

## CONGRESSIONAL PAPERS ROUNDTABLE NEWSLETTER

SOCIETY OF AMERICAN ARCHIVISTS

APRIL 1995

### GET READY FOR SAA IN D.C. Congressional Collections Workshop

The preconference workshops to be held in conjunction with this year's annual meeting of the Society of American Archivists in Washington, D.C., will include one on "The Acquisition, Processing and Reference of Legislative Collections." This two-day workshop, which was well-received when it was first offered last year, will meet August 28-29th. It will again be taught by Herbert J. Hartsook, Curator of Modern Political Collections at the University of South Carolina, and Cynthia Pease Miller, Assistant Historian of the U.S. House of Representatives.

The workshop will introduce the unique issues and problems encountered in working with congressional, legislative, and related collections. It will provide instruction on soliciting a collection, appraisal, the transfer of records to the repository, processing, and reference. While the workshop will focus on congressional collections, much of the material covered will also apply to other legislative and related collections. Archivists working with these collections and the institutions which employ them will find this specialized training desirable and cost effective.

The workshop is sponsored by SAA and its Congressional Papers Roundtable. For further information, contact Jane Kenamore in the SAA office. Phone (312) 922-0140.

### REPORT FROM THE CHAIR

Members representing approximately one third of the institutions on the Roundtable roster responded to the Congressional Papers Roundtable-Center for Legislative Archives Survey. Sheryl Vogt presented a report on the survey results to the December meeting of the Advisory Committee on the Records of Congress in Washington, D.C. Advisory Committee members appreciated the comments from experienced congressional papers archivists in the field and the willingness of the Roundtable to facilitate this communication. A compilation of the results was given to the Center for Legislative Archives for their staff to consider as they plan programs and services which may foster cooperative ventures with the Roundtable and its members.

Divided into four sections, the survey addressed a finding aid exchange, implementation of *The Documentation of Congress* recommendations for the Center, establishing an oral history database online including interviews from the Center and from congressional repositories, and future possibilities. For newsletter publication, the following presentation of the survey results is a compilation of responses with a select few interesting comments included.

The finding aid exchange is a popular idea. All respondents will welcome finding aids from the Center and are willing to share from their repositories. The mechanics of the exchange are as varied as the repositories and their resources--print vs. disk, unequal electronic access, all vs. selected committees, summary vs. complete guide. Respondents noted that the actual cost of providing guides from their repositories will be a major factor. Two suggestions were for the Center to provide a Gopher or Web site for congressional and related finding aids and to offer subject groupings of various collections, that is, those collections having materials related to Warren Commission, Watergate, etc.

The section regarding *The Documentation of Congress* report recommendations elicited many ideas. Respondents called on the Center to take the lead in collecting the records of legislative support agencies, special interest caucuses, and party conferences, especially those that are slated to be abolished. Lobbying for increased legal responsibility and budget for these types of records is also important. For the Center to assist congressional papers repositories, respondents set quite an agenda: maintain and publicize complete holdings of official records and availability of sources; provide notice of current activities and of success with collecting from national bodies to advise repositories in collecting from local affiliates; communicate through the Roundtable newsletter; assist repositories in seeking funding sources; publish technical leaflets; and set standards for documentation and description.

While respondents were generally positive to the proposal to contribute oral histories from their collections to a central database at the Center, they expressed the most varied answers and greatest concerns in this section. Concerns centered around costs and the repositories' loss of control over the interview relating to copyright and donor restrictions, record of users, crediting the holding institution, inadequate or improper citation of interview. One suggestion was to enhance use of the interviews with a controlled vocabulary index to provide access beyond that gained through free-text searching. To encourage additional congressional interview projects, respondents indicated the Center should assist with funding sources for repositories projects and providing expertise (expert interviewers, a certain number of model questions/topics, workshops to conduct a project, recommended transcription services).



Looking to the future, the Center definitely should set up a national electronic database. It could serve as a Web site with hypertext links to finding aids, oral history, etc.; a Gopher database citing locations of full finding aids available via Internet; possible repository for electronic records; or a utility similar to RLIN. Researchers and archivists should have access for searches. Five years from now, the Center and congressional repositories are seen as collaborators in collecting and making available the documentation of Congress. In this partnership, the Center should protect the interests of the contributing repositories and recognize them in some way to garner institutional support for activities, and could assist repositories in writing or by reviewing grant proposals. Respondents encouraged the Center to ally with the Roundtable to foster communication and coordinate programs, and asked for an open house at the Center during the SAA meeting this year.

Most interestingly, the survey validates the main issues raised at the Portland, Maine, Conference: funding and exploring new technology. Publication of the Conference proceedings would be a significant contribution to the literature for congressional documentation.

In light of the positive responses to the survey, the Roundtable steering committee is supporting this alliance with the Center for Legislative Archives. The first guest column by the Center will appear in the next newsletter. Director Mike Gillette has invited the Roundtable to hold its annual meeting at the Center on September 1. Following the meeting, there will be a tour of the facility, a presentation on the Center's programs and services, and an opportunity for discussion.

Sheryl Vogt, Chair, CPR  
Richard B. Russell Library for Political Research and Studies  
University of Georgia Libraries

### Update on the Office of the Historian of the House of Representatives

The administrative restructuring of the House of Representatives that has taken place since the November election and with the new Republican majority has included the Office of the Historian. In early December 1994, the report of the Republican Transition Team recommended that the functions (not the personnel) of the Office of the Historian be transferred to the Library of Congress. In mid-December the Historian and the four members of his staff were notified that there would not be jobs for them in the 104th Congress, beginning January 3, 1995. Subsequently, the termination of Cynthia Miller was cancelled and she continues on staff. After the new Congress was sworn in on January 4, Speaker Newt Gingrich announced the appointment of Dr. Christina Jeffrey, an assistant professor of political science at Kennesaw State College in Marietta, Georgia, as House Historian. However, following reports of her controversial remarks about a prospective Holocaust course that she reviewed for the Department of Education in 1986, Speaker Gingrich fired Dr. Jeffrey on January 9.

While the position of House Historian remains vacant, the Office does still exist. It is now administered by the Clerk of the House, rather than the Speaker's Office, and Cynthia Miller remains on staff to continue the ongoing projects of the office. The Clerk of the House will not begin a search for a new Historian until the Speaker determines "an overall vision" for the office. Meanwhile, the Office has been relocated and now shares the space of the House Library. It is likely that the Office of the Historian and the House Library will be merged as the administrative functions of the House of Representatives are redefined. The new mailing address for the Office of the Historian is B18 Cannon House Office Building, Washington, D.C. 20515. Phone, fax, and email remain the same: (202) 225-1153, (202) 225-6178, and [cmiller1@hr.house.gov](mailto:cmiller1@hr.house.gov)

### Senatorial Collections Guide to be Updated

The Senate Historical Office is planning to publish a revised *Guide to Research Collections of Former United State Senators, 1789-1994* this year. Many of you have already contributed scope and content notes and other information regarding senatorial papers. If anyone has additional or revised information that they would like to include in the revision, please send it as soon as possible to Karen D. Paul, Senate Historical Office, Hart-201, Washington, D.C. 20510. If you would like to fax something, the number is (202) 224-3351.

This revised edition will be much expanded from the first which was published in 1983. Taking a cue from *The Documentation of Congress*, this guide includes significant collections, other than the members' personal collections, that contain pertinent information. These include journalists, political committees, campaign committees, and collections of scholars who worked in the congressional history field. Information for this edition came from surveys, NUCMC, and the RLIN database.

Roundtable members will like to know that the SHO also will be publishing *Senators of the United States, An Historical Bibliography*. This volume and the Guide are intended as companion publications. We hope that these will be available by the time SAA meets in August.



## FROM "ROBO" LETTERS TO E-MAIL: THE EVOLUTION OF THE CONSTITUENT MAIL FUNCTION IN THE SENATE

by Naomi Nelson  
Congressional Archivist, Emory University

*(This paper was originally presented at the Roundtable meeting at the SAA meeting in Indianapolis in September 1994. Ms. Nelson is continuing her research and plans to publish a longer article which includes the history of CMS systems used in the House.)*

The advent of computerized correspondence systems has changed the nature and organization of constituent correspondence records. Previously, the actual letters (incoming and outgoing), along with copies of approved response paragraphs, represented the entire record set, and the access points were made explicit in the filing schemes. With the adoption of on-line correspondence management systems, computer databases became a key component of the correspondence records, and access has become more flexible (by fields or groups of fields), but dependent on the on-line systems. These systems are really large relational databases, and as such they can provide indexes and reports not easily available using the older paper-based systems. I suggest that we revise how we look at the constituent mail function after the adoption of correspondence management systems and that we take advantage of some of these systems' by-products.

The issues surrounding access to the voluminous constituent mail files created by Members of Congress using automated mail systems are directly related to the way that those systems work and to how they have evolved over time. If we know what the systems were designed to do, we will know what kind of records to expect and hopefully we will be able to preserve the records necessary to at least maintain the level of access available to the Member's staff for those correspondence files that we choose to save. I'm not arguing that repositories should keep all of the constituent mail a Member of Congress generates. Rather, I'm suggesting that automated correspondence mail systems have resulted in new kinds of access concerns and generated new kinds of records that provide information about the correspondence itself.

The constituent mail function was automated first using word processing and then using more complex correspondence management systems. Building on the systematization and standardization provided by word processing, correspondence management systems offer sophisticated word processing; the capability of inserting selected, approved paragraphs; personalized salutations and closings; personalized text; the ability to create targeted mailing lists; correspondence records; mail count on issues; automatic filing; and correspondence tracking. Congress' adoption of correspondence management systems thus has expanded the definition of correspondence records to include on-line databases containing names and addresses, databases of approved paragraphs to be used in responses, indexes of letters sent, mail files containing name and address lists to be used to address follow-up letters or newsletters, and management reports providing summary information about the mail generated.

To further explain the evolution and features of the correspondence management systems used by the House and Senate, we will need to look more closely at the progression of systems used and at the needs they were designed to meet. I will use the Senate as an example because its approach was centralized and therefore easier to trace.

The first automated equipment adopted, known as the "robo machine", could automatically repeat text, but was limited in its ability to conveniently add, delete, and change text. Robo machines generally used paper tape or paper rolls as the memory storage medium.<sup>1</sup> The next generation of equipment adopted were removable memory word processors. They had a small amount of internal memory and control logic (e.g. centering) and featured a removable magnetic recording medium (e.g., tape cassettes, tape cartridges, or magnetic cards). In 1980, they represented the most widely used word processing equipment in the Senate with 170 units in Washington, DC, and 64 in Senate field offices.<sup>2</sup>

The Automated Indexing System (AIS) and Senate Mail File (SMF) were the first database systems created. AIS was designed to store the basic identification information about a document (name or subject, date, staffer, city, document number, etc) and then to provide lists of the correspondence sorted by any of those fields. The goal was to end the time-consuming practice of maintaining carbon copy cross-reference files and to facilitate faster filing and retrieval time.<sup>3</sup> This system also allowed for easier cross-reference for letters with multiple topics, eliminating the need to choose either to file the correspondence under a primary subject heading or to make more copies of the letters in order to file them under each subject. The Name and Topic Indexes to the Senator's correspondence were generated from this file.

The SMF is a centralized database that allows staffers to create and to maintain a list of correspondent names and addresses that can be used to create labels or for follow up mailings. Initially, the information about constituents and correspondence was typed in manually, but with the adoption of Senate's Constituent Mail System (CMS), the information was downloaded as a batch file from the CMS system to the AIS and SMF.

The centralized constituent mail system known as CMS was designed to "perform centralized indexing, filing, and retrieval functions and maintain central indexes and mailing lists in accordance with Senate rules."<sup>4</sup> The databases themselves reside on a vendor machine located in Pittsburgh, PA. CMS could produce reports to help office managers to summarize the opinions expressed in incoming mail and assess the efficiency and effectiveness of office staff in responding to mail. It cost more per letter, but additional capabilities were supposed to make up for this extra expense. By-products from the system



included management reporting, casework management, high speed/production printing, mailing list maintenance, and indexing and filing of correspondence. These additional capabilities became a part of the offices' correspondence function.<sup>5</sup>

In 1983, the Senate conducted a pilot test. In this case, the focus was on hardware rather than on correspondence systems. Thirteen offices volunteered to test minicomputer equipment and the test resulted in a request for proposal for systems that could support word-processing, records processing, office budgeting, and scheduling. In addition, the equipment was intended to provide a base from which other services could be provided. As a result of this pilot test, Data General, Honeywell, and Prime became approved vendors. By 1987, 100 Senate offices and all but three committee offices had installed minicomputers, thereby relieving the burden on the central mainframe system. The burden on the minicomputers, however, proved problematic. Data General and Prime systems became saturated and needed more memory. Honeywell systems were not saturated, but they also did not offer as much software support. Despite expectations, the standalone correspondence management systems designed for the minicomputers did not replace CMS. As a result of these factors, the Senate decided that CMS should be rewritten so that it could be integrated with other types of office automation.<sup>6</sup>

At the same time, the Senate began to consider the relative merits of networked microcomputers (or Local Area Networks), thereby continuing its trend toward decentralization of office automation functions.<sup>7</sup> CMS was upgraded and renamed the Constituent Services System (CSS). In 1991 the Senate Mail System (SMS) was developed to replace CSS, the SMF, and the AIS with a single database.<sup>8</sup>

Currently, the Senate Computer Center is trying to move all the Senate offices onto standalone systems developed by outside vendors. So far, over 45 offices have made the transition. These systems are designed for Local Area Networks (LANs) and are located in the Senators' DC offices. Name, address and item information is typed into a microcomputer, and the information is merged with the appropriate item paragraphs through the LAN. InterAmerica's CapitolCorrespond, Intelligent Solutions, Inc.'s Quorum, and Electronic Data Systems' Quick Response have been approved for use, and there are two other systems still being tested. Because these new systems reside in the Senators' offices, they give more control and responsibility to Senators and their staff. Reports will be designed and generated in the Senators' offices by staffers, and those Senators interested in having a mail file for mass mailings will have to maintain it themselves.

Looking to the future, some Senators are becoming interested in the possibilities for constituent contact through the Internet. As with more traditional constituent inquiries, the primary concerns surrounding this new means of communication center on the need to control the responses sent to constituents and on the need to capture information about the constituents and their letters so that the Senators will know who is writing to them and what their constituents are interested in.<sup>9</sup>

In a perfect world with endless funding and a surplus of shelving space, we would be able to preserve the correspondence systems intact as they were used in the Members' offices. As none of us lives in a perfect world, the next best alternative would be to retain a magnetic copy of the system databases. The interface used by the staffers to access the information and the relational links between data in different databases would be lost, but at least all the data would be available in a form that could be manipulated, sorted, or queried. Such files would allow future researchers to create indexes or reports specific to their needs. The Senate Computer Center is now prepared to offer an ASCII copy of the CMS files, and it will soon be ready to help offices create similar files for the new approved in-house systems. Such electronic records, however, are subject to the cornucopia of problems surrounding the issue of electronic records in archives--preservation difficulties, doubts about the likelihood of use, and hardware obsolescence, to name a few.

Clemson University has come up with a creative way to use magnetic copies of the correspondence indexes. They hope to use the tapes to weed the CMS files. Because the indexes on the tapes can be manipulated and reorganized, Clemson should be able to retrieve lists of document numbers conforming to specified criteria. These documents can then be retrieved and the rest of the correspondence discarded, along with the computer tapes.<sup>10</sup>

The next best alternative to maintaining the electronic records themselves is to get paper "views" or printouts of the data capturing the most useful data organization features of the database. These printouts could also be transferred to microfilm. There are three ways to capture the information in the databases in hard copy form. The first way is to print out all the data fields so that the entire database is transferred to a paper format. For example, if you were to reproduce the name and topic index on paper, all the constituent name and address information would appear in the report, along with the topic numbers (indicating which items in the database of approved paragraphs were sent), and the document number (indicating where the correspondence can be found). This type of record should be generated when the Member's office closes or if the database is purged.

Indexes to the paper correspondence files form the second type of printouts that can be generated from the electronic records. By indexes, I mean printouts of selected fields from a database sorted by fields other than the document number (which is the way that the files are physically organized and therefore extraneous.) For example, there is an index which lists the approved paragraphs in item number order and another that lists them alphabetically by topic. The Senate Computer Center provides this index, as well as name and topic indexes to the correspondence generated to Member offices. If requested, additional indexes can be generated based on geographic location or interest code. These indexes are used by staffers to find letters from or to particular constituents or on particular topics. Researchers may find that they can get useful information about the issues that concerned constituents, the geographic distribution of constituent opinion, or the timing of a ground swell of constituent interest in a particular topic by looking at the index.

For smaller databases like item libraries, on-line databases using commercial software like dBase, AskSAM, or Paradox can be created to index the database records and to provide additional access either through controlled vocabularies or through key word searching. Amy Korzick Garmer, Senator Nunn's former records manager, had the indexes for the database of



approved paragraphs entered into a database in Paradox. This allows staffers to search for particular paragraphs by key words in the synopsis or by the date the language was adopted. Once they know the item number assigned to the paragraph, they can find a printout of the paragraph on microfilm. By transferring this index file to another automated system, she maintained the searching flexibility of the original system.

The final category of printout I have termed reports. These printouts are summaries of the information held in the databases, and they contain information about the correspondence (for example, how many letters were answered in a particular time period, what the hot topics were, how long the turnaround time was, or how frequently certain topics were used). Some are set up to be generated automatically at specified intervals, while others were requested in response to a particular situation. Like the indexes, the reports might allow a researcher to find the information she or he seeks without having to wrestle their way through the paper correspondence series.

Automated correspondence management systems have fundamentally changed the nature of correspondence records. The tasks associated with replying to constituent mail have multiplied, the number and the kinds of system products have grown, and the format of some of the records (such as the indexes) has changed. We can capture useful and substantive information about constituent correspondence by documenting the on-line databases that comprise the systems and by taking advantage of the ways in which these systems can manipulate and reorganize information. We may decide to keep only a small sample of the actual correspondence, but we can also preserve reports and indexes that will provide future researchers with summary information about all of the correspondence.

<sup>1</sup>U.S., Congress, Senate, Committee on Appropriations, *The Senate Should Explore Other Word Processing Alternatives to Improve Cost Effectiveness and Productivity: Report by the Comptroller General to the Chairman*, 96th Cong. 2d sess., 17 July, 1980, pg. 28.

<sup>2</sup>*Ibid.*, pg. 28.

<sup>3</sup>U.S., Congress, Senate, *Report of the Subcommittee on Computer Services to the Committee on Rules and Administration*, 95th Cong., 1st sess., 1977, pg. 11.

<sup>4</sup>*Senate Should Explore Other Word Processing Alternatives*, pgs. 6.

<sup>5</sup>*Senate Should Explore Other Word Processing Alternatives*, pgs. 6, 10.

<sup>6</sup>Robert Lee Chartrand, *Contemporary Congressional Use of Information Technology: Report* (Washington, DC: U.S. Government Printing Office, 1988), pg. 22.

<sup>7</sup>*Ibid.*

<sup>8</sup>Paul, Karen Dawley, *Records Management Handbook for United States Senators and their Archival Repositories* (Washington, DC: U.S. Government Printing Office, 1992), pg. 51.

<sup>9</sup>*Ibid.*

<sup>10</sup>I'd like to thank Jim Cross for sharing this idea with me. Correspondence via email, August 29, 1994.

### Collection Highlight: JOHN G. TOWER PAPERS

The John G. Tower Library will officially open to researchers June 1, 1995, concluding a three year project to arrange and describe Tower's Senate papers as well as his post-Senate papers. The materials, which exceed 1300 linear feet, are housed within Special Collections at Southwestern University in Georgetown, Texas. The project produced a general guide, a detailed finding aid for researchers, and a database that controls most of the collection at the folder level--with more detailed indexing for some files. Copies of the general guide will be mailed to all members of the Congressional Papers Roundtable in late May or early June.

Senator Tower's career spanned a fascinating and often troubled time in our country's history, and his papers mirror the period and provide insight into the events of the 1960s through the 1980s. The Vietnam War, civil rights, busing, the rise of the Republican Party in Texas and the South, Watergate, the energy crisis of the 1970s, women's issues, abortion, environmental concerns, the 1976 Bicentennial celebration, labor, defense, deregulation in the 1980s--the papers are a microcosm of the era from a national and Texas perspective and occasionally from an international point of view.

The papers consist primarily of materials that Senator Tower accumulated during his 24 years in the Senate, although there are some files that pre-date and post-date his Senate career. The majority of the files are from Washington, D.C., but there are also files, mostly casework, from his state offices in Austin, Dallas, Houston, and Lubbock. The collection contains papers and manuscripts, printed materials, videotapes, audiocassettes, films, photographs, memorabilia and artifacts, microfilm, and a few electronic records. The 21 series in which the papers are arranged document Senator Tower's activities and accomplishments: legislation he sponsored or co-sponsored, his voting record, correspondence, casework, campaigns, trips, political activities, committee work, speeches, floor statements, newsletters, radio and television broadcasts, and more. During his time in office, Senator Tower served many years on the Armed Services Committee, the Joint Committee on Defense Production, and the Banking and Currency Committee (later called the Banking, Housing, and Urban Affairs Committee).

Although committee records remain in Washington, D.C., as part of the permanent record of Congress, Senator Tower retained copies of some materials related to the committees, particularly the Banking, Armed Services, and Senate Republican Policy committees. The papers also reveal the work of the Senator's staff. In addition to a series, "Aides," and a sub-series, "Legislation: Aides," almost all series contain evidence of the work of Tower's staff as they wrote speeches, planned campaigns, handled constituent correspondence and case work, and assembled information that the Senator needed to make informed decisions.



After Senator Tower's untimely death in 1991, his family donated the remainder of his papers, most of which concern his life before and after his years in the Senate. The University also holds collections from John Knaggs, a writer and political columnist and consultant, and J. French Hill, one of Senator Tower's aides. In addition, there are several small accessions from friends, relatives, and supporters, of scrapbooks, campaign memorabilia, and miscellaneous items.

Submitted by Project Archivist Kathryn Stallard  
For further information, contact Norma Hart  
(512) 863-1568 or email tower-library@ralph.txswu.edu

## INSTITUTIONAL NEWS

**Rutgers University Libraries** Special Collections and University Archives has recently acquired the papers of congressmen William J. Hughes and Dean A. Gallo. Congressman Hughes was first elected to the House of Representatives in 1974, when he became the first Democrat to represent the 2d Congressional District (the Southern-most district in N.J.) in many years. He served as Chair of the House Subcommittee on Crime, Chair of the Subcommittee on Coast Guard and Navigation, Chair of the full Select Committee on Aging, Chair of the Judiciary Subcommittee on Intellectual Property and Judicial Administration, and wrote numerous important pieces of legislation in those capacities. He was re-elected each time he ran from 1974 to 1992, usually by very large majorities. In 1990, he ran unopposed. In January 1994, he announced that he would not seek re-election and retired at the end of the year after 20 years of service. Along with his papers, Congressman Hughes donated funds for their processing, funds to name a reading room in the Alexander Library, and an additional gift towards scholarships.

Congressman Dean A. Gallo served in the House of Representatives from 1984 until his death in 1994. A Republican, he represented the Central N.J. 11th district previously represented by Millicent Fenwick whose papers are also at Rutgers. As with Hughes, funding was also made available to the University to process his papers.

Ron L. Becker

The Congressional Archives, housed in the John J. Burns Library of Rare Books & Special Collections at **Boston College**, is part of the Archives & Manuscripts Department. Within the Congressional Archives are the papers of former speaker of the House, Thomas P. "Tip" O'Neill, Jr. Money from an NHPRC grant to Boston College has been apportioned to improve preservation of and access to the O'Neill papers. Three projects have been outlined for use of the grant money: 1) hiring two part-time Assistant Project Archivists to complete processing of the papers; 2) transferring Beta and 3/4" video tapes to VHS format for researcher use; 3) digitizing part or all of the collection for improved access. Background and research phases of the projects have just begun. For more information or to share your experiences with similar projects contact Leah Weisse, Project Archivist, or Ron Patkus, Head, Dept. of Archives & Manuscripts at Boston College, Chestnut Hill, MA 02167-3801. (617) 552-4861

Leah Weisse

Special Collections Department of the John C. Pace Library of the **University of West Florida, Pensacola**, has received the congressional papers of Earl Hutto, who retired from the House of Representatives after 16 years of service to the 1st District of Florida. Records which his office had stored at the Federal Records Center in Suitland as well as records from the office were shipped from Washington on pallets and received by the University in December (almost 6,000 pounds). Because Special Collections is temporarily located outside of the Library pending completion of renovation of its quarters, the papers will not be processed until the Department relocates to new quarters in August 1995. The collection will be made available to researchers as soon as processing is completed. For more information, contact Dean Debolt, University Librarian for Special Collections, John C. Pace Library, University of West Florida, 11000 University Parkway, Pensacola, FL 32514-5750. (904) 474-2213. email: ddebolt@uwf.bitnet OR ddebolt@uwf.cc.uwf.edu

Dean Debolt

The **Carl Albert Center** Congressional Archives, like many other repositories collecting congressional papers, had substantial acquisitions in 1994. Additions to the holdings comprised of accretions to materials already received from Reps. Glenn English, Mike Synar, and Dave McCurdy, as well as a new collection received from Senator David Boren (all outgoing Oklahoma members of Congress). The total increase in our holdings is 848 boxes. These collections are not yet available for research.

The Carl Albert Center is seeking applicants for its Visiting Scholar Program. The program provides financial awards of \$500 - \$1,000 to defray travel and lodging costs associated with research use of the Center's archival holdings. For further information contact: Todd J. Kosmerick, Carl Albert Center, 630 Parrington Oval, University of Oklahoma, Norman, OK 73019. (405) 325-6372. FAX: (405) 325-6419. email: na3171@uoknor.edu

Keep an eye out for the upcoming issue of *Extensions*, the Center's journal. This issue will focus on women in Congress. It will include a list of collections of former women members. The next issue, to be published in Fall 1995, will look at Republicans in Congress. Anyone wishing to contribute an article should contact the editor, Danney Goble, at the above address and numbers.

Todd J. Kosmerick

In January 1995, the Special Collections & Archives Department of the **San Jose State University** Library received its first congressional collection, the papers of Don Edwards, who served the 16th District of California in the U.S. House of Representatives from 1962-1994. The collection is significant in both size (nearly 300 record center storage boxes) and in scope. It includes an extensive record of correspondence, legislative files, committee and project files, campaign materials, photographs, and plaques. The collection is currently unprocessed. For additional information please contact Susan Klingberg, Special Collections, San Jose State University Library, San Jose, CA 95192-0028. email: klingber@sjsuvm1.sjsu.edu

Susan Klingberg



The May 12th opening of the Silvio O. Conte Papers for research use at the W.E.B. Du Bois Library, **University of Massachusetts Amherst** will be marked by the release of a 225-page guide to the collection and an exhibit. The collection documents Conte's 32-year career as a Congressman representing the First District of Massachusetts, 1960-1991, and his eight years as Massachusetts State Senator, 1950-1958.

The collection consists of over 400 linear feet of records including photographs, scrapbooks, film and sound recordings, and memorabilia. The papers document Conte's long-time service on the House Appropriations Committee and his leadership role as a ranking minority member from 1979-1991. The papers reflect his involvement in the areas of clean air- and acid rain legislation, conservation, health and human services, transportation and energy policy. As well as the guide, there are item level lists for speeches, press releases, photographs, and VIP correspondence available at the library. For additional information, contact Special Collections and Archives at (413) 545-2780 or email: gg@titan.oit.umass.edu

Gail Giroux

The **University of Louisville** Archives and Records Center has recently acquired the papers of Congressman Romano Mazzoli, 3d District, Kentucky, who retired after serving twelve terms in the U.S. House of Representatives. Beginning in October 1994, 1158 boxes were shipped to the Louisville warehouse, in five separate shipments, with 24 separate transmittal numbers. The shipments ranged in size from 11 boxes to 747, and the number of boxes on each transmittal ranged from 4 to 181. There was no single storage space available in the warehouse so the boxes were unloaded onto 14 different shelves, near to each other but not contiguous. The boxes also were not loaded or unloaded in any specific order which necessitated mapping the storage shelves and creating a legend in order to check off each box number and locate any individual box if the need arose. When the Archives receives the necessary funding, the 1158 boxes will be culled and sorted down to about 350. A preliminary sort will be done of the remaining 350 boxes and a series level descriptive finding aid will be written. Project Archivist Katherine Burger Johnson was originally scheduled to work as a staff archivist for Congressman Mazzoli beginning in May 1994, but was not able to pursue this plan due to the Congressional hiring freeze. She is now hoping to begin work (with the assistance of a graduate student) in July 1995. For more information, phone (502) 852-6674. email: kbjohn01@ulkyvm.louisville.edu

Katherine Burger Johnson

The **University of Delaware** Library is opening for research the papers of J. Allen Frear, Jr. (1903-1993), who served in the U.S. Senate from 1949-1960. The Frear family will visit the Library on May 10 to view an exhibition commemorating the opening. The papers of Senator Frear, a Democrat, are a valuable source for contrast and comparison with the papers of his Delaware colleague in the Senate, Republican Senator John J. Williams. The collection, which originally contained ca. 200 linear feet, was appraised to ca. 80 linear feet. In addition to his Senate papers, the collection includes a small amount of material related to his post-Senate career in the SEC, and a wonderful series of correspondence and memorabilia related to his student days at the University of Delaware, 1920-1924.

L. Rebecca Johnson Melvin

The Honorable Philip R. Sharp, Congressman from the 2nd Indiana District has donated his congressional papers to the A.M. Bracken Library, at **Ball State University**, Muncie Indiana.

(MAC Newsletter)

## PROFESSIONAL QUERIES

### COSTS OF PROCESSING

Karen Paul of the Senate Historical Office is interested in acquiring information about the cost of processing congressional collections. Anyone who has compiled such information for recent, large collections is asked to send it to Karen D. Paul, Senate Historical Office, Washington, D.C. 20510. (Costs could be gauged by amount processed by staff member per week, or cost per box.) This information will be helpful in convincing Congress members of the cost savings of good records management, and might be useful as offices explore appropriate use of new technologies in the congressional office.

### NEWS ORGANIZATION SURVEY

A survey of top news organizations that cover Congress has been underway this winter and spring. The results of this survey, an implementation of a strategy suggested in *The Documentation of Congress*, will be included in the new, expanded *Guide to Research Collections of Former United States Senators* mentioned elsewhere in this newsletter. The survey explores the niche of periodical press archives and inquires about holdings, the presence of finding aids, and terms of access.

Editors of prominent periodicals in print such as *the Nation*, *Mother Jones*, and *American Spectator* are responding to mail and telephone inquiries. In all, more than 45 editors are being queried. The *National Union Catalog of Manuscript Collections* (NUCMC) and the Research Libraries Information Network (RLIN) have yielded locations for numerous collections, mostly of periodicals no longer published. Also included in the survey are the locations of the papers of prominent Capitol Hill correspondents who wrote for the periodical press.

Please contact Bryan Culp if you know of a magazine archive, or the papers of a Capitol Hill correspondent, suitable for inclusion in the study. Bryan Culp, Office of Senator Bob Dole, 141 Hart Senate Office Building, Washington, DC 20510 (202) 224-6521 or email bryan\_culp@dole.senate.gov



## LITERATURE AND SOURCES

Mark Greene, "Appraisal of Congressional Records at the Minnesota Historical Society: a Case Study," in *Archival Issues* (Vol. 19, no. 4, 1994) pp. 31-43.

Political scientists at the Carl Albert Center have devised a new Internet mailing list. Its purpose is to facilitate congressional research by providing a forum in which scholars can share research ideas, methodological innovations, preliminary book reviews, tips on field research, etc. To subscribe, send the following email message to [LISTSERV@UOKNOR.EDU](mailto:LISTSERV@UOKNOR.EDU): subscribe CONGRESS-L (your name) (Editor's note: My subscription to this list was confirmed in mid-March, but as of mid-April I have yet to receive any news from CONGRESS-L. Please get on the list, publicize it, and let's see if we can get some discussion going!)

### Forthcoming:

Faye Phillips. *Congressional Collections: Collecting, Appraising, Arranging and Describing*, from McFarland and Co., 1996.

*Provenance*, 1992, (due in the summer of 1995) Vol. X, numbers 1 and 2 will include "Processing and Maintaining a Congressional Collection" by Mary Boccaccio (a summary of the results of the 1990-1991 survey conducted by the Roundtable) as well as the following case studies in appraising congressional papers: "Appraising a retiring Senator's Papers: a view from the Staff of Senator Alan Cranston," by Susan Goldstein; "'Neither Fish Nor Fowl': The Thurmond Collection as both Repository and Records Center and Its Effect on the Appraisal Process," by James Cross; and "Appraisal of Senator John Williams' Papers," by L. Rebecca Johnson Melvin.

## NOTE FROM THE EDITOR

Many thanks to all who contributed to this newsletter, especially those who shared institutional news. In addition to learning of acquisitions, the news has informed us of funding, opening promotions, staffing, preservation, and technology related to congressional collections. Electronic communication on the ARCHIVES listserv proved a valuable means of collecting this information, but I would like to encourage those who do not have email access to contact me with other news. On behalf of the steering committee, I would like to thank all those who responded to a call for support of the Office of the Historian. Many of us have benefitted from the archival services of that office provided by Cynthia Pease Miller. Please follow the news on that office, because there may be need for more professional support this summer. There will be an August newsletter before the annual meeting in D.C., so please send information to the editor: L. Rebecca Johnson Melvin, University of Delaware Library, Newark, DE 19717-5267 (302) 831-6089 ph. (302) 831-1046 fax [lrjm@brahms.udel.edu](mailto:lrjm@brahms.udel.edu)

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