from more than 26 social media accounts from 12 committees, with six of these committees using a vendor to archive 20 social media accounts. Vendors who have adapted their business model to the way the Senate offices function and are willing to do one-time captures rather than requiring a subscription tend to be selected most often. The process of downloading WARC files can be repetitious, takes a considerable amount of time and computer resources, and often results in glitches. The Senate Deputy Archivist for Digital Archives has assisted offices without archivists on staff who request it. SHO archivists are currently working to streamline the method of collection used by the vendor for most Senate offices. This streamlining involves a vendor export of all Senate social media accounts, including WARC files, to one drive that the Senate Deputy Archivist for Digital Archives then distributes accordingly. There is a cyclical nature to the collection of these materials so that most committee collections occur at the end of a Congress.

Senate archivists also advise Senators, particularly those who are frequent users of social media platforms, to be proactive and not wait

until an office is closing to address preservation of these dynamic records. Some Members are choosing to implement social media archiving at the end of a Congress, but most Members retiring after 2014 have elected to do so before their departure from the Senate. There are a number of instances when a committee’s social media is created and managed through the Chair or Ranking Member’s office, so increased awareness of the value of properly archiving social media records on the part of Members is even more imperative.

Senate Committee Hearings Preservation

In 2008 the Senate began preserving Senate Recording Studio video of Senate committee hearings at the Center. To date, the Congresses in the following table have been transferred and are open for research:

SENATE COMMITTEE VIDEO

Congress and Dates	Volume	Number of DVDs	Number of Committees
108th Congress (2003–2005)	2,028.33 gigabytes (1.98 terabytes)	1,064	20
109th Congress (2005–2007)	2,540.72 gigabytes (2.48 terabytes)	1,343	20
110th Congress (2007–2009)	2,867.96 gigabytes (2.80 terabytes)	1,471	20
111th Congress (2009–2011)	approximately 3,200 gigabytes (3.20 terabytes)	1,596	20
112th Congress (2011–2013)	volume to be determined	334	20

Electronic Transfer of Accessioning Records

Steady growth in electronic records archiving depends on the ability to process transfer documentation efficiently. In 2014 the Senate Deputy Archivist for Accessioning and Processing worked with Center staff to implement electronic transfer of the Senate’s accessioning records. Working with the Center’s information

technology staff, electronic accession records are safely and securely transferred to the Center.

*Senate Historical Office Digital Asset Management
and Legacy Conversion*

In 2018 the SHO embarked on a project to preserve, manage, and digitize the SHO's photograph collection. The Senate Photo Historian defined needs and requirements for this large collection. The decision was made to expand this project to include all current and future digital assets created and collected by the SHO, including not only photographs, but also digitized audio and video of SHO oral histories, presentations, and electronic publications. Working with SAA web staff, SHO staff developed potential use cases for all of the anticipated types of digital assets that will be managed within this system. This step will be followed by creating decision criteria and eventually evaluating and ranking systems that meet those criteria. Another consequence of this process was an assessment of SHO assets, including analog audiotapes and floppy disks holding early office publications, stored on special media to ensure current and future access. The Deputy Senate Archivist for Digital Archives is creating an inventory and plans to address the migration of these legacy media into digital formats, with the expectation that they will be managed within the selected digital asset management system.

National Digital Stewardship Resident Fellow

The SHO hosted a National Digital Stewardship Resident (NDSR) Fellow from June 2015 to June 2016. Mentored by the Senate Deputy Archivists, the NDSR Fellow documented Senate committee digital records management and accessioning processes from records creation and transfer to the SHO to final ingest into the CRI-ERA. He also surveyed and documented preservation practices in Senators' offices.

To strengthen digital curation practices while records are still in Senate offices, the Fellow tested various software products, focusing

on establishing file fixity and authenticity before collections were moved and processed. To facilitate data migration and strengthen metadata, he tested a variety of format identification tools.

The final product of the residency was the white paper *Improving Digital Stewardship in the Senate: An NDSR Project, Final Report and Recommendations*. The full report documents a variety of contemporary workflows, identifies digital curation practices, suggests possible tools to automate them, and incorporates those practices and tools into two model office curation workflows: one for committees and one for Senators. The report promotes a more consistent and robust methodology for handling Senate digital assets still in Senate physical custody. For long-serving Senators in particular, this could be for an extended period of time, thereby making the implementation of good digital curation practices more valuable.

The scope and complexity of this research project required a well-defined research schedule and methodology. A survey instrument was designed to gather information from committees and Member offices. It collected information about active electronic records management; information security (backups, hardware monitoring, virus scans, and access permissions); the capture and storage of archival electronic records; frequency and methodology of committee electronic records transfers to the SHO; use of SharePoint or other content management systems or databases; email, social media, and web archiving practices; the use of mobile devices and tablets; technical, administrative, and descriptive metadata collection and generation; and staff training and responsibilities. An evaluation tool, United States Senate Levels of Digital Preservation, was used to pinpoint and assess storage, integrity, security, metadata, file formats, and storage media. These levels were developed by the National Digital Stewardship Alliance and adapted for Senate use. The surveys were used to produce characteristic workflows and a format with checklists for inserting new steps that would enhance digital preservation for the long term.

The study revealed the following major digital preservation needs in the Senate: establishing file fixity, accurate file format identification, assistance with processing email accounts, identification and removal of personally identifiable information (PII), identifying duplicate files, packaging and transferring records, and accession profiling (file lists, volume checking). Key criteria for software tools to meet these needs included ease of use, support and compatibility, affordability, metadata generation and export (type, volume, usability), and versatility (analytical ability). More than a dozen software solutions were tested, each meeting at least one of the identified needs. Continuous testing of software is necessary as systems and software change. The Executive Summary of the NDSR report is reproduced as Appendix A.

Many recommendations from the study have been incorporated by committee archivists into the committee archiving workflow, including the use of the Windows file replication command Robocopy and the creation of directory lists and format identification and file fixity checks on the digital accessions before their transfer to the Center. For committees without archivists, the Senate archivists create directory lists and run format identification and fixity checks.

D. OUTREACH

House Outreach

Committee Records Management Efforts

The Clerk of the House sends letters to the committee Chairs at the beginning of each Congress offering archival assistance, including a copy of the House *Records Management Manual for Committees*. In the letters, OAA provides contact information to facilitate a one-on-one consultation with the committee about archiving responsibilities stated in House Rules. OAA also initiates follow-up at the end of each Congress.

Records Management Manual for Committees

In 2011 House Archives staff made significant changes to the *Records Management Manual for Committees*, which serves as the primary outreach method for instructing committee staff on best practices for records management and long-term preservation of official House records. In addition to a complete review and editing of existing text, enhancements included an expanded description of records management best practices, updated sections on managing and transferring electronic records, and improved transfer forms. A quick guide that details which types of records should be permanently retained and another on how to prepare boxes of materials for transfer were also created. All records management materials were redesigned by the Clerk's Office of Communications to include photographs and graphics, improving the visual interest of the publications. PDF versions of the manual, quick guides, and transfer forms were also made available for download on the House intranet, HouseNet.

House Learning Center Classes

Beginning in 2013, House Archives staff developed a House Learning Center class on committee office records management to replace the annual Committee Records Forum and increase the frequency with which the information was presented to an in-person audience. In addition to describing the archiving requirements detailed in House Rule VII and the mechanics of preparing records for transfer, the course discussed defining a record, which record types should be retained permanently, the differences between published and unpublished records, best practices for managing and preserving electronic records and social media, and the importance of maintaining permanent records as a resource for future committee staff and to document the committee's history. House Archives staff created several one-page quick guides to distribute, along with the *Records Management Manual for Committees*, to attendees. Topics covered included published versus unpublished records, archiving electronic records, and archival and legislative research resources.

In 2015 OAA added a photo preservation component with an accompanying quick guide to the classes. Since the end of September 2016, House Archives staff no longer offer the classes through the House Learning Center but are developing other options for more targeted, web-based instruction.

Publications

Asian and Pacific Islander Americans in Congress. In 2017 the Office of the House Historian (OHH) completed work on the book *Asian and Pacific Islander Americans in Congress, 1900–2017*. The book, which was published in 2018, is available in print and on the History, Art & Archives website (history.house.gov) as well as in an eBook format. It highlights the service of 60 Asian Pacific American (APA) Members beginning in 1900, when Robert W. Wilcox was elected as the Hawaii Territory’s first Delegate to Congress, through the freshman Members at the opening of the 115th Congress in 2017. The book contains essays on the institutional and national events that shaped successive generations of APA Members of Congress, profiles of each APA Member, and Member photographs and additional historical images.

History of the House Page Program. In 2013 OHH published a booklet and web exhibit chronicling the history of the House Page Program, which ended in 2011. The publication uses oral histories as well as images and artifacts from the House Collection to tell the story of Pages in the “People’s House” who, for more than two centuries, enjoyed an unparalleled opportunity to observe and participate in the legislative process. Despite the frequent and colossal changes to America’s national fabric over that period, the expectations and experiences of House Pages, regardless of when they served, were linked by certain commonalities—witnessing history, interacting with Representatives, and taking away lifelong inspiration to participate in civic life. The publication is available on the History, Art & Archives website, history.house.gov.

Hispanic Americans in Congress. In 2013 OHH published the book *Hispanic Americans in Congress, 1822–2012*. Available in print and online on the History, Art & Archives website and as an eBook, the publication highlights the service of Hispanic Members of Congress beginning in 1822, when Joseph Hernandez was elected as Florida’s first Territorial Delegate, through the freshman Members of the 112th Congress. The book contains essays on the institutional and national events that shaped successive generations of Hispanic Members of Congress, profiles of each Member, and photographs.

House Oral History Program

Established in 2004, the House oral history program provides detailed descriptions of legislative processes and procedures as well as recollections about the evolving nature of the institution. Since 2010 OHH has conducted more than 200 interviews with former Members and staff. These interviews include oral histories with longtime staff, House Leadership, historic firsts, and a range of comprehensive projects to document monumental House history events and institutional developments. In 2011 OHH conducted nearly 50 interviews for a project commemorating the 10th anniversary of the events of September 11, 2001. A year later, OHH began work on a House-mandated project in honor of the 50th anniversary of the Civil Rights Act of 1964 (P.L. 87-352), the Voting Rights Act of 1965 (P.L. 89-110), and the historic and annual marches in Alabama from Selma to Montgomery (H. Res. 562, 2012). OHH conducted interviews with Members and staff and created a documentary short, *Bridging History: Selma and the Voting Rights Act of 1965*. In 2014 OHH began another oral history project, *A Century of Women in Congress*, to commemorate the centennial of the election of Jeannette Rankin, the first woman in Congress. To date, OHH has conducted more than 40 interviews for this ongoing project and will add new oral histories to its existing online exhibition through 2018. In 2017 and 2018 the oral historians also conducted nearly 20 interviews with Members and staff who were affected by the attack on

the Republican baseball practice in Alexandria, Virginia, in June 2017. The interviews focused on those events as well as the longer history, tradition, and significance of the century-old Congressional Baseball Game. OHH also will continue conducting interviews with House Leadership, Members, and longtime staff as part of its mission to document House history through personal and firsthand recollections.

Alienated Records Returned to the House

In 2006 OAA was made aware of a large amount (approximately 300 bankers boxes) of committee records in the papers of former California Congressman John Moss at California State University (CSU) in Sacramento. The records primarily document the Foreign Operations and Government Information Subcommittee chaired by Moss. OAA became aware of the records when the archivist at CSU contacted NARA about declassifying some of the records in the collection. In 2011 the House Archivist worked with CSU to have the records returned to the House for processing. In May 2015, 220 boxes were transferred to the Center, and, in August 2016, the remaining 179 boxes were transferred. The records document the development of the Freedom of Information Act (FOIA) legislation, which was previously underrepresented in the House's holdings.

In 2014 OAA became aware of records from the Committee on Rules at Claremont College in California, in the papers of former Congressman David Dreier from his service as Chairman of the committee. Eleven boxes were transferred to the Center.

Records Schedules

In 2011 the House Office of Inspector General (IG) conducted an advisory on official House records. At the time, the Office of the Clerk was the only House Officer using formal records schedules, which are reviewed and updated on a regular basis. The IG recommended that OAA work with other House officers to create similar formal records schedules. OAA began this effort with the

Office of the Sergeant at Arms to create records schedules for its offices and met with all eight of its departments, drafted procedures, and had follow-up meetings to discuss edits to the schedules. The records schedules were formally approved and adopted in 2018. The House Archivist reviews and updates records schedules for the Office of the Clerk on a regular, rolling schedule.

Web and Social Media

History, Art & Archives Website. The History, Art & Archives website (history.house.gov) launched in December 2012. This comprehensive website—a collaborative project between OHH and OAA—integrates the history of the House, the art and artifacts in the House Collection, and records and research materials that date from the beginning of Congress. From 2013 to 2017, unique visitors to the website increased by 150 percent. Users can explore detailed exhibits such as those on minorities in Congress, read a history of the House Page Program, and gain insight into spaces in the Capitol and House Collection objects rarely seen by the public. In addition, researchers can access biographical information on the nearly 11,000 former Members of Congress, browse more than 1,700 objects from the House Collection, and access charts and lists detailing vital statistics, including Party Divisions, Session Dates, and historic lists of House Officers and Leadership. The website also lists information about the location and contents of Members' research collections. Nearly 700 videos and audio clips are included from the House oral history program, historic newsreel footage, and insider Capitol tours conducted by the House Curator. Weekly blog posts highlight the personal and often humorous side of the House of Representatives, its meeting spaces, and its art, ephemera, and records. Teachers can use more than a dozen ready-made lesson plans and a monthly blog series aimed at helping them use the website in the classroom. In late 2016, a large oral history project debuted on the website examining the experiences of women on Capitol Hill in commemoration of the 100th anniversary of the first woman in Congress.

Records Search. Additionally in late 2016, OAA launched a new database highlighting House records from all 50 states and U.S. territories. Records Search includes petitions and memorials, letters to Members, Certificates of Election, committee hearing transcripts, and charts and maps—each accompanied by historical and institutional context, and many were not previously publicly available. Downloadable PDFs of the documents are also available. The descriptions provide background to these official House records—from the ordinary to the extraordinary—illustrating the institution’s work, its response to the issues of the day, and its relationship with the public and other branches of the government. As of 2018, all current standing House committees with open records are represented in the documents available on Records Search.

U.S. House History YouTube Channel. OHH has maintained a YouTube presence (US House History) since 2008. The site contains both oral history interviews and a popular series from the House Curator on historic spaces in the Capitol. It serves as a portal to the History, Art & Archives website.

@USHouseHistory Twitter Feed. Launched on November 1, 2013, the @USHouseHistory Twitter feed has more than 268,000 followers and has sent nearly 8,000 tweets. In 2017 an average of 2,185 users saw each tweet, making this an effective outreach tool. OAA staff also participated in large social media events, such as #AskACurator and #AskAnArchivist to shed light on the House Collection, House Records, and OAA’s daily functions.

Senate Outreach

Records Management Handbook for United States Senate Committees, 5th Edition

Since 1988 the Senate has periodically published the *Records Management Handbook for United States Senate Committees*. The 2006 edition was available at the time electronic records preservation by

committees began in earnest. Senate archivists created a series of management quick cards and tools as they became more familiar with electronic records management and preservation issues to assist committee chief clerks, systems administrators, and archivists with their archiving duties. These tools were distributed to committee staff and made available on the Senate intranet, Webster. Resources include

- U.S. Senate Records: Guidelines for Committee Staff
- Committee Records Management: Staff Guidelines (PowerPoint presentation)
- Committee Records Management: Best Practices for a New Congress and Beyond
- Committee Systems Administrator Guidance; Is it a Committee Historical Document?
- Guidelines for the Disposition of Classified and Derivative Classified Committee Records
- Committee Electronic Documents
- Archiving Committee Email
- Setting up Email Archiving in Outlook
- Preservation Guidance for Committee ILM E-mail Archiving
- Website Archiving Guidance
- Committee Paper Documents
- How to Save a Directory List in DOS
- Archiving Social Media
- Social Media Communications (PowerPoint presentation)
- Best Practices for Managing and Archiving Committee SharePoint Data
- Committee Staff Exit Interviews Guidance (developed expressly to provide better content description and more context for staff digital records)

In 2016 the Senate archivists determined that it was an appropriate time to incorporate the electronic records preservation guidance into a new edition of the handbook. The handbook includes updated information about the Presidential and Federal Records Act Amendments of 2014 (P.L. 113-187), which although not specifically applicable to Senate records, serve as a mirror for Senate records management. For example, Public Law 113-187 defines recorded information as “all traditional forms of records, regardless of physical form or characteristics, including information created, manipulated, communicated, or stored in digital or electronic form.”

The handbook also includes an updated records disposition schedule and guidance for electronic records. Other additions include a revised Senate Legal Counsel memo that addresses two questions about the status of Senate records: the ownership of correspondence, memoranda, electronic records, and other data prepared or received by Senate committee staff pursuant to their responsibilities as committee employees; and the obligation of Senate committees to preserve at NARA records that they originally obtained from an agency.

Committee Meetings and Briefings

The Senate Archivist regularly met with every committee chief clerk, archivist/records manager, and systems administrator during each Congress for records management briefings tailored to the individual needs of the committee. Meetings and briefings were also regularly scheduled for committee staff on request. Regular communications and archiving reminders were sent at the beginning and near the end of each Congress and when preservation guidance for new technologies was developed. The help of committee staff directors was requested in preserving the historical records of their committees. The Senate Archives staff trained committee staff on archiving procedures and worked with special and select committees to establish good records management and identify permanent records that can be readily archived when the committee closes.

Technology Assessment Group Projects

The Senate Deputy Archivist for Digital Archives has been participating in two SAA TAG working groups. One of the groups developed a digital asset management system for Senate offices to assist with photo and video management, and the other group examined electronic communication platforms for project management. It is important to have an archivist on working groups that focus on assessment or development of applications that support workflows to stress the value of being able to archive Senate records from newly adopted platforms. Having an archivist at the table helps to ensure that preservation of Senate records is considered for any end product that is adopted. Senate archivists also attend monthly TAG meetings to stay updated on new projects and to be aware of changes to the technology infrastructure.

Alienated Committee Records Returned to the Senate

The Senate Archivist worked closely with repositories that receive Senators' collections and provided information and guidance. In five such instances, collaboration resulted in the identification and return of committee records to the Senate that had inadvertently become intermingled with the Senator's personal material. In 2014 the Senate was pleased to return to the Senate Judiciary Committee approximately 250 cubic feet of investigative records of the Branch Davidian compound in Waco, Texas. Approximately 20 cubic feet of Constitution Subcommittee records were returned from another repository. In three separate cases, approximately 336 cubic feet of Judiciary, Armed Services, Special Preparedness Subcommittee, Veterans Affairs, Labor and Human Resources, and Special Committee on Official Conduct as well as records of the Subcommittee on Retailing, Distribution, and Marketing Practices of the Select Committee on Small Business and the Ethics Committee were returned.

Records Schedules

Office of the Secretary of the Senate. The *Records Disposition Procedures for the Offices of the Secretary* was first published in 1990 and reissued in 1997, 2004, and 2008. The new edition incorporates updates for electronic records. The purpose of the schedule is to preserve historical records and implement systematic disposition of transitory records maintained in offices of the Secretary of the Senate. Each department of the Secretary's Office has its own records schedule that lists the record series maintained by the office and the disposition of each series.

Capitol Police and the Capitol Police Photo Collection. In 2005 the Senate Archivist worked with United States Capitol Police staff to create a records management and disposition schedule. While many of the record series created by the Capitol Police are transitory records retained for a certain number of years, records identified as permanent are preserved at the Center. These include ledgers, report books, appointment books, and time books that date from the early to mid-20th century. They are a valuable source of historical information about the Capitol Police. The report books document every police detail and posting from 1908 to 1935. The time books record officers' work status and leave balances from 1947 to 1969. And the appointment books provide the appointment dates of every Capitol Police officer from 1912 to 1985. Transitory records are stored at the WNRC.

Of particular note are 75 boxes of photographic negatives from the Capitol Police processed and accessioned in 2016 by the Senate Photo Historian. Much of the material is open to researchers. The negatives are a rich visual history of the Capitol Police from the late 1960s to 2002—vibrant historical context from the Civil Rights and Vietnam War demonstrations to the changing security concerns prompted by acts of violence and terrorism. They tell the story of the Capitol Police through images of graduating classes, chiefs and officers, promotion and retirement ceremonies, and facilities, uniforms, and vehicles.

Publications

Foreign Relations Committee Historical Series. Since the 1970s, the SHO has been responsible for the editing, declassification, and publication of the multivolume Foreign Relations Committee Historical Series of transcripts of the executive sessions of the Foreign Relations Committee. The most recent volume, for 1968, was published in 2010. Now working on the 1969 and 1970 volumes, the Senate historians have collaborated with the Office of Senate Security to develop a new methodology for the project to allow for timely completion of all the editorial work before declassification and publication within the confines of a secure working environment.

As part of the ongoing task, the Senate historians have conducted research in the private papers of some of the key Senators of that era of committee history, including the papers of Stuart Symington at the Missouri State Historical Society and the papers of John Sherman Cooper at the University of Kentucky Libraries. In 1969 and 1970, Arkansas Senator William Fulbright chaired the Foreign Relations Committee and was a central figure, but the executive session hearings of those years reveal the vital role played by other Senators, particularly Symington, in the ongoing discussions of foreign policy during the era of the Vietnam War. Research into the Symington Papers and Cooper Papers help place the hearings into a broader context and provide a deeper understanding of the issues involved.

Senate Oral History Program. Since 1975, when the SHO opened its doors, Senate historians have conducted nearly 700 interviews with more than 170 individuals, providing a rich source of institutional history. The project began by focusing on interviews with Senate officers and staff to document the institutional perspective.

In the early years, Senators were typically not included in the project because it was assumed that every Senator would have ample opportunity to do an oral history interview, either as part of his or her personal archive or with another institution such as a presidential

library. That proved to be true for some, but many others were missed. Furthermore, interviews with presidential libraries tended to be more about the President, with little detail given to the Senator's career and even less to the Senate's institutional history.

In 2015 the Senate historians redefined the focus and the scope of the project. For the first time, official guidelines were established and issues of inclusion, access, and publication were formalized. A new goal of interviewing a selection of long-serving, retired, or about-to-retire Senators during each Congress was added to the existing project objectives.

Also in 2015, the SHO launched the Women of the Senate Oral History Project. Looking ahead to upcoming milestones, including the centennial of Senate passage of the Women's Suffrage Amendment in 1919 and then ratification in 1920, as well as the service of the Senate's first woman Member, Rebecca Felton, in 1922, the historians began conducting a series of interviews with former and current female Senators and select staff.

The objectives of this project include documenting the evolving role of women in the Senate and their effect on the institution and its operations and procedures; exploring the individual and collective experiences of women Senators; exploring the origins and development of women Senators' bipartisan meetings; studying the history of election and re-election campaigns of women Senators; learning about the legislative priorities and accomplishments of the women of the Senate; identifying and exploring the experience of female committee Chairs and Ranking Members; discussing the role of women in political leadership; and documenting the long and evolving story of women on Senate staff.

Unlike the Senate's standard oral histories, these interviews for the Women of the Senate Project are specific to Senate service. They focus on the women's experiences in the Senate and issues of gender in American politics and the federal workforce and are a valuable

complement to their archival collections. Many of the interviews are video recorded, and all are audio recorded and transcribed. In addition to saving a substantial amount of personal and institutional history of the Senate, these interviews provide material for commemorative events, talks and tours, and web features in the years ahead. Needless to say, the interviews with female Senators are a valuable complement to their archival collections.

Senate Website and Social Media

For more than 20 years, the SHO has been a major contributor of content for the Senate's website, senate.gov. Reflecting the ever-growing scholarship of the office, historical material on the site now encompasses roughly 10,000 pages of content, including institutional data and statistics, essays and descriptive text, archival information and guidance, photographs and illustrations, Senate stories, and oral history transcripts. There are articles about landmark legislation, policies and procedures, constitutional responsibilities, and Senate Leadership, along with featured biographies and information on each state's unique role in Senate history.

Senate historians are currently producing an online textbook that covers the breadth of Senate history from 1789 to the present. Chapters on the Senate's Civil War experience and its long struggle to pass the Civil Rights Act are complete and online. Chapters on the Senate during the Reconstruction Era and the Gilded Age are nearing completion, and others are in the development stage. When completed, this feature of the Senate's website will offer a comprehensive history of the Senate for use by staff, teachers, students, and the public.

In 2017 the Senate launched a newly designed and better-organized website, with historical content remaining a central and prominent component. In fact, with the new design the historical content has moved beyond the Art and History section to be incorporated into all aspects of the site. The Senators page, for example, now includes

not only the list of current Members but also historical information about former Senators, links to featured biographies and Leadership essays, and information about career milestones and Senate traditions.

The senate.gov website continues to serve as a primary point of contact for citizens, constituents, and interested visitors from all around the world who are seeking to learn more about the Senate. Through the Email the Historian link, the SHO receives and answers more than 1,000 questions each year.

In June 2013, the SHO launched @SenateHistory, a Twitter account designed to expand the audience for Senate history and archives. Daily tweets raise awareness of the considerable resources available on the Senate website to Senators and staff, students, teachers, researchers, press, and the public. Tweets highlight Senate-related events that occurred “on this day” in history, feature specific web presentations and collections, and announce new material and information available from the SHO. Historic photographs and illustrations as well as primary source documents and reports are a regular component of these daily tweets. As of 2018, @SenateHistory has gained more than 30,000 followers with more than 90 percent of its content being retweeted to an ever-growing audience.

E. ARCHIVAL PROGRAMS FOR RESEARCHERS AT THE CENTER FOR LEGISLATIVE ARCHIVES

Assistance to Researchers

Providing public access to the records of Congress to support a wide array of research agendas remained one of the most important and challenging services the Center offers. To serve the public, reference archivists demonstrated subject matter expertise in the Center’s holdings, understanding of committee organizational histories and changing institutional settings in the House and Senate, familiarity with the legislative process and its relationship to records, and knowledge of the unique provisions that govern access to House,

Senate, and legislative branch records. Center staff reviewed more than 500 million pages of records in the Center's holdings to identify records of interest and value to individual researchers. In the past six years, reference archivists answered nearly 10,000 requests from researchers and served nearly 25,000 items (boxes, trays, volumes, and other materials) in NARA's Central Research Room.

Research demand remained high for the records of modern Congresses, particularly those of the 81st Congress through the 105th Congress (1949–1999). Reference archivists assisted requesters with inquiries tapping into the wealth of investigative and policy topics discussed in modern congressional records. These voluminous holdings often required time-consuming screening by Center staff to identify and protect restricted and sensitive information, such as personal privacy information.

In addition to providing reference on the Center's holdings, archivists answered numerous daily inquiries on more than 230 years of U.S. and congressional history. Given the broad responsibilities and powers of Congress, the archivists who administer its records must have a working knowledge of an impressive variety of topics, including international relations and treaties, domestic policy across a number of fronts, civil rights, military history, the U.S. Constitution, economic and labor history, federal laws and statutes, national security, and national elections. In addition, a familiarity with the vast library of published materials that supplement and help locate and describe the original records of Congress has always been essential to providing first-class reference service on legislative records.

Trends in Research

Two significant trends increased researcher attention to the records of the House and Senate: the broader range and increased number of historians who used those records and the continued opening of 50-year investigative records from the 1950s and early 1960s. While political historians and political scientists have long been aware of

the Center and the importance of House and Senate records, more recently, historians in various subfields of U.S. history—including social, economic, cultural, medical, and intellectual—have become increasingly aware of the political dimensions of their topics or of the existence of unique source materials on their topics included in congressional records.

The broader range of historians now researching House and Senate records is raising the visibility of these records in the scholarly community. For example, historians of medicine have found the Senate Judiciary Committee's Subcommittee on Antitrust and Monopoly records valuable for research on the history of antibiotics and of generic medicines, and labor historians have continued to mine the records of the Senate Committee on Government Operations Permanent Subcommittee on Investigations for records related to support for and opposition to labor unions. Interest in the records of the House Un-American Activities Committee has been extraordinarily strong and consistent, as writers, journalists, and historians of the Cold War era research such diverse topics as Soviet espionage, the blacklisting of Hollywood screenwriters, and the experiences of individuals who testified before the committee.

Researcher Talk Series

Since 2011 the Center has continued its tradition of hosting presentations by researchers who have produced notable and interesting scholarship using the records of Congress. The Center has invited these researchers to share their research methods and findings with the NARA community of staff and fellow researchers. These presentations give scholars the opportunity to discuss their research using the records of Congress, other NARA record groups, and repositories of Members' papers. These highly productive exchanges benefited visiting scholars by placing the full range of NARA expertise at their disposal. The Researcher Talk Series has also benefited the Center by increasing staff knowledge of specific holdings and identifying documents to highlight on the web or through social media outlets.

Examples from the titles of recent presentations illustrate the diversity of scholarly interests and approaches pursued by researchers at the Center. Researcher talks on political topics have included

- “Article V of the Constitution”
- “Electing the Senate: Indirect Democracy before the Seventeenth Amendment”
- “Buying the Vote: A History of Campaign Finance Reform”
- “The Gingrich Senators: The Roots of Partisan Warfare in Congress”

Those talks have been complemented by researcher talks on social topics that have included

- “Secularism in 19th Century America”
- “Multiplied: U.S. Politics, Conquest, and Women’s Reproductive Labor 1803–1917”
- “Coming Out of Uncle Sam’s Closet: Sexual Orientation and the American State”
- “The Wickedest City in America: Sex, Race, and Organized Crime in the Jim Crow South”

Legislative Enhanced Archival Description Project

Building on description efforts first discussed in the *Fifth Report*, the Center continued to enhance and refine description of House and Senate records below the series level to improve online access to congressional records. The Legislative Enhanced Archival Description (LEAD) Project reflects the unique characteristics of congressional records while adhering to national standards as well as NARA’s description standards and processes. LEAD has produced enhanced descriptions for 97 of the 99 Congresses for which both House and Senate records are fully or partially open, providing improved access to records that document 193 years of congressional history (1789–1982). To date, 50 percent of House records and 37 percent

of Senate records have been described in more than 20,000 enhanced description records available in the National Archives Catalog.

The Center has also worked with the House and Senate archivists to streamline the accessioning and description of textual and electronic records. The Center, House, and Senate implemented new electronic transfer forms and processes in accordance with national descriptive standards and the NARA Lifecycle Data Requirements Guide. Descriptive metadata is now captured in a standardized format at the point of record creation by House and Senate archivists or committee staff and transferred to the Center.

As of 2018, the House and Senate have transferred more than 3,900 accession records (including 4,300 associated name records and 6,100 subject records), which the Center has imported into a local instance of Archivists' Toolkit. Although most of these records are still closed, this rich descriptive information about the records and their creators will greatly enhance access to these records when they are open in the future. Because Archivists' Toolkit is no longer supported, the Center, House, and Senate need to continue exploring options for migrating descriptive data from Archivists' Toolkit.

Financial Crisis Inquiry Commission Records

Since March 2016, the Center has responded to public requests for records of the Financial Crisis Inquiry Commission (FCIC), which were archived with the Center when the Commission ended its work in 2011. The bulk of the public requests came from journalists, law firms, and individuals involved in the FCIC's investigation of the 2008–2009 financial crisis. Center staff have reviewed and released more than 850 digital files totaling more than 2.5 gigabytes of data and approximately 35,000 pages of textual records. The FCIC records constituted the Center's first substantial release of born-digital holdings.

The Center relied on the expertise of NARA's Office of General Counsel to assist in negotiating competing access expectations: former commissioners were eager to see a large percentage of the

records released; federal agencies were apprehensive about revealing sensitive information subject to ongoing litigation or protected regulatory oversight functions; law firms sought to bolster cases with previously unavailable supporting documentation; and journalists were eager to explore the FCIC materials to unearth new stories. Managing these competing interests and making the appropriate access decisions was particularly challenging given the scope, scale, and detail of the data collected by the Commission on a host of financial and legal topics and issues across the national economic landscape.

SECTION TWO

**Preservation of
and Access to
Members' Records**

II. Preservation of and Access to Members' Records

A. HOUSE OUTREACH

Member Records Management Efforts

At the beginning of each Congress, the Clerk of the House sends letters and records management manuals to all Members who have never had an archival consultation and throughout the Congress to any newly elected Members. The Office of Art and Archives (OAA) provides its contact information as well as an offer for an individual consultation and archival assistance. Letters are also sent to departing Members, and House Archives staff participate in the Departing Member Briefings at the end of each Congress.

Records Management Manual for Members

OAA reviewed and updated the *Records Management Manual for Members* in 2013. The Clerk's Office of Communications re-designed the manual and made it available for download on the House intranet. In hard copy and online, the manual serves as reference material used in conjunction with the consultations House Archives staff have with Members and the records management classes for Members taught at the House Learning Center. Significant changes included adding a detailed description of official House records to help staff differentiate them from personal office records, expanding the section on managing and preserving electronic records, and inserting text from House Concurrent Resolution 307 (2008), which encourages Members to preserve their papers as resources for congressional research. A quick guide describing Members' use of courtesy storage facilities was also created and published in 2016.

House Learning Center Classes

In 2013 House Archives staff started teaching records management courses for Member offices through the House Learning Center to

augment their one-on-one consultations. Course content emphasized the differences between official House records and those created and maintained in the personal office, the importance of establishing a records management program for active and inactive records, the significance of retaining permanent records to document the legacy of the Member, and selecting a repository and drafting a deed of gift.

In 2014 House Archives staff added a photo preservation component to the class and developed a quick guide to photo preservation for the presentation. Through September 2016, House Archives staff taught 21 classes to more than 50 attendees.

Outreach Measures

The Clerk's Office developed multiple means to contact Members' offices regarding their papers. For Members who are leaving the House, House Archives staff, through the Clerk of the House, contacts the departing Members with a letter offering archival assistance. OAA also participates in transition briefings conducted by the Chief Administrative Officer's (CAO) office for staff of departing Members. Contact information for the House Archivist appears on the CAO's transition website. Additionally, the United States Association of Former Members of Congress (FMC) holds a session titled "Life After Congress" for Members who are leaving Congress. Previously, there was only one session per election cycle, but starting in March 2016, a second session was added to provide timely and useful information to Members. Although Members are always contacted at the end of their service, staff in the Clerk's Office also reach out to new Members through letters from the Clerk, copies of the *Records Management Manual for Members*, and follow-ups with Members' staff. Additionally, the office keeps in close contact with the Center, which often provides tours of the Legislative Treasures Vault to Members of Congress and their staffs. Because this is an opportunity to discuss the management of records in terms of a Member's legacy, OAA contacts the Chief of Staff for a Member who attended a recent tour and offers a consultation with the Member, staff, or both.

B. SENATE OUTREACH

Brown Bag Presentations

Senate guidance emphasizes the importance of the records management function in personal offices. In 2008 Secretary of the Senate Nancy Erickson sponsored the first archivists' brown bag lunch to enhance communication within the Senate regarding records management and archives preservation. At the first meeting, an attendee suggested creating a listserv for archivists on the Senate intranet. This was the beginning of two new educational venues for archivists: brown bag meetings and the archivists' listserv, and both are ongoing. Brown bag presentations since 2013 have included

- "Senate Archiving: Preserving Senate History through Times of Change" (April 29, 2013)
- "Preserving Senate History: Catching Up and Keeping Up" (February 3, 2014)
- "Introduction to BitCurator" (July 21, 2014)
- "Preserving Senate History: Staff Director Stories" (October 6, 2014)
- "Improving Digital Curation in the Senate" (May 23, 2016)
- "Processing Email: Committee Archivists Roundtable Discussion" (May 6, 2016)
- "Spotlight on Senators' Office Records Management and Archives: Legal Dish Brown Bag" (January 10, 2017)
- "Records Management for State Offices" (video seminar, March 2015, May 2016, February 2017)
- "Records Management for New Members: Square One!" (March 28, 2017)
- "The Senate's Archives: Introduction for Secretary of the Senate Year One Staff" (October 2, 2017)

Archival and Records Management Training

The Office of Education and Training offers records management seminars and briefings to individual offices on request and Senate-wide. These one-hour sessions answer the why, what, and how of records management. There are three versions: one for Washington, DC, offices, one for state offices (a dial-in video seminar), and one for new offices. Offices were encouraged to take advantage of the National Archives Modern Archives Institute, a two-week intensive course that was available through 2014. Finally, the Sergeant at Arms (SAA) assigned Business Services staff to each Senate office to help spread the preservation message among systems administrators and administrative directors by contributing talking points to their knowledge bank.

In 2017 Senate archivists commenced development on a more robust training course for Senate staff to replace the Modern Archives Institute. A multi-module training program is being planned to cover basic archiving principles, procedures, and records management for Senate staff, including staff directors, office managers, archivists, systems administrators, and legislative staff. The first module, *Understanding Senate Archives: What Staff Need to Know*, will be an introduction for all Senate staff that covers what they need to know about archiving in the Senate. Topics will include why records are important to the Senate, which records are important, rules and authorities governing records preservation, how to identify permanently valuable records, and best practices for preserving records.

Senate archivists also plan courses on acquisition and appraisal, accessioning, arrangement, description, and digital preservation. The program will offer varying levels of training suitable to different staff positions.

Records Management and Archiving Publications

Since 1998 the Senate Archivist has contributed to *Closing a Senate Office*, a joint publication with the SAA. This publication largely

consists of checklists of action items and required forms for the final two months of service and is updated each Congress. In 2014 a comprehensive handbook entitled *Preserving Senate History: Closing a Senator's Office* was produced. This volume focuses exclusively on Senators' records preservation and includes information about selecting a repository, samples of deposit agreements, and guidance for archiving digital content. The handbook is updated each Congress and is instrumental in guiding Senators to hire professional archival help with selecting, inventorying, and preparing their collections for donation to a research repository.

In 2002 the Senate Archivist contributed to *Opening a Senate Office Checklist*, another joint publication with SAA. This publication is also revised each Congress and distributed to each new office. It highlights basic records management tasks that offices should implement during their first year.

First issued in 2010 and by 2018, the *Senator's Office Archives Toolkit* is in its seventh edition. New electronic records preservation information prompts new editions. Because the toolkit is comprehensive and user friendly, it replaced the *Records Management Handbook for United States Senators and Their Archival Repositories*, last produced in 2006.

Other guidance includes a *Senator's Office Records Schedule*; a pamphlet presented to new Senators during orientation entitled *For New Senators: A Note About Your Historical Records*; *Senators' Papers: Management and Preservation Guidelines*, a brief summary of the *Archives Toolkit*; and *Five Things Every Staff Director Should Know About the Senator's Records*, which is given to staff directors during orientation. These are updated every Congress.

Senator's Office Records Management and Archiving Plan

In 2016 the Senate archivists worked closely with Missouri Senator Claire McCaskill's office to draft a model records management and archiving plan. This plan was based on guidance in the *Senator's Office Archives Toolkit* and was developed in collaboration with the State

Historical Society of Missouri and archivists managing congressional collections throughout the country. In 2017, following final approval, Senator McCaskill graciously shared this plan with the entire Senate community. The plan integrates electronic and paper records management best practices into the daily routines of the office and is of inestimable value for preserving a Senator's historical records.

Outreach to the Senate Community: Congress Week, Constitution Day, Historical Minutes, and Other Events

In recent years, the Senate Historical Office (SHO) has integrated Senate history and archival resources into its major presentations, including its annual events, CongressWeek and Constitution Day, and other historical presentations.

- Congress Week is a national initiative sponsored by the Association of Centers for the Study of Congress (ACSC) and is celebrated during the first week of April to commemorate when both houses of Congress achieved a quorum. To promote a greater understanding of the legislative branch of government and the need to preserve its historical documentation, the SHO launched a variety of programs for the Senate community and the public. Recent presentations included “Amending America,” a look at the more than 11,000 attempts to amend the U.S. Constitution, “Congress at 225,” a study of the First Federal Congress, and “Andrew Johnson Battles Congress: The First Reconstruction Act.”
- Constitution Day has become a popular annual event. To encourage all Americans to learn more about the Constitution, Congress established Constitution Week in 1956 to begin each year on September 17—the date in 1787 when delegates to the Constitutional Convention signed the Constitution. Each year, on or about September 17, the SHO offers a special presentation for Senators, staff, and the public. In recent years, Senate historians and archivists have collaborated on these events to offer historical insight into constitutional history and to

highlight the importance of Senate records. In 2016, for example, a presentation entitled “A More Important Duty” explored how the work of Senate committees fulfills the Senate’s constitutional responsibilities. This event included brief presentations followed by guided archival exhibits. In 2017 the historians and archivists collaborated again for “Out of Necessity: The Senate, the States, and the Great Compromise of 1787.” In 2018 the SHO explored the constitutional system for admission of new states with three case studies: 1820s; 1880s and 1890s and western states; and 1950s Hawaii and Alaska. A web feature including all of the presentations and exhibits complemented the case studies.

- Senate historians continue to deliver “Senate Historical Minutes” at the weekly Republican and Democratic Conference luncheons, a tradition that dates back more than 20 years and has produced more than a thousand essays about Senate history. These 600-word essays highlight significant events and personalities associated with the Senate’s institutional development and biographical and legislative history. Many of the “minutes” are featured on the Senate website as “Senate Stories.”
- The SHO commemorated the important anniversary of the passage of the Civil Rights Act of 1964 (P.L. 87-352) by debuting a new online feature that focused on the Senate’s role in debating and passing this landmark legislation. The new feature was just one aspect of a month-long commemoration that included brown bag lunch talks and special U.S. Capitol tours designed to illuminate the legislative history of the Civil Rights Act and underscore the importance of records and record keeping in the Senate community. Talks by Senate historians included
 - “The Senate and Civil Rights, 1862–1963”
 - “Civil Rights Proponents’ Strategy for Success”
 - “Cloture! (And Final Passage of the Civil Rights Act)”
 - “Conversations with the Historian,” a discussion with

former CBS congressional correspondent Roger Mudd
and the *New York Herald Tribune* congressional correspondent
Andrew Glass

Support from Senate Leadership

On April 7, 2016, Senator Orrin Hatch, the Senate's President *pro tempore*, inserted a statement into the *Congressional Record* emphasizing the importance of preserving Senate records. "The American people have placed their confidence in our ability to effect meaningful change for the good of the country," he stated, "and may we honor this sacred trust by keeping detailed archives of the work we do here." (See full statement in Appendix B.)

In 2017 Senate Majority Leader Mitch McConnell continued this new tradition with an April 5, 2017, statement reminding Members that House Concurrent Resolution 307 was passed unanimously in 2008 and recommends that Members' records be properly maintained, that Members take all necessary measures to manage and preserve them, that they arrange for their deposit or donation of their records with a research institution that is properly equipped to care for them, and that they make them available for educational purposes at an appropriate time. Leader McConnell noted that "Members' collections are essential for public understanding of the vital role that Congress plays in our democracy. As primary source materials, they contain the most authentic record of cause and effect of what happened and why. Their study leads to greater understanding of the issues we have faced and how they were resolved." (See full statement in Appendix C.)

An April 9, 2018, statement by Leader Mitch McConnell highlighted the work of the ACSC to celebrate the anniversary of Congress's first quorum through commemorative events around the country designed to encourage students to explore the work of Congress and its constitutional role in our government. He noted that thanks to the work of the ACSC and its member organizations, the number and research value of congressional collections being preserved

nationwide has improved substantially, producing an educational resource for legislative branch studies rivaling the presidential library system. (See full statement in Appendix D.)

Correspondence Management Systems and Constituent Services Systems

At the end of their service, many Members of Congress transfer their personal office papers to a research repository. Records that document a Member's service to constituents are considered to be of high research value to historians and political scientists, making them the kind of materials repositories should want to collect. In the past, this meant the transfer of countless boxes of printed correspondence, often winnowed down by sampling, but now much of the work of communicating with constituents is managed electronically.

House and Senate personal offices use proprietary databases to manage and store incoming and outgoing correspondence as well as constituent information. Many offices have expanded their use of the systems to act as document management tools for briefing materials, reports, and meeting summaries. These systems, known as correspondence management systems (CMS) in the House and constituent services systems (CSS) by the Senate, are efficient at maintaining active records, but extracting data at the end of a Representative's or Senator's service has proven challenging because the databases are proprietary. The usefulness of data, when it is extracted from the systems in a flat file format, is difficult to replicate without the database structure to make the information accessible. Although research repositories are increasingly interested in preserving and making accessible the data stored in these proprietary systems, they cannot afford the subscription that would allow access to the data in its native formats.

Discussion of how best to extract, preserve, and provide access to these records was formally added to the Advisory Committee on the Records of Congress's (ACRC) agenda at the June 2013 meeting.

At the December 2013 meeting, Clerk of the House Karen L. Haas announced the establishment of a task force—composed of staff from the Committee on House Administration, the CAO, and the Office of the Clerk—to explore solutions for long-term preservation and access to these materials. The House task force met with the database vendors for a demonstration of the software and a discussion of how best to extract and transfer the data. One of the vendors described a Microsoft Access database they designed to make the data useful to repositories outside of the proprietary software structure. During the June 2014 meeting of the ACRC, House Deputy Clerk Robert Reeves provided an update on the task force’s progress, including a description of the vendor’s Access database and a call for feedback from congressional repositories.

The Congressional Papers Section (CPS), a sub-group of the Society of American Archivists (the Society), included a panel on the CMS/CSS data challenges at its pre-conference held in conjunction with the Society’s 2014 annual meeting. Speakers included representatives from the software vendors, House Deputy Clerk Robert Reeves, and repository archivists from the Robert C. Byrd Center for Congressional History and Education and the Albert Gore Research Center. Repository archivists gave feedback on the Access database, which the vendors incorporated into enhancements to the database. Some archivists attending the meeting expressed interest in an alternative to the vendor Access database solution and discussed creating an open source database solution to provide access to the data outside of the proprietary systems.

As technology and management of the records generated by it evolve, congressional archivists continue to explore solutions and best practices for preserving, storing, and serving CMS/CSS data. In 2016 CPS established a working group to continue examining the issue of proprietary electronic records in House and Senate offices. The working group issued a white paper that discussed the ongoing development and use of such electronic databases as well

as the obstacles facing collecting repositories. It also pointed to the growth in research based on the aggregation of such data and made recommendations that emphasized the need for a coalition of interested stakeholders to develop a “technological solution for processing, preserving and providing access to constituent data that will benefit both large and small repositories.”

In January 2018, the ACSC Executive Committee approved the formation of a task force on constituent services data. Building on the Society's 2017 CPS white paper, the task force was charged with investigating the feasibility of developing and hosting a tool that can process and provide access to constituent services data. The task force is identifying a number of data-holding institutions and using these responses to create user profiles of institutions that hold this kind of data. Members are also reviewing surveys of model organizations that provide examples of open source tool development and governance and identifying scholars who have used constituent correspondence, or have expressed an interest in the data, to better understand researcher needs and to support a grant application. In June 2018, West Virginia University (WVU) Libraries was awarded a LYRISIS Catalyst Fund grant to hire a consultant to conduct a feasibility study and plan for future collaborative technical infrastructure for the open-source congressional correspondence data access tool currently in development at WVU. The ACSC task force is serving as an advisory board.

SECTION THREE

Collaborations

III. Collaborations

The papers generated by individual Members of Congress cover topics, use formats, and present access issues different from the official records of Congress. The House and Senate archivists frequently collaborate with members of the Association of Centers for the Study of Congress (ACSC) and the Congressional Papers Section (CPS) of the Society of American Archivists (the Society) on issues including appraisal, acquisition, access, description, outreach, replevin, and the preservation of electronic records. Many congressional papers archivists are members of both the ACSC and CPS, which enables this essential collaboration aimed at strengthening preservation and educational use of Members' records of service. Over the years, these efforts have contributed greatly to a fuller, more useful archive of congressional history.

A. ASSOCIATION OF CENTERS FOR THE STUDY OF CONGRESS

The ACSC holds an annual meeting that brings together Members of Congress who create the records, archivists who preserve the records, teachers who incorporate them into their lesson plans, and scholars who study them to improve our understanding of congressional history and the evolution of representative democracy.

The National Archives and Records Administration (NARA) hosted the ACSC's annual meeting in May 2013. Julian Zelizer, a renowned professor of history and public affairs at Princeton University, gave the keynote address about the revitalization of political history and what that trend means for the study of Congress and research in Members' papers. The always popular session featuring former Members discussing the donation of their papers included former Representatives Chet Edwards of Texas, Jim Kolbe of Arizona, and Vic Snyder of Arkansas. During his presentation, Congressman Edwards offered to help coordinate

a records management advocacy effort between the ACSC and the United States Association of Former Members of Congress (FMC).

In December 2013, the ACSC and FMC hosted an open house at NARA for new Members of Congress and their families. The open house featured a close up look at original House and Senate documents from the Legislative Treasures Vault and also included hands on activities for children.

Beginning in 2014, the annual Congress Week commemoration, founded by the ACSC in 2009 as a way to celebrate the history and records of Congress, moved from September to the first week in April to coincide with the dates in 1789 when the House and Senate achieved their first quorum. The presentation “Congress at 225 Years: Where It All Began” was delivered to mark the occasion.

The South Carolina Political Collections at the Ernest F. Hollings Special Collections Library at the University of South Carolina hosted the ACSC’s annual conference in May 2014. A session with former Members included Glen Browder of Alabama and Martin Lancaster of North Carolina and was moderated by Richard Hunt, Director of NARA’s Center for Legislative Archives (the Center). There were additional informative sessions on campaigns, including one featuring two former campaign staffers as well as a session with two former chiefs of staff for Senator Fritz Hollings and Congressman Floyd Spence, both from South Carolina.

In May 2015, the ACSC conference was held at the Center. A session on women in Congress was moderated by House Historian Matt Wasniewski and featured former House Members Connie Morella of Maryland, Barbara Kennelly of Connecticut, and Eva Clayton of North Carolina. The final session, moderated by Senate Historian Don Ritchie, was a discussion of oral histories and their use in documenting the Voting Rights Act of 1965 (P.L. 89-110).

The annual ACSC conference in May 2016, “Defining Our Audiences,” was held at the Edward M. Kennedy Institute for the

United States Senate in Boston. Former House Members Peter Torkildsen of Massachusetts and Nancy Johnson of Connecticut discussed their service and preservation of their records. This session was moderated by David King, Senior Lecturer in Public Policy and Faculty Chair of the Master in Public Administration Programs at Harvard University. A session with former Senators Paul Kirk of Massachusetts and Ted Kaufman of Delaware included a discussion of their oral history projects and was moderated by Senate Historian Don Ritchie, and Barbara A. Perry, Project Director, Edward M. Kennedy Oral History Project.

The annual meeting in May 2017, “Connecting and Communicating,” took place at the Library of Congress (LOC). Sessions featured Senate Majority Leader Mitch McConnell of Kentucky, who was interviewed by Deborah Skaggs Speth, the archivist responsible for his papers at the University of Louisville. An additional session was moderated by Ray Smock, Director of the Robert C. Byrd Center for Congressional History and Education, and featured former Congressman Barney Frank of Massachusetts and Congressman Frank’s former Chief of Staff Peter Kovar. LOC Manuscript Division staff discussed the preservation and processing of congressional and public policy collections and focused on their digital preservation processes.

In April 2018, the ACSC’s annual meeting was held at the Robert Dole Institute of Politics at the University of Kansas. The meeting theme was “New Frontiers of Engagement.” The keynote address featured former Kansas Governor John Carlin, who was also the Archivist of the United States from 1995 to 2005. Another inspiring session included an interview of former Senator Nancy Kassebaum Baker of Kansas by Senate Historian Betty Koed.

B. CONGRESSIONAL PAPERS SECTION

Established in 1986 as a roundtable within the Society, the CPS is composed of Society members and others who work with or have an interest in preserving the papers of Members of Congress and the

records of Congress. The section provides a forum for news, discussion of issues and developments, and setting standards and advocating action in the preservation and management of congressional papers and records.

In 2013 the Congressional Papers Roundtable (CPR) held its annual meeting at the Historic New Orleans Collection in New Orleans. Concerns of the roundtable members were discussed, including advocacy, deeds of gift, and digitization.

In August 2014, CPR held its annual meeting in Washington, DC. The day was divided into three topical areas: oral history, a review of the results from the CPR's most recent electronic records survey, and a presentation and discussion on correspondence management systems (CMS) in the House and constituent services systems (CSS) in the Senate.

The 2015 CPR annual meeting took place at the Kelvin Smith Library at Case Western Reserve University in Cleveland. The agenda included sessions on state legislative papers, digitizing obsolete video materials, collaborative digital exhibits, and fundraising strategies.

In 2015 CPR's Electronic Records Committee launched a new website devoted to improving the acquisition, preservation, and eventual use of Members' electronic records for research and educational purposes. The site features blog posts, case studies, and sample repository documents, such as workflows, policy documents, processing documentation, and access procedures. The website also includes a blog called "Ask a Systems Administrator," designed to help archivists in repositories with technical queries by providing answers directly from systems administrators.

At the annual 2016 meeting held at Georgia State University, CPR commemorated its 30th anniversary, looked at the relationship between collection repositories and academic departments, and featured former Members who take an active role in those relationships.

Other topics discussed were archiving congressional websites and how this has been undertaken by the Internet Archive, the Government Publishing Office, and individual congressional offices.

Also at the annual 2016 meeting, the CPR Steering Committee formed a task force to look at CSS/CMS and the difficulty of receiving data from these systems without any means to use the information. This task force produced a white paper about these systems and is investigating the development of a tool to access the data. (See Appendix E for a link to the full report.)

The 2017 CPS annual meeting was held at the Oregon Historical Society in Portland. Archivists from various repositories highlighted projects using their congressional collections to educate and engage students. A session on diversity in archival practice demonstrated how archivists could leverage the power of political and congressional collections to inform current post-election/post-factual conversations and movements. The CPS Strategic Plan Task Force presented a draft document outlining the goals of CPS for the next three years.

In 2018 the CPS met in Washington, DC, at the Capitol Visitor Center. Panels focused on building more inclusive congressional archives, establishing a community to preserve and access constituent services data, and strengthening congressional archivists' ability to advocate for the preservation of congressional documentation and records. Attendees received a copy of the CPS Advocacy Day booklet, *A Guide to Advocating for the Preservation of Congressional Papers*.

SECTION FOUR

**Educational and
Professional Outreach
at the Center for
Legislative Archives**

IV. Educational and Professional Outreach at the Center for Legislative Archives

Beginning with its first report in 1991, the Advisory Committee on the Records of Congress (ACRC) encouraged and supported the educational outreach activities of the Center for Legislative Archives (the Center) that promote students' active and informed engagement in civic life. "The records that document the history of Congress, the 'People's Branch,'" the committee observed, should be used by Center educators "to foster a better understanding of Congress and the legislative process." For more than 25 years, the Center has presented professional development programs and created educational materials that help teachers and students understand and appreciate the legacy of self-government embodied in the records of Congress.

A host of recent surveys documented the compelling need for programs to increase understanding of the Constitution and the institutions of representative government. The 2017 Annenberg Constitution Day Civics Survey, for example, found that only a quarter of Americans can name all three branches of government and that just more than a third can name any of the rights guaranteed under the First Amendment.

Student surveys have echoed the same warning. *Shortchanging the Future: The Crisis of History and Civics in American Schools*, a 2013 Pioneer Institute white paper on eighth graders' knowledge of civics and history, revealed that "the collective grasp of basic history and civics among American students is alarmingly weak" and results in "a decay in the knowledge, skills, and dispositions needed for a lifetime of active, engaged citizenship." This evidence of civic decline poses a risk not to be ignored and highlights why educational outreach with the records of Congress is so vital.

In a time of deep political divisions, civic education must equip students with the knowledge to see past the partisan distractions of the moment and the skills to make informed political choices. Active

engagement in the study of document-based history and civics topics can help foster an appreciation for enduring civic values based on respectful listening, productive debate, and public-spirited compromise.

The classroom is a critical forum for preparing the next generation of Americans to assume responsibility for our nation's future. Recognizing this, the Center should remain committed to partnering with organizations that train teachers on the front lines of civics education and continue to engage today's students in the work of becoming tomorrow's active and informed citizens.

The scale and effect of the Center's outreach program greatly increased in the period covered by the *Sixth Report*. Three program areas in particular witnessed significant innovation and growth. First, working with state-based and national educational partners, Center staff conducted educational workshops for thousands of teachers who learned how to teach with the records of Congress. Second, the Center began the production of eBooks and a mobile application to reach a wider educational audience, and tens of thousands of teachers and students have downloaded these materials for their use. Third, Center staff helped curate major exhibits at the National Archives and the Capitol Visitor Center (CVC) Exhibition Hall that were seen by millions of visitors in Washington, DC.

A. TEACHER WORKSHOPS

During the period covered by the *Sixth Report*, the Center expanded the scope of its outreach program by partnering with institutions and school districts to support teachers with professional development workshops. From 2013 to 2018, Center staff presented 85 workshops that reached more than 2,750 educators. The Center expanded its existing partnerships with Humanities Texas and the Lou Frey Institute of Politics and Government at the University of Central Florida to support teachers in two significant educational markets. The Center formed a new partnership with the Board of Governors of the Federal Reserve System to introduce Center resources to new audiences of teachers interested in economic topics. The Center

also expanded its outreach program geographically by presenting workshops in Connecticut, Kentucky, Utah, and West Virginia.

Teachers praised the Center's workshops for supplying ready-to-use lesson plans keyed to state standards and benchmarks. Work with regional institutions led to opportunities to present additional workshops in individual school districts in Texas and Florida. Center staff worked with faculty from the Houston Independent School District in Texas as well as the faculties of Bay, Brevard, Miami-Dade, and Marion Counties in Florida.

Distance learning technology added an exciting new dimension to the Center's outreach program. Since 2016 Center staff have connected virtually with groups of teachers and students in classrooms and at professional development workshops across the country. The topics presented included how to teach with political cartoons, using political cartoons to teach about elections, teaching about Civil Rights with primary sources, and teaching about the Cold War era with primary sources. Distance learning proved to be a powerful tool for teaching and an effective medium for expanding the reach of the Center's outreach efforts.

Along with regional workshops and sessions in individual districts, Center staff also presented at national conferences. Staff members presented annually at the National Council for the Social Studies Conference (NCSS), Florida Council for the Social Studies Annual Conference, Florida Association of Social Studies Supervisors Annual Meeting, the Association of Centers for the Study of Congress annual meeting, and the National Conference for the Humanities.

B. DIGITAL EDUCATIONAL RESOURCES

Since 2013 the Center has created digital educational resources that provided innovative and effective resources for teaching about Congress, its constitutional role, and its contributions to the history of the United States. These materials were designed in response to requests from educators for help with teaching challenging topics.

Congress Creates the Bill of Rights, a free app demonstrating the critical role of Congress in shaping the Constitution and addressing compelling political demands at the same time, was downloaded more than 107,000 times. The app revealed how James Madison led the First Congress to formulate the Bill of Rights and showed the evolutionary steps of each proposed amendment as it moved from the state ratifying conventions, through the House and Senate, and to ratification by the states. Teachers lauded the app's student-friendly design and how it showed the debate and compromises central to the achievements of Congress then and now.

Center staff also produced *Representing Congress*, a free eBook featuring 39 political cartoons by the celebrated Washington cartoonist Clifford K. Berryman, to engage students in studying the constitutional powers and principal features of Congress. Teachers valued the cartoons as important instructional tools to teach fundamental but often complicated civics concepts through accessible visual media. *Representing Congress* was so well received that the Lou Frey Institute translated it into Spanish to engage students developing proficiency in English. Some Spanish language classes adopted the eBook to bring the discussion of civic life into foreign language classes.

The enthusiastic response of teachers prompted Center staff to create two new eBooks. *America and the World* presents 64 political cartoons by Clifford K. Berryman to help students study U.S. foreign policy from 1898 to 1940. The forthcoming *A Quarter Century of Visual History* will draw from the Center's holdings of cartoons by Clifford K. Berryman and those of his son, Jim Berryman, to help students learn about major topics in American history from 1940 to 1963.

C. SOCIAL MEDIA AND ONLINE RESOURCES

During the period covered by the *Sixth Report*, the Center substantially increased its social media presence on Tumblr, Twitter, and NARA's blogs. The Center's Tumblr account, Congress in the Archives, and Twitter feed, @CongressArchive, featured regular posts reaching

more than 119,000 combined followers. Topics included events hosted by the Center, new teaching material, and topical events in congressional history. The Center posted more than 1,300 times across the two platforms.

In addition to posting on the Center's two main social media accounts, staff members contributed more than 40 posts to NARA's blogs such as *Education Updates*, *Prologue: Pieces of History*, and *NARAtions*. These blog posts featured a variety of topics ranging from teaching about the Bill of Rights to the history of oaths of office.

From March 2014 to March 2016, the Center commemorated the 225th anniversary of the First Federal Congress (1789–1791) in its *Congress 225* digital exhibit. Center staff digitized and added to the National Archives Catalog significant House and Senate records that highlighted the impressive accomplishments of the First Congress and how it spurred the development of the republic under the Constitution. The Center shared the stories behind the First Congress's documents through presentations, featured document displays, and social media to help Americans understand the founding of the republic and why Congress works as it does. Staff added more than 120 new item-level descriptions to the online catalog, produced 120 Tumblr posts, wrote 19 blog posts, and created three featured document displays of First Congress records for the NARA Rotunda Gallery.

The Center also supported some new collaborative efforts with NARA's Office of Innovation in 2016. In February, the Center began participating in the History Hub online pilot project, where staff answered real-time research questions related to legislative records. In July, the Center co-hosted a Wikipedia edit-a-thon with the Office of Innovation and the Law Library of Congress that focused on proposed amendments to the Constitution. The Center continued this partnership in the spring of 2017 with a second edit-a-thon on congressional committees.

D. CAPITOL VISITOR CENTER EXHIBITS AND GALLERY TALKS

Since 2013 the CVC Exhibition Hall displays have presented congressional history and legislative processes to a public audience of more than 3 million visitors. The Center maintained a significant partnership with the CVC, which showcased two new exhibits each year featuring the records of Congress. Half of the original documents displayed in these rotating exhibits were from NARA and most of which were from the records of the House and Senate.

Center staff also participated in the CVC exhibition refresh and redesign process. The Center has been supportive of the CVC's major effort to enhance the visitor experience, maximize the impact of the exhibit, and ensure that the exhibit content remains current and relevant to future audiences.

Center staff also regularly participated in the Gallery Talks lecture series at the CVC, which took place each September during Constitution Week and throughout the year. These public lectures highlighted congressional documents on exhibit. The talks were live-streamed, shared via social media, and made accessible on the U.S. Capitol's Facebook page. Some of the topics presented by Center staff over the past five years have focused on the Kansas–Nebraska Act, the congressional investigation of the Space Shuttle Challenger accident, anti-slavery petitions from Philadelphia, and woman suffrage and the 19th Amendment.

E. AMENDING AMERICA

Given a unique opportunity, the Center was invited to co-curate a NARA exhibit entitled *Amending America*, which opened in the Lawrence F. O'Brien Gallery at the NARA Building in March 2016 and ran through September 2017. The exhibition featured NARA documents that highlighted the successes and failures of Americans' attempts to change the Constitution. *Amending America* was a major part of NARA's celebration of the 225th anniversary of the

ratification of the Bill of Rights. The exhibit focused on the 27 ratified amendments and the 11,000 introduced amendments that failed. The congressional stories told by the exhibit reached more than 600,000 people who visited the O'Brien Gallery while *Amending America* was on display.

The commemoration also included a traveling exhibit about the Bill of Rights that visited six venues across the country and will continue through 2019. In addition, 2,000 pop-up exhibits called *The Bill of Rights and You* were displayed in schools, libraries, and community centers at 1,498 locations in all 50 states.

Amending America's stories were also disseminated through a variety of media: iBook, ePub, and PDF versions. In addition, the project staff transcribed the published lists of constitutional amendments introduced in Congress and made them available in digital form for the first time as a downloadable spreadsheet on data.gov. The co-curators participated in multiple social media promotions and press interviews for the exhibit.

In addition, *Amending America* was the cover story for the winter 2016 issue of *Prologue*, NARA's quarterly publication. Also, the November 2016 issue of *Social Education*, published by the NCSS, included an article by Center staff entitled, "Pleading the Fifth: Lillian Hellman and the HUAC Investigation of Hollywood."

Appendices

Appendix A: Executive Summary, Improving Digital Stewardship in the U.S. Senate: an NDSR Project, May 2016

**JOHN CALDWELL, NATIONAL DIGITAL STEWARDSHIP
RESIDENT AT THE U.S. SENATE HISTORICAL OFFICE,
2015–2016**

Senate Standing Rules XI and XXVI, as well as 44 U.S.C. §2118, require Senate committees to transfer all non-current records to the Center for Legislative Archives at the National Archives and Records Administration for long-term preservation and access. Similarly, H. Con. Res. 307, passed by Congress in 2008, names each Senator the owner of their congressional papers and encourages members to preserve and donate these records to repositories. The Senate Archivist facilitates the transfer of noncurrent Senate committee records to the Center for Legislative Archives and provides guidance on records management and archiving to members' offices. Witnessing the relentless growth of electronic records over the last decade, the Archivist added a digital curation specialist to the staff in 2009, who followed the development and improvement of digital preservation tools and recommended their investigation and selective adoption in the Senate. It had become evident that more formal electronic records management and digital curation practices were needed to best preserve the Senate's digital legacy.

A thorough investigation was made possible when, from June 2015 to June 2016, the Senate Historical Office hosted a National Digital Stewardship Resident as part of the National Digital Stewardship Residency (NDSR) Program, sponsored by the Library of Congress and the Institute of Museum and Library Services. The goal of the project was to 1) define the digital preservation landscape within the Senate community, 2) align the preservation efforts of the United States Senate committees, the Senate Historical Office and the Center for Legislative Archives at the National Archives

and Records Administration, 3) understand the needs of member offices at various points in the records lifecycle, 4) test digital preservation tools to enhance long-term preservation, and 5) make recommendations for improvements to digital preservation in the Senate. This report summarizes the Resident's work over the last 12 months and makes eight recommendations for strengthening digital preservation across the institution.

Project Overview

The project proceeded through three distinct but interrelated phases:

- **Information Gathering.** Met with committee and personal office staffs to gather information and analyze existing committee archivist workflows.
- **Research and Testing.** Researched and tested digital preservation tools for use in the U.S. Senate.
- **Revision, Refinement and Deployment.** Developed new workflows for Senate committees and personal offices, tested new processes in partner offices, and drafted final recommendations.

Information Gathering: The Resident met with more than 70 Senate staffers in 18 committees and 27 member offices as well as archivists in the Historical Office and Center staff. Survey questions guided conversations about the capture and processing of electronic records, records management training for staff, email and social media preservation, technical infrastructure, and digital storage. The results of these meetings yielded two reports: one about electronic records archiving in Senate committees, the other synthesizing information gathered from member offices. These reports formed the basis for the selection of specific digital preservation tools. These meetings also provided the information for mapping individual digital archiving workflows for the 10 archivists in the Senate who routinely work with electronic committee records and revealed a genuine interest in digital preservation from staff throughout the Senate.

Research and Testing: Using the workflows, the Resident identified and tested 26 digital preservation utilities for file fixity, file format identification, processing email accounts, identifying and removing Personally Identifiable Information (PII), and packaging and transferring records. A list of criteria was created and used to rate each utility, and one page “quick cards” summarized each tool’s features and possible uses. Finally, step by step training and use guides were created for certain tools that showed the most promise of being helpful within the Senate community.

Revision, Refinement and Deployment: After testing, revised committee workflows were designed to standardize the transfer process and incorporate tools for asserting file fixity, identifying file formats, and using more reliable copy utilities. The Resident wrote user instructions for each workflow.

Committee workflows were then adapted to suit the needs of member offices. The Resident worked with committee archivists on the adoption of certain digital preservation tools and, with the assistance of several partner offices, tested tool recommendations and revised processes in the member office environment. Working with member office and committee staff, the Resident refined recommendations, resolved various technical issues, and continued adapting them to the needs of the Senate community. Finally, additional resources were crafted including new exit interviews for staff and more comprehensive guidance for email management and archiving.

Future Recommendations

Recommendation 1: Digital preservation tools should be incorporated into new and existing workflows to enhance the preservation of Senate digital assets. Archivists in the Senate Historical Office should routinely reexamine tool recommendations to stay current with digital preservation best practices. The tool recommendations are written toward seven specific office scenarios common in the Senate, ranging from those with professional

information managers to information managers in training. Of the 26 tools tested, the following are, according to the Resident, the most valuable to the Senate at the present time:

- Robocopy
- Richcopy
- SyncToy
- Directory lists
- RHash
- FCIV
- JDiskReport
- DROID
- Systools Outlook PST Reporter
- Kernel Outlook PST Viewer
- Data Accessioner
- BagIt
- Bulk Rename Utility
- ePADD
- DArcMail
- BitCurator Tools (certain utilities)

Recommendation 2: Every office should hire, or name, a member of staff to act as the Senate Information Manager. Because of the complexity of electronic data, the unique information needs and data custody issues which exist in the Senate, and offices' reliance on digital records to complete their work on a daily basis, every Senate office would benefit from hiring, or appointing, a staff member to serve as an information manager and curate all information resources in the office. The information manager should be trained in archiving, records management, and digital preservation.

Recommendation 3: The Senate Archivist should develop an internal training program to educate Senate staff at all levels on records management, archiving and digital curation concepts and techniques. It is necessary that all staff with responsibility for preserving Senate data have the same core knowledge in order to successfully perform their duties, and an in-house archival training scheme will fill this need.

Recommendation 4: Each office should hire a dedicated system administrator with strong technical skills. In order to provide a strong preservation environment for electronic data, each office must have dedicated and technically proficient system administrators to manage electronic records in conjunction with the office's information manager.

Recommendation 5: With the growth of digital records in the Senate community, it is imperative that there be continued and growing collaboration between content creators, information managers, and systems administrators in Senate offices. Managing electronic records throughout their lifecycle requires input from multiple parties in offices, as well as support and services from institutional partners such as the SAA. Collaborating early and often is vital to ensure the long-term preservation of the Senate's digital records.

Recommendation 6: In order to better meet the information needs of member offices, the Secretary of the Senate should consider hiring an additional deputy archivist to liaise directly and exclusively with member offices. Having an additional archivist on staff would allow for more frequent and sustained service to member offices.

Recommendation 7: Senate archivists, committee staff, and the Center should continue collaborating closely to maintain a streamlined process for archiving electronic committee records. Continued collaboration is necessary to keep pace with the ever

changing landscape of digital technology and preservation best practices.

Recommendation 8: The Senate Archivist should continue working on the development of an archives server to streamline the transfer process between the US Senate and the Center for Legislative Archives. The long-standing idea of creating an environment to house records during the transfer process has great merit and warrants further exploration as technology continues to improve.

Appendix B: Senator Orrin Hatch's Statement, April 7, 2016

CONGRESSIONAL RECORD, S1802

Observing Congress Week

Mr. President, I wish to call the attention of my colleagues to the 227th anniversary of Congress' first quorum, which the House of Representatives achieved on April 1, 1789, and which the Senate achieved 5 days later. In the first week of April, the Association of Centers for the Study of Congress remembers these milestones by observing Congress Week—an annual celebration which includes commemorative events at member institutions across the country.

The Association of Centers for the Study of Congress is composed of more than 40 universities that work to preserve the historical collections of Members of Congress. The organization's goal is to promote public understanding of the House and the Senate by focusing on the history of Congress and its role in our constitutional system of government. Having served as a member of this body for nearly four decades, I understand well the importance of keeping good records, which is why I am sincerely grateful for the Association of Centers for the Study of Congress and its efforts to help us in this endeavor.

While Presidents have presidential libraries maintained by the National Archives, we—the Members of Congress—are responsible for preserving our own personal documents. Only by archiving these records will historians, students, and teachers be able to appreciate the vital role that Congress has played in our national history.

As President Pro Tempore, I am committed to upholding the reputation and dignity of this institution. Part and parcel to that effort is preserving the Senate's history. To this end, I strongly encourage my colleagues to keep comprehensive records of their

work in Congress. Just as important as writing legislation is maintaining a thorough record of the bills we pass, so that future generations can appreciate the historical importance of our accomplishments.

Serving as a Member of the world's greatest deliberative body is no small honor; it is a tremendous privilege that none of us should take for granted. The American people have placed their confidence in our ability to effect meaningful change for the good of the country. May we honor this sacred trust by keeping detailed archives of the work we do here.

Appendix C: Senate Majority Leader Mitch McConnell's Statement, April 5, 2017

CONGRESSIONAL RECORD, S2359

Congress Week

Mr. President, I wish to recognize that, 228 years ago this week, Congress achieved its first quorum. The House of Representatives attained its quorum on April 1, 1789, and the Senate reached that goal on April 6, 1789. The Association of Centers for the Study of Congress celebrates this anniversary by observing Congress Week, an annual weeklong event that highlights the resources available for the study of Congress and features commemorative events at member institutions across the country.

The Association of Centers for the Study of Congress is composed of more than 40 universities and historical societies, including the McConnell Center at the University of Louisville, that work to preserve the historical collections of Members of Congress and encourage their use for educational purposes. The organization's goal is to promote public understanding of the legislative process by focusing on the history of the Senate and the House representatives and Congress's role in our constitutional system of government.

Congress Week is designed to spark a closer examination of the first branch of government, to encourage schools to develop programs to highlight the work of Congress, and to stimulate more scholarly research into Congress and its history.

Emphasizing the historical importance of Members' records, H. Con. Res. 307 was passed unanimously in 2008. This resolution recommends that Members' records be properly maintained, that each Member take all necessary measures to manage and preserve them, that they arrange for the deposit or donation of their records with a research institution that is properly equipped to care for them,

and that they make them available for educational purposes at an appropriate time. Members of Congress are responsible for preserving their own records of public service.

Members' collections are essential for public understanding of the vital role that Congress plays in our democracy. As primary source materials, they contain the most authentic record of cause and effect of what happened and why. Their study leads to greater understanding of the issues we have faced and how they were resolved.

As Senate majority leader, I encourage my colleagues to follow the advice of H. Con. Res. 307, to preserve the records of your service, both paper and digital, so that the full history of the Senate may be appreciated and understood. Last year, when we observed Congress Week 2016, our President pro tempore, Senator Hatch, stated "Serving as a member of the world's greatest deliberative body is no small honor; it is a tremendous privilege that none of us should take for granted. The American people have placed their confidence in our ability to effect meaningful change for the good of the country. May we honor this sacred trust by keeping detailed archives of the work we do here."

I join my esteemed colleague in that sentiment and also ask my colleagues to preserve their archival legacy.

Appendix D: Senate Majority Leader Mitch McConnell's Statement, April 9, 2018

CONGRESSIONAL RECORD, S2001

ACSC Congress Week

Mr. President, I would call my colleagues' attention to the recent 229th anniversary of the first quorum of the U.S. Congress.

The House of Representatives achieved a quorum on April 1, 1789. Five days later, on April 6, the Senate marked that milestone.

Each year, the Association of Centers for the Study of Congress, ACSC, commemorates this anniversary by observing Congress Week during the first week of April. Commemorative events around the country encourage students to explore the work of the U.S. Congress and its constitutional role in our government and promote advanced scholarly research.

The ACSC was founded in 2003. It includes more than 40 organizations and institutions that help to preserve and make available the archival records of Members of Congress.

Each year, the annual meeting of the ACSC brings together Members of Congress who create the records, archivists who preserve the records, teachers who incorporate them into their lesson plans, and scholars who study them in order to advance our understanding of congressional history and the evolution of the political process. This year's annual meeting will be hosted by the Robert J. Dole Institute of Politics at the University of Kansas.

Thanks to the work of the ACSC and its member organizations, we have substantially improved the number and research value of congressional collections being preserved nationwide, producing an educational resource for legislative branch studies that rivals the presidential library system.

I am happy to report that the McConnell Center at the University of Louisville is one such member organization. Created in 1991, the McConnell Center nurtures “Kentucky’s next generation of great leaders” with programs focused on service, leadership, and civic education. Last spring, at the annual meeting of the ACSC, I had the pleasure of participating in a fireside chat with the McConnell Center archivist, Deborah Skaggs Speth. We discussed the importance of Members preserving their records, which shed important light on what we do on behalf of the American people, and how we do it.

In 2008, Congress unanimously passed H. Con. Res. 307. It recommended that Members’ records be properly maintained, that each Member take all necessary measures to manage and preserve their records, that they arrange for the deposit or donation of their records with a research institution that is properly equipped to care for them, and that they make them available for educational purposes at an appropriate time.

Organizations like the McConnell Center and the Dole Institute, in collaboration with the ACSC, are diligently working to ensure the preservation of records for generations of students and scholars.

I encourage my colleagues to preserve the records of their service in a research institution, where they can contribute to this vital, necessary, and growing component of our Nation’s documentary heritage.

Appendix E: Archiving Constituent Services Data of the U.S. Congress: A Report of the SAA Congressional Papers Section CSS/CMS Task Force, November 15, 2017

DANIELLE EMERLING, CHAIR OF THE CSS/CMS TASK FORCE, 2016–2017

Blog of the Electronic Records Committee of the SAA
Congressional Papers Section

One of the core functions of the U.S. Congress is to represent the views and needs of constituents. Members of Congress serve as constituents' connection to the federal government, representing constituents, state, and local issues while debating legislation of national importance.

Constituent correspondence, or issue mail and casework, has traditionally been maintained as voluminous paper files (and sometimes microfilm), but since the late 1970s, Congress has employed computerized systems. As systems have become proprietary and grown in complexity, the exported data poses real challenges to the archives and libraries seeking to preserve the documentation of this crucial relationship between constituents and their representatives.

Without a strategic effort by the archival community to process, preserve, and provide access to constituent data, an entire body of historical documentation of American democracy is in danger of disappearing.

With this reality in mind, the Congressional Papers Section formed the CSS/CMS Task Force in August 2016 and charged it with investigating the issue and making recommendations. Over the last year, the Task Force has pulled together the most comprehensive report to date about Constituent Services Systems (CSS) in the

Senate and Correspondence Management Systems (CMS) in the House of Representatives.

The report provides an overview of how CSS and CMS developed over time, which vendors and systems are currently in use, how systems are deployed in congressional offices, and how data is transferred and exported. It looks at the common obstacles faced by archives and libraries that receive the data and the ways in which archivists have been trying to address these challenges. It also provides a list of academic work that has relied on analog constituent correspondence, while noting the vast potential for research, both inside and outside the academy, with constituent data.

Finally, and most importantly, the report provides guidance for short- and long-term management and preservation in collecting repositories. The short-term guidelines provide instructions for conversations with congressional offices about constituent data, as well as basic born-digital best practices to ensure data is stored safely.

In the long-term, the report recommends a vested advocacy coalition to support management guidelines in member offices, in commercial vendors working with congressional offices, and in collecting repositories, and it calls on the community to develop a technological solution for processing, preserving, and providing access to constituent data that will benefit both large and small repositories.

The full report is available at https://cprerc.files.wordpress.com/2017/11/2017_css_cms_report.pdf and on the CPS site at <https://www2.archivists.org/groups/congressional-papers-section/archiving-constituent-services-data-of-the-us-congress-a-repor-0>.

Appendix F: Biographies

COMMITTEE MEMBERS

Karen L. Haas, a native of Catonsville, Maryland, was sworn in as Clerk of the U.S. House of Representatives for the 115th Congress (2017–2019) on January 3, 2017. She is the thirty-fourth individual to serve as Clerk and previously served during the 109th, 110th, 112th, 113th, and 114th Congresses (2005–2009; 2011–2017). This is Ms. Haas’s second occupancy of this position—in 2005 Speaker J. Dennis Hastert appointed Ms. Haas as Clerk of the House, and she served until February 2007. As Clerk, Ms. Haas plays a central role in the daily operations and legislative activities of the House. Ms. Haas began her service on Capitol Hill in 1984, when she worked for then Minority Leader Robert H. Michel. For nearly 11 years, she served as his Executive Legislative Assistant. Following a brief leave to work in the private sector, Ms. Haas returned to Capitol Hill in June 1999 to serve as Floor Assistant to Speaker Hastert. In this capacity, she coordinated the daily House Floor activity, including the appointment of presiding officers and other legislative activity. Following her first term as Clerk, she served as Executive Director of the House Republican Conference and Minority Staff Director for the House Small Business Committee. Ms. Haas attended public schools in Maryland and received a bachelor’s degree from the University of Maryland with a major in political science and a minor in economics.

Julie E. Adams was elected as the thirty-third Secretary of the Senate when the Senate convened on January 6, 2015. Ms. Adams began her career in public service in 2003 as Deputy Communications Director to then Senate Majority Whip Mitch McConnell. From September 2007 to January 2009, Ms. Adams worked at the White House as a spokesperson for First Lady Laura Bush. Most recently, she served as Director of Administration and Member Relations for Republican Leader Mitch McConnell, a post she held for six years. Ms. Adams, a native of Iowa City, Iowa, received her undergraduate degree in

political science from Luther College in 1999. She also earned a master's degree in education from the University of Iowa in 2002.

Nancy Erickson was elected Secretary of the Senate when the Senate convened on January 4, 2007, and served until January 5, 2015. She is the thirty-second person, and the sixth woman, to serve as Secretary of the Senate. Erickson, a native of South Dakota, received bachelor of arts degrees in government and history from Augustana College in 1984. She also earned a master's degree in public policy from American University in 1987. Ms. Erickson spent 16 years as a member of Senator Tom Daschle's staff and held a variety of positions in the legislative, scheduling, and constituent outreach functions of the office. She was named Deputy Chief of Staff following Senator Daschle's election as Democratic Leader. Before her election to Secretary of the Senate, Ms. Erickson served as the Democratic Representative in the Senate Sergeant at Arms office, a position appointed by Senator Harry Reid.

David S. Ferriero was sworn in as the tenth Archivist of the United States on November 13, 2009. Previously, Mr. Ferriero served as the Andrew W. Mellon Director of the New York Public Libraries (NYPL). In that position he was part of the leadership team responsible for integrating the four research libraries and 87 branch libraries into one seamless service for users and was in charge of collection strategy; conservation; digital experience and strategy; reference and research services; and education, programming, and exhibitions. Before joining the NYPL in 2004, Mr. Ferriero served in top positions at two of the nation's major academic libraries, the Massachusetts Institute of Technology and Duke University. Mr. Ferriero earned bachelor's and master's degrees in English literature from Northeastern University and a master's degree from the Simmons College of Library and Information Science. He served in the U.S. Navy during the Vietnam War.

Matthew Wasniewski is the Historian of the U.S. House of Representatives. The House Historian's Office researches, records,

and disseminates information about the individuals and events that have shaped the institution's history since 1789. Before his appointment as Historian by House Leadership in 2010, Dr. Wasniewski served as the Historian and Deputy Chief in the House Clerk's Office of History and Preservation. He is a past president of the Society for History in the Federal Government and has also chaired the Organization of American Historians' Public History Committee (2012–2013). He earned a bachelor's degree in journalism and history and a master's degree in history from James Madison University and a PhD in U.S. history from the University of Maryland.

Betty K. Koed is the U.S. Senate Historian and Director of the Senate Historical Office. Dr. Koed earned her PhD in political and public history at the University of California at Santa Barbara (UCSB) before joining the Historical Office in 1998. In 2016 she was awarded UCSB's Distinguished Alumni Award. Appointed Senate Historian in 2015, Dr. Koed supervises all historical and archival projects, provides talks and presentations to Senators, staff, and the public on wide-ranging topics of Senate history, and conducts oral history interviews with former Senators and staff. She oversees more than 10,000 pages of historical material on the Senate website, is senior editor of the *Biographical Directory of the U.S. Congress*, and provides research and reference assistance to the Senate community, the public, and the media. She is a former officer of the Society for History in the Federal Government and has served on the Editorial Board of *The Public Historian*.

Donald A. Ritchie, Historian Emeritus of the U.S. Senate, graduated from the City College of New York and holds a PhD from the University of Maryland. He has served as president of the Oral History Association and on the councils of the American Historical Association and the Society for History in the Federal Government. His books include *Press Gallery: Congress and the Washington Correspondents* (which won the Richard Leopold Prize from the Organization of American Historians); *Reporting from Washington:*

The History of the Washington Press Corps; Electing FDR: The New Deal Campaign of 1932; Our Constitution; Doing Oral History; and The U.S. Congress: A Very Short Introduction.

John Lawrence is a visiting professor at the University of California's Washington Center. He worked in the House of Representatives for 38 years, the last eight as Chief of Staff to Speaker and Democratic Leader Nancy Pelosi. His book, *The Class of '74: Congress After Watergate and the Roots of Partisanship*, was published in 2018 by Johns Hopkins University Press. Dr. Lawrence graduated from Oberlin College and then attended the University of California at Berkeley. He later received a PhD in American history from Berkeley.

Sharon M. Leon is an Associate Professor in the Department of History, Michigan State University. She was previously the Director of Public Projects at the Roy Rosenzweig Center for History and New Media and Research Associate Professor in the History and Art History Department at George Mason University. Her book, *An Image of God: Catholics and American Eugenics*, was published in 2013 by the University of Chicago Press. Dr. Leon writes and presents on using technology to improve the teaching and learning of historical thinking skills. She received her bachelor's degree in American studies from Georgetown University and her PhD in American studies from the University of Minnesota.

Thomas C. Mackey is a Professor of History at the University of Louisville and Adjunct Professor of Law at the Brandeis School of Law. His field of research is U.S. legal and constitutional history, and he covers courses from the 1850s through the 1920s. Dr. Mackey received his PhD in U.S. legal and constitutional history from Rice University.

Carol A. Mandel is Dean Emerita of the New York University Division of Libraries. Her work has focused on the transformation of infrastructures, services, and partnerships to serve the research library's core mission in a digital environment. Dean Mandel received

her bachelor's degree from the University of Massachusetts and master's degrees from Columbia University.

Lori Schwartz is the Chuck Hagel Archivist at the University of Nebraska Omaha at the Mabel Criss Library, where she is responsible for the papers of former Nebraska Senator Chuck Hagel. Ms. Schwartz received a bachelor's degree from Truman State University and a master's degree from the University of South Carolina.

Deborah Skaggs Speth is the former Curator for the U.S. Senator Mitch McConnell and Elaine L. Chao Archives at the University of Louisville, from where she retired in 2018. Ms. Skaggs Speth worked as an archivist at various repositories for more than 40 years. She earned her bachelor's and master's degrees from the University of Louisville.

Jeffrey W. Thomas was the Archivist from 1999 until 2017 for the John Glenn Archives at The Ohio State University and the Archivist for the Ohio Congressional Archives at The Ohio State University from 1999 until 2017. Before those positions, he worked for 12 years as the acquisitions archivist at the Ohio Historical Society. Mr. Thomas received a bachelor's degree from the College of Wooster and a master's degree from Wright State University.

Sheryl B. Vogt is Director of the Richard B. Russell Library for Political Research and Studies at the University of Georgia Libraries, a position she has held since 1981. Responsible for the administration and development of the Russell Library, she has fostered a program that documents the broadest range of modern political and policy research subject matter and engages in a variety of public programming and strategic partnerships such as that with the university's Foot Soldier Project for Civil Rights Studies. Ms. Vogt is a Fellow of both the Society of American Archivists and the Society of Georgia Archivists and a member of the Academy of Certified Archivists. A founding member of the

Congressional Papers Roundtable, she served as chair from 1994 to 1996, and is past president of the Association of Centers for the Study of Congress. Ms. Vogt received a bachelor's degree and multiple master's degrees from the University of Georgia.

Steven D. Zink is an emeritus faculty member at the University of Nevada at Reno. He previously served as Vice Chancellor of Information Technology for the Nevada System of Higher Education after serving for 15 years as the Vice President of Information Technology and Dean of University Libraries for the University of Nevada at Reno. Dr. Zink holds a bachelor's degree and a master's degree in history, a master's degree in library science degree, and a PhD in information systems science. He has authored several books and more than 120 publications in history, information technology, and information policy.

COMMITTEE STAFF

Robin Reeder is the House Archivist for the U.S. House of Representatives, where she has worked since 2001. She is responsible for overseeing the management and preservation of the official committee and officer records of the House as well as providing records management guidance to House Members. Before coming to the House, Ms. Reeder was the Assistant Curator of Manuscripts for the Moorland-Spingarn Research Center at Howard University. She also has worked for History Associates, Incorporated, in Rockville, Maryland, and in the archives of the National Gallery of Art in Washington, DC. Ms. Reeder is a Certified Archivist and earned a bachelor's degree from Mary Washington College and a master of library science degree from the University of Maryland.

Karen D. Paul has served as the first Senate Archivist since 1982. She was a founding member of the Academy of Certified Archivists, the Congressional Papers Roundtable, and the Association of Centers for the Study of Congress. Her publications include the Senate's first *Records Management Handbook for United States Senators and*

Their Archival Repositories (1985), which won the Mid-Atlantic Regional Archives' Arline Custer Award. In 1988 Ms. Paul published the *Records Management Handbook for Senate Committees*, which included the first definition of Senate records. Other publications include a *Guide to Research Collections of Former United States Senators* (S. Doc. 103-35, 1995), now online at bioguide.congress.gov and *The Documentation of Congress: Report of the Congressional Archivists Task Force on Congressional Documentation* (S. Pub. 102-20, 1992). She is the principal author of House Concurrent Resolution 307 (2008) and principal editor and contributor with Glenn Gray and Rebecca Johnson Melvin of *An American Political Archives Reader*, which won the Society of American Archivists' Waldo Gifford Leland prize in 2010.

Richard H. Hunt has served as the Director of the Center for Legislative Archives (the Center), at the National Archives (NARA), since 2004 and administers the staff responsible for the official records of the U.S. House of Representatives and U.S. Senate. Hunt began his career at NARA in 1989 and at the Center in 1991, where he has served as Assistant Director and Congressional Outreach Specialist. Before coming to NARA, Mr. Hunt was a lecturer for five years at the University of California at San Diego and at Loyola Marymount University in Los Angeles, where he taught courses in U.S. history. Mr. Hunt has a bachelor's degree in history and social studies from the State University of New York at Albany and did graduate work in history at the University of California at San Diego.

Appendix G: Statute Establishing Advisory Committee

PUBLIC LAW 101-509, NOVEMBER 5, 1990

Section 1 (d)(1) Title 44, United States Code, is amended by inserting after chapter 25, the following new chapter:

“Chapter 27—Advisory Committee on the Records of Congress

“Sec.

“2701: Advisory Committee on the Records of Congress.

“2702. Membership; chairman; meetings.

“2703. Functions of the Committee.

“2704. Powers of the Committee.

“2705. Compensation and travel expenses.

“2706. Administrative provisions.

“§ 2701. Advisory Committee on the Records of Congress.

“(a) There is established the Advisory Committee on the Records of Congress (hereafter in this chapter referred to as the Committee).

“(b) The Committee shall be subject to the provisions of the Federal Advisory Committee Act (5 U.S.C App.), except that the Committee shall be of permanent duration, notwithstanding any provision of section 14 of the Federal Advisory Committee Act.

“§2702. Membership; chairman; meetings

“(a)(1) The Committee shall consist of the eleven members including—

“(A)(i) the Secretary of the Senate;

“(ii) the Clerk of the House of Representatives;

“(iii) the Archivist of the United States;

“(iv) the Historian of the Senate; and

“(v) the Historian of the House of Representatives; and

“(B) six members of whom one shall be appointed by each of the following:

“(i) the Speaker of the House of Representatives;

“(ii) the Minority Leader of the House of Representatives;

“(iii) the Majority Leader of the Senate;

“(iv) the Minority Leader of the Senate;

“(v) the Secretary of the Senate; and

“(vi) the Clerk of the House of Representatives.

“(2) Each member appointed under paragraph (1)(B) shall have knowledge or expertise in United States history, archival management, publishing, library science, or use of legislative records.

“(b) The Secretary of the Senate shall serve as Chairman during the two-year period beginning on January 1, 1991, and the Clerk of the House of Representatives shall serve as Chairman during the two-year period beginning on January 1, 1993. Thereafter, such members shall alternate serving as Chairman for a term of two years.

“(c)(1) Members of the Committee referred to in subsection (a)(1)(A) shall serve only while holding such offices. Members appointed to the Committee under subsection (a)(1)(B) shall serve for a term of two years, and may be reappointed without limitation. The initial appointments for such terms shall begin on January 1, 1991.

“(2) Any vacancy on the Committee shall not affect the powers of the Committee. Any vacancy in an appointed position on the Committee shall be filled in the same manner in which the

original appointment was made.

“(d)(1) No later than thirty days after the date on which the first session of the 102d Congress begins, the Committee shall hold its first meeting. Therefore, the Committee shall meet semi-annually or at the call of a majority of its members.

“(2) Seven members of the Committee shall constitute a quorum, but a lesser number may hold hearings.

“§2703. Functions of the Committee

“The Committee shall—

“(1) review the management and preservation of the records of Congress;

“(2) report to and advise the Congress and the Archivist of the United States on such management and preservation; and

“(3)(A) no later than December 31, 1991, conduct a study and submit a report to the Congress on—

“(i) the effect any transfer of records of the National Archives and Records Administration from facilities located in Washington, D.C., to any location outside of Washington, D.C., shall have on the management and preservation of the records of Congress; and

“(ii) the five year plan for the management and preservation of the records of Congress; and

“(B) no later than December 31, 1995, conduct a study to update the report submitted under subparagraph (A)(ii), and submit a report to the Congress.

“§2704. Powers of the Committee

“(a) For purposes of carrying out the duties referred to under section 2703, the Committee or, on the authorization of the

Committee, any subcommittee or member thereof, may hold such hearings, sit and act at such times and places, take such testimony, and receive such evidence as is appropriate.

“(b) The Committee may secure directly from any department or agency of the United States such information as the Committee may require to carry out the duties referred to under section 2703. Upon request of the Chairman of the Committee, the head of such department or agency shall furnish such information to the Committee.

“§2705. Compensation and travel expenses

“A member of the Committee may not be paid compensation for service performed as a member of the Committee. However, members of the Committee shall be allowed travel expenses, including per diem in lieu of subsistence, at rates authorized for employees of agencies under subchapter I of chapter 57 of title 5, United States Code, while away from their homes or regular places of business in the performance of service for the Committee.

“§ 2706. Administrative provisions

“(a) Upon request of the Committee, the head of any Federal agency is authorized to detail to the Committee, on a non-reimbursable basis, any of the personnel of such agency to assist the Committee in carrying out the duties referred to under section 2703 and such detail shall be without interruption or loss of civil service status or privilege.

“(b) For purposes of supporting the Committee, the Archivist may obtain the services of experts and consultants in accordance with the provisions of section 3109 of title 5, United States Code, but at rates for individuals not to exceed the daily equivalent of the minimum annual rate of basic pay payable for GS-16 of the General Schedule under section 5332 of such title.”.

(2) The table of chapters for title 44, United States Code, is amended by inserting after the item relating to chapter 25 of such title the following:

“27. Advisory Committee on the Records of Congress..... 2701”.

