

## **Report of the Congressional Papers Roundtable Electronic Records Task Force**

May 2011

The Electronic Records Task Force was established at the 2009 CPR meeting and co-chairs Leigh McWhite and Betsy Pittman were appointed. Task force members, in addition to the co-chairs, included Abby Griner Adams, Benjamin Goldman, Chrystal Carpenter, and Mark Wolfe.

The Task Force drafted a charge based upon communications received from CPR officers and the Steering Committee. The Task Force also reviewed the results of a 2009 CPR survey on electronic records, publishing a brief synopsis of their analysis and group's mission in the June 2010 issue of the [\*Congressional Papers Roundtable Newsletter\*](#) (p. 7). At the 2010 meeting, the co-chairs also reported on progress to date:

- Survey evaluation
- Drafting of documents listed in charge
- Plan for posting resources on the CPR website

The task force also recommended that the Steering Committee consider appointing individual(s) responsible for keeping the materials up to date over time.

The following documents appeared on the CPR website for use and comment prior to the August 2011 CPR meeting:

- 2009 CPR Electronic Records Survey Results
- Analysis of the 2009 CPR Electronic Record Survey
- Electronic Records Checklist for Congressional Offices
- Template for a Repository's Electronic Record Policy
- Guidelines for Processing Electronic Records
- List of Resources on Electronic Records
- 2011 Report of the CPR Electronic Records Task Force

The co-chairs respectfully request that the Steering Committee accept this report and the documents created. They also suggest the dissolution of the current Task Force. However, fully cognizant of the rapid transformation of technology and the potential for new resources to arise, they also recommend that the Steering Committee devise a method for periodic review and revision of the resources created by the Task Force. This activity may require amendment to the CPR bylaws in order to provide for the creation of a permanent committee or some other means for assuring regular reassessment.

Submitted on behalf of the taskforce,

Betsy Pittman and Leigh McWhite