

Congressional Papers Roundtable
Newsletter

September 1988

SAA NEWS

For those going to Atlanta, there are several sessions that will be of interest. The Congressional Papers Roundtable will be held on Thursday, September 29 from 11:15-12:15. Friday from 9:00-11:00 there is a session on Documenting the Federal System. Richard Belding of the Kentucky Department for Libraries & Archives is Chair. Presenters are Marie Allen, NARA, Tyrone Butler, New York City Municipal Archives and Louis Manarin, Virginia State Library and Archives. From the description, this session appears to be a development of Frank Evans' theme at last year's Marac conference in Charleston, W. Va. Saturday from 1:00-3:00, Karen Paul, U.S. Senate Historical Office, will chair a session on Competition for the Papers of Public Figures. Presenters include John Burns, California State Archives, Sara Shutkin, Alverno College and Karyl Winn, University of Washington. The session will examine the principles and politics involved in the placement of papers and panel members will address such issues as minimum standards for repositories, myths and expectations of donors and interinstitutional collecting etiquette.

NOTES

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma announces a Visiting Scholars Program. While the program is open to a wide variety of applicants, emphasis is on post-doctoral studies by academicians in history, political science and other fields. No standardized form is required for application. Instead a description of the research proposal in 1000 words or less, a personal vitae, an explanation of how the Center's resources will be of assistance in the research, a budget proposal and a letter of reference from an established scholar in the discipline attesting to the significance of the research should be sent to Dr. John M. Caldwell, Archivist, Carl Albert Center, 630 Parrington Oval, Rm 101, University of Oklahoma, Norman, OK 73019. Applications will be accepted any time and awards generally made quarterly. A fuller explanation of the program can be found in the Winter, 1988 issue of Extensions.

The Guide to Research Collections of Former Members of the U.S. House of Representatives will be published in October 1988. All repositories that participated in the survey will receive a copy from the Bicentennial Office of the House of Representatives. The guide includes information from almost 600 repositories on approximately 4000 Members.

From the beginning this project has relied on voluntary assistance from libraries and archives across the country. The members of the Congressional Papers Roundtable have been major contributors to this guide, providing not only information but also moral support. The supplemental biographical information often included with the survey data was further used in updating the Biographical Directory of the U.S. Congress, to be published early next year.

The entire staff of the Bicentennial Office is deeply grateful for

your assistance. In addition, the contacts and communications I have had with so many of you has made this project for me a professionally enriching experience. We continue to welcome updates, additions, corrections, etc. to the guide. It will be kept on data base, and our fondest wish is that a second edition will soon be necessary.

Cynthia Pease Miller

The Dirksen Congressional Center in Perkin, Ill. also offers congressional research grants. The Center gives priority to studies of the leadership in Congress. Research grants are funded by the James S. Kemper Foundation of Long Grove, Illinois and the Everett McKinley Dirksen Endowment Fund. Grants range from a few hundred to \$3500.00. The Center awards a total of \$20,000-25,000.00 yearly. Scholars and practitioners from any discipline with a serious interest in studying Congress may apply. There is no application form. Interested persons should contact the Center for a grant brochure with details on the application process. Questions should be directed to John J. Kornacki, Executive Director, Dirksen Congressional Center, Broadway & Fourth St, Perkin, Ill 61554. Telephone number is 309-347-7113. The Center publishes Report which provides information on activities.

The Senate Historical Office has published a Records Management Handbook for United States Senate Committees by Karen Paul. As a companion volume to Records Management Handbook for United States Senators and Their Repositories, also by Karen Paul, this is a very practical and excellent addition. While basically oriented to Committees and their staffs, this is also extremely useful to archivists who will undoubtedly find some sorts of Committee records in their congressional collections. A checklist of committee records of permanent value itemizes the kinds of records which might be found. Chapters include a definition of Committee records which discusses ownership and disposition authority, personal and political files, records of legislative assistants, documents received from Executive Agencies and consultant and personnel records. Other chapters include Committee Organization, Functions and their Records, Records Disposition Schedule, Management and Disposition of Automated Records, Management and Disposition of Sensitive and Classified Information, Files Management Techniques, Micrographics, Records Transfer and Public Access. Appendices include a memo from legal counsel concerning ownership and disposition, a definition of Members' personal staff, statutes governing these records, laws defining sensitive information, standards for machine readable records, records management forms and glossaries and filing rules. A list of suggested readings is also given. This will be an extremely useful guide to anyone working with congressional papers. Copies are available on request from the Senate Historical Office.

The 1988 edition of the Frank Church Papers is actually a summary guide to the records held by Boise State University Library. It includes also the records of Bethine C. Church and Carl Burke. The guide gives series descriptions and general box summaries. Funding for this issue was provided in part by the Idaho Humanities Council, a state-based program of the National Endowment for the Humanities. Copies are available from the Special Collections Department, Boise

State University Library, Boise, Idaho 83725.

Microfilming Procedures are available from the Microfilming Section of the Senate concerning Filing Preparation for Microfilming. To be sure, this is only a list of what is requested by the section and not what actually transpires. Still it is a useful outline. The copy I have seen is dated November 1987. More recent editions should be available through the Micrographics Center, 202-224-1305.

The NARA Staff Bulletin notes that Robert Coren has been named chief of the Legislative Reference Branch.

Three years ago we talked about doing a bibliography concerned with congressional papers. We broke it down into reasonable topics. Since then it has died a natural death. Someone recently sent me something called The Five-Foot Shelf of Congressional Reference. It's very handy and I'm embarrassed because I have no note of who sent it. Next issue, the newsletter will publish that along with one I did on Reference and Access. For those of you who promised - produce! We will put them out in parts and then have a separate bibliographic issue. Get with it.

Questions, discoveries, solutions and irritabilities should be addressed to Mary Boccaccio, Archives & Manuscripts Department, East Carolina University, Greenville, N. C. 27858