

Congressional Papers Roundtable Newsletter

Society of American Archivists

March 2003



From the Chair

Jeffrey Suchanek

I am pleased to report that since the Birmingham meeting the Steering Committee and the various task forces have been hard at work. Part of the unfinished business from the Birmingham meeting was a definition for “research centers.” As you recall, the “research center” definition initiative was one of the results of the CPR Forum that was so ably organized by Cynthia Pease Miller and Karen Paul from the Senate Historical Office, and held in the Capitol Building in Washington prior to the 2001 SAA Annual Meeting. A draft of the definition was presented to the membership at the business meeting in Birmingham last year and, after discussion, we agreed that a task force would be appointed to work through the unresolved issues. The members of the Centers Definition Task Force were Jeff Thomas (Glenn Institute, Ohio State Univ.), Herb Hartsook (Univ. of South Carolina), Sheryl Vogt (Russell Library, Univ. of Georgia), Bill Meneray (Tulane Univ.), and Kimberly Butler (North Central College, Naperville, Illinois). The result of their hard work and calm deliberations, the “Congressional Collections Repositories Definition,” is presented in this newsletter.

The synergy generated by this task force inspired the Steering Committee to approve the creation of a new task force to author an *Evaluation Guidelines to Congressional Papers Collections* pamphlet. The goal is to provide Members of Congress with a reference tool that will aid them in evaluating potential repositories, as well as provide knowledge and guidance to any repository that may contemplate the addition of congressional papers to their collecting policy. The pamphlet will incorporate much of what is contained in the “Congressional Collections Repositories Definition,” as well as information that was gleaned from the preservation survey that the Roundtable conducted several years ago. The Steering Committee believes it will have SAA publication potential, or it could be made available on the Roundtable’s web site.

The Web Page Task Force, chaired by CPR Vice Chair/Chair-Elect Rebecca Johnson Melvin, has also been working hard. Other members are Karen Paul, Robin Reeder, Kate Snodgrass, Alan Haeberle, Liz Scott, and myself (as ex-officio). Important changes to the Roundtable’s Website have either been made or are underway. For example, Kate Snodgrass at the Center for Legislative Archives has arranged for her systems support staff to take over maintenance of the “Congressional Collections at Archival Repositories” website. We believe this is a logical move because CLA already serves as a clearinghouse for collecting print copies of finding aids and guides to congressional collections, and their institutional status and national scope will enhance the visibility and stature of the list.

Although it has been a busy six months as chair, it has been my pleasure to work with so many of our dedicated colleagues. I am sincerely grateful for the time and effort everyone put into their respective projects.

Minutes, Annual Meeting, Birmingham, AL, 22 August 2002

Todd Kosmerick opened the meeting and welcomed the members. Cynthia Pease Miller of the nominating committee presented the slate of candidates for election, and passed out ballots. The candidate for Vice Chair/Chair Elect was Rebecca Johnson Melvin from the University of Delaware. For the two positions on steering committee the candidates were Jean B. Bischoff, University of Kansas; Alan H. Haeberle, U.S. Senate; Betsy Pittman, University of Connecticut; and Jeff Thomas, Ohio State University.

Todd introduced the program, which dealt with the anthrax attack last year on the U.S. Senate. The first presenter was Rebecca Altermatt who currently works with the Winthrop Group in New York City. She described her experiences during the fall of 2001 when she was working as archivist in the office of Senator Barbara Mikulski (D-MD). She started work in that office on September 10, one day before the terrorist attacks in New York and Washington. Her office in the Hart building was closed for just a day or two then, but was evacuated for several months because of anthrax on October 17. Along with many other Senate staff, Rebecca had to be tested and was given a three day supply of antibiotics as a precaution.

Because she was new to the office, Rebecca did not necessarily recognize all the changes in security and other procedures that occurred because of the attack, but her work was affected. Since Senator Mikulski is from Maryland, Rebecca and other staff were able to work out of nearby state offices part of the time. Later they were able to use temporary offices in the Russell Senate Office Building, which had not been closed. Rebecca’s work mostly involved surveying records, and she was also able to work at the National Records Center in Suitland, Maryland. Other staff were able to keep working at their jobs, even though the office mail was held up for weeks or months until it could be irradiated and declared “safe.”

While much of the Senate staff got back to their offices in January, the Mikulski staff could not return to their Hart Building office until February. Their suite had to go through a more thorough decontamination process because it was located directly above Senator Daschle’s office where the anthrax letter was received. One of the hardest things of the whole period was not knowing, in the beginning, how long they would be out of their office, and not knowing from day to day what office space was available, and where they would be working. While the staff pulled together to make sure that work got done, Rebecca also found the experience somewhat isolating as she had to move from space to space, where ever there was room to work, and could not settle into a routine.

The next presenter was Doris Hamburg, from NARA, who talked about the effects of the irradiation process that all mail going to Congress is now subjected to. After the anthrax (cont. on p. 5)

INSTITUTIONAL NEWS

The **Colorado State University** Archives and Special Collections recently acquired the papers of Rep. Robert Schaffer (R-CO), 1997-2003. Schaffer served Colorado's 4th district.

Colleen McCorkell

The **New York University** Archives announced the hiring of Katie Senft as the Project Archivist for the John Brademas Congressional Papers. Katie, a recent graduate of NYU's archival management program, began processing the nearly 500 linear feet of materials in September 2002. The project is projected to last three years.

Brademas (D-IN) served as a U.S. Representative in Congress from Indiana's Third District from 1959 to 1981. He remained on the Committee on Education and Labor throughout his tenure where he became a leading force in the creation of legislation concerning education, arts and humanities, vocational rehabilitation, services for the elderly and handicapped, and libraries and museums. Following his career in government, Brademas served as President of NYU from 1981 to 1992. His congressional papers will serve as the cornerstone for a congressional studies center that Brademas is seeking to found at the University.

Katie Senft

The Sophia Smith Collection at **Smith College** in Northampton, Massachusetts is pleased to announce the processing of the first installment of the Congressional papers of Jane Harman (D-CA), 1992-1998 and 2000-present. Currently the ranking Democrat on the House Permanent Select Committee on Intelligence, Harman's Congressional career has focused on environmental issues and women's concerns as well as defense-related initiatives. The Harman Congressional Papers Project Archivist is Kathleen Banks Nutter and Sarah Keen is Manuscripts Processor. Processing of the nearly 150 linear feet of Harman's papers, which cover her first three terms in office, is scheduled for completion in February 2004 at which time the Sophia Smith Collection will mount an exhibit showcasing the Congresswoman's important contributions to California's 36th Congressional District and to the nation at large.

Kathleen Banks Nutter

The East Texas Research Center (ETRC) at Stephen F. Austin State University is currently processing Rep. Charles Wilson's (D-TX) papers, 1973-1997. This collection consists of approximately 566 linear feet of material. Because of the size of the collection and the renewed interest in Congressman Wilson's experiences with the Afghan Freedom Fighters, we are making series available as soon as they are processed. By the end of March 2003, over half of Congressman Wilson's papers will be available for researchers. Series in this collection include: Scrapbooks, Photographs, Questionnaires and Petitions, Democratic Study Group Material, Invitations, Press Releases, Videotapes, Correspondence, Legislation and Audio tapes. The finding aid for the Charles Wilson Congressional Papers can be viewed online at: <http://libweb.sfasu.edu/etrc/COLLECT/MANSCRIPT/PERSO/NAL/WilsonCharles/main.htm>.

Congressman Charles Wilson began his political career in 1960 when he was elected to the Texas House of Representatives. He served in the Texas House of Representatives for six years and was then elected to the Texas Senate in 1966. On November 7, 1972, the second district of Texas elected Charles Wilson to the U.S. House of Representatives. He retired from the U.S. House of Representatives in 1997.

While serving in the U.S. House of Representatives Congressman Wilson was involved in local and international change. He created the first Big Thicket National Preserve, helped the Afghanistan freedom fighters and brought more Veteran Affairs services to eastern Texas.

The East Texas Research Center is located in the Ralph W. Steen Library on the campus of Stephen F. Austin State University in Nacogdoches, TX.

Rachel Galan

Approximately 1,000 boxes of papers from the office of former Sen. Phil Gramm, (R-TX) have arrived at the **Texas A&M University Libraries**, where Gramm has chosen to leave his papers. The papers contain correspondence, press releases, files, audio and video tapes, clippings, memorabilia and other materials documenting Gramm's 24 years of service in the United States House of Representatives (1979-1985) and the Senate (1985-2003). Staff members at the Cushing Memorial Library and Archives will process the papers and make them available to researchers through the Cushing Library as quickly as possible. "We are very pleased to have the papers of Sen. Phil Gramm. Given the magnitude of his contributions to the state and the nation, his papers are a major resource for researchers in a wide range of subjects including banking, public policy, and contemporary politics," stated Fred M. Heath, dean of the University Libraries.

Records and Archives in the News

Former Senator, now Governor, Frank H. Murkowski (R-AK) has deposited the records of his twenty-two years in the Senate with the Alaska and Polar Regions Department of the **University of Alaska Fairbanks**. Murkowski was first elected to the Senate in 1980, after serving as Alaska's Commissioner of Economic Development and president of the Alaska Chamber of Commerce. As Senator, he served on the Committee on Energy and Natural Resources and chaired the Committee on Veterans' Affairs. Reelected in 1998, he resigned on December 2, 2002, having been elected Governor of Alaska.

The nearly 2,000 c.f. of records includes correspondence, reports, speeches, news clippings, press releases, photographs, videotapes, and other records that document the Senator's campaign, legislative, committee, administrative, constituent, and press-related activities. While the collection is voluminous, transfer of the materials is proceeding smoothly, thanks to the Senator's foresight to hire a staff archivist—Deborah Gordon—for the past five years. The collection is currently closed, pending processing.

The Department recently completed processing the Ernest Gruening (D-AK) Papers. An established journalist, Gruening served as editor for the New York Tribune and the New York

Post. Following several years as director of the Division of Territories and Island Possessions, Department of the Interior, he was appointed Governor of the Territory of Alaska by President Franklin Roosevelt in 1939 and was twice reappointed. In 1956, Gruening was elected provisional Senator for the Territory and was reelected and accorded full Senatorial privileges following Alaska's admission as a state in 1959. Known as "the father of Alaska's statehood," he continued to focus his concerns on domestic issues such as civil rights, natural resources, and birth control. One of only two senators to vote against President Johnson's Gulf of Tonkin Resolution, Gruening may be most widely remembered as an early and continued opponent of America's involvement in Vietnam. Ernest Gruening died in Washington, D.C., 1974.

The Ernest Gruening Papers document the life and career of the former journalist, civil servant, Governor, and Senator. The nearly 500 c.f. of documents span the years 1914 to 1974, with bulk of the materials dating from his years in the Senate (1959-1968). The collection is organized into nine series: journalism career, 1914-1934; Director of Territories and Island Possessions, 1934-1939; Alaska Territorial Governor, 1939-1953; Alaska statehood, 1947-1958; U. S. Senate, 1959-1968; personal, 1887-1974; scrapbooks, 1899-1959; photographs, and artifacts. The records include correspondence, diaries, speeches, writings, subject files, news clippings, publications, photographs, and memorabilia. Subjects well represented in the papers include Alaska's campaign for statehood, public works in Alaska, population control, aviation, disasters, natural resources, and foreign relations—especially Vietnam. Also among the papers is a small collection of Dorothy Smith Gruening's correspondence and guest books. An unpublished finding aid is available and an electronic version will shortly be posted to the archives' website at www.uaf.edu/library/collections/apr/index.html.

Anne L. Foster

The **University of New Mexico** after many years of discussion and several decades of working with federal, state and local government officials, officially established the University of New Mexico Political Archives (UNMPA) in July 2001. At present, the university library, through its Center for Southwest Research, holds some 4,200 cubic feet of materials from elected or appointed officials that represent individual political participation in twentieth-century national, state, and local politics. These records include the only three Hispanic U.S. Senators ever elected to office. The papers of Senators Octaviano Larrazolo (R-NM) and Dennis Chavez (D-NM) are completely catalogued and available for research through the Online Archive of New Mexico (OANM), a searchable database provided by the UNM General Library—Center for Southwest Research. The papers of Senator Joseph Montoya (D-NM), comprising 505 cubic feet of materials are currently in process and are scheduled to become available for research by July 2005.

The UNMPA is also the chosen repository for Sen. Pete Domenici (R-NM) and Sen. Harrison "Jack" Schmitt (R-NM); Rep. Steve Schiff (R-NM) and Representative and former Cabinet Secretary Manuel Lujan (R-NM), 1969-1989. In January 2003, Rep. Heather Wilson (R-NM), the second woman from New Mexico elected to Congress, named the UNMPA as her official repository. The staff of the UNMPA

will spend the next decade dedicated to the inventorying, cataloging, and fundraising work necessary to make all these collections accessible to researchers. For further information please contact Rose Diaz or Charlotte Walters (505/277-7171).

The UNM Center for Southwest Research offers many online searchable finding aids through the Online Archive of New Mexico. Check it out!

<http://elibrary.unm.edu/oanm/search.html>

Charlotte A. Walters

The Carl Albert Center at the **University of Oklahoma** has been awarded a grant from the Oklahoma Humanities Council for the creation of a new traveling exhibit titled "Doing Their Part: Oklahomans and the World War II Experience." The exhibit will examine the war through the eyes and voices of people in Oklahoma at the time, and it will display historic photographs, letters, V-mail, comic books, ration books, brochures, and pamphlets from the archival holdings of the center and a number of other repositories. The grant will be used for research, design, and fabrication of the exhibit; construction of traveling display cases and crates; and development of publicity posters and secondary school study guides. The exhibit will begin touring throughout the state of Oklahoma in 2004.

In January 2003, the center opened the first portion of the records of the Congressional Sunbelt Caucus. The caucus was a bipartisan Legislative Service Organization (LSO) made up of members of the U.S. Congress from Southern and Southwestern states. It commenced in 1981 and continued to 1995. The Carl Albert Center acquired its records in 1997. This first group of records to be opened comprises 4.75 cubic feet and covers the dates 1981-1992. It consists of three series: (1) Administration, Organization, Membership; (2) Press and Newsletters; and (3) Task Forces, Briefings, Issues, Correspondence. Most of the materials concern caucus membership, administration, public relations, and issues. Other portions of the collection remain closed to researchers but are scheduled to be opened by the end of 2005.

Over the past few months, the center has also been receiving shipments of two new collections. These are congressional papers from Representatives Dick Arme (R-TX) and J. C. Watts (R-OK). Both retired from Congress at the conclusion of the 107th Congress. Arme had been Majority Leader of the U.S. House, and he had represented Texas's Twenty-sixth District since 1985. He received a Ph.D. from the University of Oklahoma in 1969. Watts had been the Republican Conference chair in the U.S. House, and he had represented Oklahoma's Fourth District since 1995.

Todd Kosmerick

The **University of Rhode Island** is currently processing Sen. John H. Chafee's (R-RI) senatorial papers, 1975-2001, with the assistance of a grant from his family. In the Chafee papers there are over 17,000 electronic files stored on zip disks. This development has posed a challenge to organizing and presenting these materials in a comprehensive manner. The papers should be open to researchers by late Spring 2003. Papers from his tenure as Governor of Rhode Island and the Secretary of Navy are completed and the register is available on our website

http://www.uri.edu/library/special_collections/. The

repository is also in the preliminary stages of processing Sen. Claiborne Pell's (D-RI), papers 1961-1996. This collection measures over 2500 linear feet. There is a detailed inventory of the records along with a locator file and scope and content note. Funding for processing these papers has not yet been procured, but we are working on it. The papers of Rep. Claudine Schneider (R-RI), 1975-1991, are also available for research.

Mark Dionne

Outgoing Rep. Tony Hall (D-OH), 1979-2003, will send "scrapbooks, legislation, mail, photographs and other papers from his nearly 24 years in Congress" to the archives of **Wright State University**. Hall will resign his seat "one day before he is sworn in" as representative to the UN's Food and Agricultural Organization in Rome. The Senator stated "[by] making the files available to students, historians and the general public, I am hoping to increase the understanding of the legislative process and how the federal government interacts with the people of the Dayton area." Included "are angry letters received after Hall proposed Congress apologize for slavery" and "pictures of Hall with former presidents."

Akron Beacon Journal, 8/7/2002.

SEN. PAUL WELLSTONE PAPERS

On October 25, 2002, the plane carrying Sen. Paul Wellstone (D-MN) crashed. It can be argued that the tragic accident that claimed the life of Sen. Paul Wellstone had a large and serious effect on the American political landscape. Certainly it has had a remarkable effect on the acquisition of his papers by the Minnesota Historical Society. I think the sudden and terrible nature of Wellstone's passing created an additional interest and investment in his papers by MHS administration, the press, and the public.

Shortly after Wellstone's election in 1990, MHS expressed an interest in acquiring his papers and began a long process of negotiating the deed of gift. After the 1996 election, MHS agreed to store Wellstone's campaign papers until the deed of gift was negotiated, after which they would be processed. At the time of the accident, the donor agreement was still not complete.

In the weeks that followed the crash, a grieving Chief of Staff met with the Director of MHS where it was determined that I (Craig Wright, Manuscript acquisitions curator) would make a trip to DC to provide assistance to staff as they packed up Wellstone's papers. I had conversations with the DC staff archivist and IT coordinator and quickly realized that my predecessor Mark Greene had done good educational work, as they had a good grasp of MHS's appraisal criteria about what materials were important to retain.

Off I went to DC, where I spent two full days working with staff. It was here that I began to truly learn about Paul Wellstone, as many staff met with me and told me what Wellstone meant to them. I heard many stories about both Paul and Sheila Wellstone's kindness and treatment of staff, interns, and the public. It was still a period of grieving since there had been a Washington memorial for Wellstone the night before I arrived.

It is no surprise that the press had an interest in the papers. I had a 45 minute interview with the Washington correspondent of the Saint Paul Pioneer Press who incorporated some of my comments into a piece that was picked up by other agencies. Shortly after MHS received the papers, people from Fox News came out and filmed some footage for television which was used along with an interview with Wellstone's campaign manager.

Public interest in the papers is strong. We have had many requests for photographs, primarily to serve as a remembrance for people, but also for a website time line and a publisher who is reprinting one of Wellstone's books. This has prompted the pursuit of a third agreement, one which simply allows us to reproduce select photographs. There have also been several inquiries by researchers interested in writing biographies of Wellstone.

Four months after the accident, the acquisition of the Wellstone papers is an ongoing process. Negotiations regarding the donor agreement continue, and there will be separate agreements covering the campaign materials and Senate office records. We physically have the approximately 500 cubic feet of materials. I receive from three to five inquiries about the papers each week. MHS administration is pursuing resources to assist in the eventual processing of the collection. And it appears that through the papers, I have achieved my 15 minutes of fame.

A CENTURY OF LAWMAKING FOR A NEW NATION

Just under five years ago the Library of Congress's American Memory program, in cooperation with the Law Library of Congress, introduced a seven-volume set of documents covering the First Congress. Thus was planted a seed of historic U.S. Congressional documents in the collection *A Century of Lawmaking for a New Nation* (<http://memory.loc.gov/ammem/amlaw/>) that today has grown into a massive archive of significant materials spanning the first one hundred years of the nation's legislative process.

The current release features the addition of a number of new titles, updates of existing ones, and a redesign of the site itself. The new titles include the twenty-five-volume *Letters of Delegates to Congress (1774-89)* published by the Library of Congress, the thirty-eight-volume *American State Papers (1789-1838)*, the six-volume *Revolutionary Diplomatic Correspondence, Joint Resolutions of the Senate (1824-73)*, and the first three volumes of the *Congressional Record (1873-75)*. Other recent additions to existing titles include bills of the House (1799-1811), and the Journals of the House and Senate along with the *Statutes at Large* from the 43d Congress. The site's new design includes a more consistent layout for describing and presenting the materials, a page of selected bibliographies, and links to related information on the Internet.

With this update, *A Century of Lawmaking for a New Nation* has met, and even exceeded, its original goal to digitize 440 volumes of Congressional documents. The site currently includes approximately 700 physical volumes of materials selected by the Law Library of Congress to reflect the history and development of the U.S. Congress. Future updates currently in digital production and planned for release in 2004 will include selected additional volumes of titles already online, particularly the *Statutes at Large* up to 1950 and the *Senate Executive Journal* up to approximately 1920.

(Minutes, cont. from p. 1)

letters were received in the Senate, the Office of Science and Technology Policy determined that irradiation during mail processing was the most effective way to deal with anthrax or other biohazards that might turn up in the future. Irradiation has been used for years to sterilize things like medical equipment, but its use on mail is a new application. The postal service contracted with several companies to perform this service. All mail going to Congress, the White House, and many Federal agencies based in Washington, will be irradiated.

The high energy radiation causes chemical changes in the materials, including killing any biological hazards. Originally, materials were given very high doses of radiation to make sure all items were penetrated. (Dosages have since been reduced.) The side effects of the radiation includes heat, and generation of gasses, including carbon dioxide and ozone. The chemical reactions in the materials can be seen immediately, but it is suspected that some side effects will only become apparent over time. Among the effects on paper and plastic material are drying, embrittlement, loss of tensile strength, discoloration and general acceleration of rates of aging. Photographic, magnetic, and electronic media are clearly affected and often destroyed.

The drying of the papers creates a powdery dust that covers the materials. This dust appears to have been the cause of allergic reactions and irritations that was a problem for many people who handle the mail. The remedy for most people is to wear latex gloves and masks while working with the mail.

Other effects noted include inks and dyes on papers fusing and transferring to adjacent pages, and plastic windows on envelopes melting. Glass, ceramics and gemstones can become discolored. Pharmaceuticals are also affected.

NARA, LC, NIST, and other agencies are trying to determine what the long term effects will be on materials and how they should be cared for in the future. The White House has determined all irradiated materials will be retained, but policy has not been finalized for Congressional offices. Options for handling these items include destroying the originals after scanning or photocopying, or copying for use while keeping originals that have intrinsic value. Research is ongoing, and both the process of irradiation and the techniques for handling irradiated materials are evolving.

Alan Haeberle passed out a packet of materials related to the anthrax incident in the Senate, including a floorplan showing the location of contaminated offices, a timeline of the incident and the remediation process, and the results of a survey of archivists working on Capitol Hill at that time (about 10), describing how their lives and work were affected.

Diana Shenk, from the SAA Program Committee for the Los Angeles meeting in 2003, encouraged members to submit session proposals for that meeting. The conference theme is Spotlight on Archives: Showcasing the Diversity of the Archival Enterprise. The program committee will probably focus on technology and entertainment based sessions, but the theme is broad enough that anything of interest to sections and roundtables would be appropriate, and the committee likes to see endorsements from these groups.

Jeff Suchanek invited anyone with an idea for a session proposal to contact him, and noted that a sponsorship by one or more roundtable or section can increase the chances of a proposal being accepted. He introduced Jill Severn who

described a proposal endorsed by the Roundtable addressing the impact of terrorism or catastrophe on records and records keepers.

Alan Haeberle passed around the mailing list, requesting everyone to check their listings and make changes or additions as necessary.

Jeff Suchanek talked about the preservation task force, which has been formulating best practices or standards for appraisal or preservation of Congressional collections, and has forwarded recommendations to the steering committee. As the first phase of their work, the task force members have agreed on a three category system for classing preservation activities--minimal (basic), preferred, or optimal. The next phase of the work will be writing justifications for these recommendations, and phase three will be formulating recommendations for appraisal issues. These recommendations, if approved by the steering committee and membership of the Roundtable, will help members of Congress and institutions in making decisions on where to place, or whether to accept, collections.

Rebecca Johnson Melvin reported on the web page task force. They are considering splitting the current web page into two separate entities, one dealing with the work and history of the Roundtable, and the second part containing the supplemental information about Internet sources dealing with Congressional collections at archival repositories, and other topics. They are seeking a volunteer to be webmaster for the CPR page, to work through the SAA, which will host the site. As for the section on Congressional collections, the Center for Legislative Archives has agreed to take on hosting that resource and additional information, such as a list of public policy resource centers.

Todd clarified the issue about moving the CPR web site from its present host at the University of Delaware, and splitting the content between new hosts at the SAA and the Center for Legislative Archives. A vote was taken and the change was approved.

Kate Snodgrass gave a report from the Center for Legislative Archives. Renovations at the downtown Archives building are in full swing. The documents from the Treasures vault have been moved to Archives II in College Park for the duration of the work. CLA has been moved to temporary space in the basement of Archives I. The Outreach staff is halfway through "Congress and the Shaping of American History," an educational resource publication to be distributed to every high school in the country. CLA staff is involved in providing documents for the exhibit in the Capitol Visitors Center. Kate also mentioned the improved online searching feature that has been added to their web site.

Todd filled in for Robin Van Fleet, from the House Legislative Resources Center, who was not able to attend. Todd said he spoke with Ken Kato about the new office of History and Preservation at the House. Information about the new office can be found on the House web site, or in the CPR Newsletter for July 2002.

There were several brief announcements. Todd passed along a notice from Robin Van Fleet, concerning a job opening at the John Joseph Moakly Archives, at Suffolk University, in Massachusetts. He also mentioned the Student Poster session contributed by the University of Arizona concerning the congressional papers of Dennis DeConcini, and introduced Linda Whitaker who distributed a handout on their exhibit. A member talked about the section on Archives

of Parliaments and Political Parties of the International Council on Archives and urged people to join, noting that the next ICA meeting would be in Vienna in 2004. Burt Altman from Florida State announced the third installment of the web exhibit on Claude Pepper. Also, in the fall, the Pepper Library will make the first release of selected Senate papers of Claude Pepper. Rebecca Johnson Melvin said the Historical Society of Delaware has hired an archivist to process the William Roth papers, and among their activities, they are planning to work on an oral history. Jim Cartwright introduced Jan Zastro, the new congressional papers archivist at the University of Hawaii.

Mark Greene announced that he was back working with Congressional papers now that he is at the American Heritage Center at the University of Wyoming. He introduced Elaine Engst from Cornell University, who is a newly elected member of SAA Council and will be the new liaison between Council and the Congressional Papers Roundtable. He also noted that the SAA task force on electronic publishing had posted a draft report for comments on the web site, and invited members of the Roundtable to take a look. Todd introduced, Meghan Attalla, a graduate assistant at the Carl Albert Center in Oklahoma, and he commented how pleased he was to see so many student showing interest in this group, and thanked them for coming.

Todd then introduced business from the Advisory Committee on the Records of Congress, specifically coming up with a definition of Public Policy Resource Centers, and deciding on follow-up actions, such as developing a roster of policy centers. These tasks grew out of the discussions at the Congressional Papers Forum held just before the SAA Washington meeting in 2001. The Advisory Committee felt that the Roundtable would be better suited to work on this.

The definition has been drafted and published in the newsletter. The steering committee has reviewed it and recommends the Roundtable adopt it, with certain additions. One question is whether all centers need to meet all criteria listed in the definition in order to be considered "public policy resource centers." Specifically, the committee recommend that after the first sentence in the third paragraph (which begins "A Public Policy Research Center is defined..."), the following sentence should be inserted: *A center should meet many but not necessarily all criteria indicated below, nor does it have to contain the words "public policy" in its title.*

Then considerable discussion ensued about several concerns raised by the definition as written. The following summary tries to cover the major points brought up, (with apologies to those whose points may be too briefly paraphrased, or whose contributions may not be identified or noted).

Mark Greene noted the phrase in the next to last paragraph referring to academic departments or university libraries, and wanted to make it clear that centers could be found in settings other than strictly academic or university-type institutions. It was suggested that after the phrase, we insert "or other research facility/institution."

Mark also brought up the point that the definition comes close to being a "standard," and as an SAA group, the Roundtable may have to go through a process of discussing this with the Standards Board, and getting formal approval. Todd noted that when Karen Paul started work on this, it appeared that the Advisory Committee was going to be the

group to approve and promulgate the document, but at their last meeting they said it was more appropriate for the Roundtable to do that. So did this mean that we needed to get more input in order to get this approved? Mark said not necessarily, we may have fulfilled most or all the requirements of Standard Board already by the type of consultations and discussions we have been conducting, and approval may be just a formality. Rebecca said that one of the reasons the Advisory Committee wants the definition to come from Roundtable is so that it would be clear that it was put together by professionals working in the field. SAA council approval would strengthen this. Todd suggested that we need to check out the standards route, and got the consensus of the meeting on this point. He noted we were not ready to vote on the issue at this meeting.

Discussion continued along the lines of what exactly made a "public policy resource center." How many of the enumerated criteria did a repository have to meet to be considered a PPRC? If an institution collected political papers as part of a broader special collections program, but did not have a specific organizational "entity" that focused on political collections, could it be considered a PPRC? Todd expressed the concern that this definition could split the membership of the Roundtable into two classes: PPRC and non-PPRC. The thinking behind the definition was explained as an attempt to channel collections into institutions that have sufficient resources to properly care for them. But there is no specific intent to declare small centers or repositories ineligible to receive political collections. No matter what sort of definition is in place, small institutions that are not constituted as "resource centers" will continue to acquire collections of congressional papers. The Roundtable may encourage the development of PPRCs, but it can also remain as a resource for smaller repositories that hold political collections.

Todd suggested a committee to discuss the definition further, since it was clear that the Roundtable as a whole had too many questions about it. The committee would need to work over the next few months as there was not time to complete a revision by the end of the SAA meeting. A motion was made and passed to table the discussion on the resource center definition, and it was decided to work through e-mail or other means to constitute a committee after members of the Roundtable returned home. The committee could then discuss the unresolved issues and report to the membership at a later date.

Finally, Cynthia Miller reported on the election. Rebecca Johnson Melvin is the Vice Chair/Chair Elect, and the new steering committee members are Jean Bischoff and Alan Haeberle. Todd then thanked, and the membership applauded, Cynthia Miller and Jill Severn, who were rotating off steering committee and completing their service with this meeting. The meeting adjourned at approximately 7:15.

INTERESTED IN BECOMING MORE INVOLVED IN CPR? OPPORTUNITIES ABOUND!

We will be electing new officers in August at our annual meeting in Los Angeles. Positions that will be opening are **vice chair/chair elect** and two slots on the **steering committee**. The vice chair/chair elect requires a three-year commitment, and the person winning election becomes chair of the roundtable in her/his second year and head of the nominating committee in the third. The other two steering committee positions require two-year commitments. More details on these offices can be found in the roundtable's bylaws, which are available on the web at <http://www.lib.udel.edu/ud/spec/cpr/bylaws.htm>. Anyone interested in running for office or who wants to recommend people for nomination should contact Todd Kosmerick at kosmerick@ou.edu or (405) 325-5045.

If running for office isn't your thing, CPR is also in need of a **newsletter editor(s)**. Our terms of office end with the July 2003 newsletter. Anyone interested in becoming the new editor should contact the current editors, Liz Scott or Alan Haeberle, or the current chair, Jeff Suchanek. Also, the CPR Web Page Task Force is searching for a **Webmaster** who can follow the new guidelines from SAA and place our website on their server. This would be a great opportunity for one of our newer Roundtable members to increase her/his visibility within the Roundtable as well as their own institution. For more information, contact Web Task Force chair and current vice chair of the Roundtable, Rebecca Johnson Melvin or current CPR Chair Jeff Suchanek. (For contact information, see the steering committee list on p.9)

SENATE TREASURE DISCOVERED!

Whoever said "Clean up! You never know what you'll find" was right. On November 19, 2002 two Senate aides uncovered a "literally priceless" treasure while cleaning out the Capitol's east front basement storage rooms: a 400 page Senate reimbursement ledger from 1790 to 1881. Within minutes of its discovery, Senate Historian Richard Baker and outgoing Senate Majority Leader Tom Daschle (D-SD) were in the Capitol's basement to confirm the document's authenticity. Titled "Senators Compensation and Mileage," the gold-stamped volume provides a glimpse into the financial structure of the Senate throughout the 19th century. The document has the signatures of John Adams, Thomas Jefferson, and Aaron Burr -- all of whom were Vice-presidents and hence also served as Presidents of the Senate. The ledger shows that Senators treated their reimbursement seriously. In 1790, Senators received \$6 for each day they were in session. They also got a 30 cents a mile for a maximum of 20 miles allotment for their commute to and from their home states. In 1816, Senate salaries increased from \$6 to \$8 per day. Annual salaries did not take hold until 1855. Today, Senators make an average, annual salary of \$150,000 to \$166,000. As Baker said, "[This book] is a great metaphor for the growth of the nation, to say nothing of the growth of the Senate."

Baker hopes the book will be digitized and accessible to the public via the Senate's web site within six months. Without a Senate historical office one wonders what would otherwise happen to such inadvertent discoveries

CONGRESSIONAL COLLECTIONS REPOSITORIES

Background and Purpose

Congressional papers and related collections have tremendous, and often untapped, historic value and present unique challenges to the institutions which collect them. Six conferences, beginning with the "New Harmony Conference: Access to the Papers of Recent Public Figures" in 1977, have each attempted to make recommendations toward establishing certain standards or to move forward the work of those managing political and public policy papers. The September 1978 "Conference on the Research Use and Disposition of Senators' Papers" yielded a checklist for establishing a records disposition program for senators and their staffs. The checklist focused on records management issues and resources and qualities of the collecting archival facility. Funded by the Dirksen Congressional Center and the National Historical Publications and Records Commission, the Congressional Papers Project of 1985, more popularly known as the "Harpers Ferry Conference," dealt with an ambitious agenda to improve the archival management of congressional collections. The most significant actions were the adoption of minimum standards both for collections and for repositories.

Meeting in conjunction with the 1989 "Bicentennial Symposium on Understanding Congress," a task force of the Congressional Papers Roundtable of the Society of American Archivists undertook a multi-year documentation project on Congress. The 1992 Senate publication *The Documentation of Congress* sets forth recommendations for establishing adequate collections development policies and programming to document fully the functions, administration, and external relations of Congress. Throughout this task force report are scattered references to key characteristics that define congressional repositories that will successfully adopt the documentation guidelines. In September 1994 at Portland, Maine, Northwood University and the Margaret Chase Smith Library sponsored a "Congressional Papers Conference" to assess the preservation, use, and accessibility of members' papers.

The *Third Report of the Advisory Committee on the Records of Congress* prompted the most recent "Congressional Papers Forum" sponsored by the Congressional Papers Roundtable in August 2001. At that forum, panelists and focus groups made recommendations to the Advisory Committee for improving the process of preserving members' papers in two key areas: archival records management in the congressional office and development of a strong national network of congressional or public policy resource centers. The forum group thought it primary to promote an understanding of the important role these policy centers play in making congressional collections available for research and in providing public programs at the local, state, national, and even international levels. The Advisory Committee responded by naming two task forces to pursue the recommendations. The Centers Task Force reported that the CPR appropriately should define and set standards for policy centers as congressional papers repositories and assist in compiling a roster for the historical offices to use in locating appropriate repositories for members' collections.

The Congressional Papers Roundtable believes that institutions that specialize in collecting congressional and

related collections serve a special purpose in documenting Congress and should possess certain characteristics to assure that these collections can be administered properly. While the Roundtable encourages the creation of centers, departments, or programs that concentrate on collecting, processing, and promoting research in such collections, it recognizes that not all institutions with the expertise to collect, process, and administer congressional papers necessarily maintain separate centers, departments, or programs. It is not critical that an institution meet each of these standards, but the ability of the institution to serve its donors and the public should reflect the degree to which these standards are met.

For the Congressional Papers Roundtable to set standards does not set precedent, since most congressional papers reports and proceedings have suggested standards as recommendations. An emerging profile of the ideal congressional, political, and public policy papers repository certainly has appeared in collegial conversation, reports and proceedings, and professional literature. The responsible conclusion to these twenty-five years of experience and discussion is for the CPR to use the professional knowledge gathered over this period and formulate a body of standards that establish the criteria for the definitive congressional papers and related collections repository and have those standards sanctioned by the Society of American Archivists.

Definition of a Congressional Collections Repository

It is important that legislative collections, particularly larger congressional collections, be administered by repositories capable of dealing with the unique demands such collections pose. Listed below are criteria developed to identify repositories particularly well suited to administering legislative collections. Regardless of whether a repository acquires congressional collections as a part of a broader collecting policy or seeks to develop a special program for legislative papers, a repository seeking congressional and other legislative collections should meet many of the criteria outlined below. Few repositories, however, will meet all of the criteria. The individual characteristics of each collection, region, and repository must be weighed against these criteria to determine whether a good match is made in placing a collection at a particular repository.

The repository should have a formal collection policy identifying legislative papers and related ancillary collections as a collecting priority. Examples of related collections of significant value include the archives of political parties, and papers of key staff, unsuccessful candidates for office, special interest groups, political journalists and editorial cartoonists, political scholars, and political consultants. Further guidelines are available in *The Documentation of Congress* (S.Pub. 102-20)

The processing, preservation, and even reference of legislative collections tends to be expensive and labor intensive. Repository budgets must be sufficient to handle these demands. Repositories should possess sufficient space to house and preserve large collections in archival quality storage. Archival work on contemporary political collections requires a professionally trained staff of adequate size, and with some experience and knowledge of the legislative and political process, and past and current research trends in studying government and politics. Repositories should be capable of processing new acquisitions in a timely fashion and

to a level allowing intellectual control over the whole of the collection. Collection descriptions should allow easy access to discrete elements of the collections. Repositories should have staff capable of providing knowledgeable reference assistance to researchers.

The commitment to documenting contemporary government and politics requires an active collecting program seeking additions to existing collections and new collections building upon those already on hand. Repositories should also have strong reference and secondary sources, and outreach programs such as exhibitions or seminars, to supplement the documentary record, and to excite and facilitate research in its holdings. Examples of such programs include oral history projects, research and/or travel grants, and educational programming.

Check List: Desirable Characteristics of Congressional Collections Repositories

- Collection policy specifies legislative collections as a particular area of interest.
- Broad collection policy includes ancillary collections as a collecting priority.
- Ongoing oral history programs supplement the documentary record.
- Staff has professional archival training and expertise in archival work with legislative collections.
- Staff size is sufficient to process large collections in an appropriate length of time.
- Suitable space exists for the receipt, storage and processing of large collections.
- Able to conserve and preserve paper and other media typically found in legislative collections.
- Able to provide knowledgeable reference assistance to researchers.
- Programs exist to reach out to the public and excite interest in the study of the repository's legislative collections.
- Congressional Collections Repositories within a larger organization have some distinctive profile within that organization.
- Staff is knowledgeable about the broader universe of legislative holdings at other repositories and have professional working relationships with other Congressional Collections Repositories, the House Legislative Resources Center, the Senate Historical Office, and the Center for Legislative Archives, as appropriate.

CPR STEERING COMMITTEE 2002-2003

Jeff Suchanek (Chair)

Wendell H. Ford Research Center and Public Policy
Archives
King Library, University of Kentucky
Lexington, KY 40506
Phone: 859/257-8634 Fax: 859/257-6311
jsuch1@pop.uky.edu

Rebecca Johnson Melvin (Vice-Chair/Chair Elect)

University of Delaware Library
Newark, DE 19717-5267
Phone: 302/831-6089 Fax: 302/831-1046
lrjm@udel.edu

Todd J. Kosmerick (Immediate Past Chair)

Carl Albert Center
University of Oklahoma
630 Parrington Oval, Room 101
Norman, OK 73019
Phone: 405/325-5045 or 325-5401
Fax: 404/325-6419
kosmerick@ou.edu

Geoffrey Reynolds (2001-2003)

Joint Archives of Holland
P. O. Box 9000
Hope College
Holland, MI 49422-9000
Phone: 616/395-7798 Fax: 616/395-7197
reynoldsg@hope.edu

Carla Summers (2001-2003)

Department of Special Collections
University of Central Florida Libraries
P.O. Box 162666
Orlando, FL 32816-2666
Phone: 407/823-2788 Fax: 407/823-2529
csummers@mail.ucf.edu

Jean Bischoff (2002-2004)

Robert J. Dole Institute of Politics
University of Kansas
Lawrence, KS 66045
785/864-2033
bischoff@ku.edu

Alan H. Haerberle (2002-2004)

Office of Senator Orrin Hatch
104 Hart Senate Office Bldg
Washington, DC 20510
Phone: 202/224-3743 Fax: 202/224-6331
alan_haerberle@hatch.senate.gov

EX OFFICIO MEMBERS

Senate Historical Office
Karen Dawley Paul
United States Senate
201 Hart Senate Office Building
Washington, DC 20510
Phone: 202/224-3351 Fax: 202/224-5329
Karen_Paul@sec.senate.gov

Legislative Resource Center, U.S. House of
Representatives

Robin Van Fleet Reeder

Legislative Resource Center
B106 Cannon House Office Building
Washington, DC 20515
Phone: 202/226-9937 Fax: 202/226-4635
Robin.Reeder@mail.house.gov

Center for Legislative Archives, National Archives

Kate Snodgrass

National Archives
700 Pennsylvania Avenue, NW
Washington DC 20408
Phone: 202/501-5350 Fax: 202/219-2176
katherine.snodgrass@nara.gov

Newsletter Editors

Elizabeth Scott

Library and Information Services
Saint Michael's College
One Winooski Park
Colchester, VT 05439
Phone: 802/654-2540 Fax: 802/654-2630
escott@smcvt.edu

Alan Haerberle (see steering committee)

CONGRESSIONAL COLLECTIONS WEBSITE MOVED

CPR and the Center for Legislative Archives (CLA) at NARA announce relocation of the Internet source page *Congressional Collections at Archival Repositories* to a Web site hosted by CLA: www.archives.gov/records_of_congress/repository_collections

Formerly hosted and maintained on a server at the University of Delaware Library, the page will be available at the new URL as of Friday, February 21, 2003. An automatic redirect at the old URL will send researchers to the new site. *Congressional Collections at Archival Repositories* was created in 1995 as a project for the Congressional Papers Roundtable to exploit the Internet as an access tool to personal papers of members of Congress. The Web site serves as a gateway for congressional archivists and researchers to quickly locate collection descriptions or to contact institutions for reference assistance via the Internet. It currently provides links to 67 archival repositories with congressional holdings and lists nearly 450 collections of personal papers of members of Congress, many with direct links to online collection descriptions.

Relocation of the Web site *Congressional Collections at Archival Repositories* to CLA is expected to bring greater national visibility to the page as an Internet source for congressional research. The site complements the Center's collection of printed finding aids and collection guides to congressional archives around the country. It also complements the standard printed sources for locating congressional papers: *Guide to Research Collections of Former Members of the United States House of Representatives, 1789-1987* and *Guide to Research Collections of Former United States Senators, 1789-1995*.

Members of CPR will continue to contribute information to the list and will promote its use amongst archival colleagues and scholars. Collections or institutions are added to the list only if they provide some *online* information about specific congressional collections or the scope of their congressional holdings. Research questions about the collections should be directed to the holding repositories.

To report additions or corrections to the site, contact Kate Snodgrass at CLA, 202/501-5350.

Elizabeth B. Scott
Box L
Saint Michael's College
One Winooski Park
Colchester, VT 05439