



# Congressional Papers Roundtable

## NEWSLETTER

Society of American Archivists

Fall/Winter 2011-2012

### From the Chair:

By Ben Rogers

#### 25th Anniversary meeting

It has been a busy 25th anniversary year for CPR. We all owe a BIG THANKS to Jill Severn and her Program Committee, Linda Whitaker, Betsy Pittman, Shannon Lausch, Lori Schwartz and Kathy Young., for CPR's 25th anniversary meeting in Chicago. Kathy Young went above and beyond to arrange the meeting at the Loyola University's Water Tower Campus. The morning sessions set the stage for the day with founding members Lydia Lucas, Connie Gallagher and Cynthia Pease Miller reminiscing about the early years. This was followed by a session on the developmental years of CPR by Karen Paul, Sheryl Vogt, and Herb Hartsook. These two sessions were developed with the assistance of the CPR History Taskforce, Linda Whitaker, Betsy Pittman and Cary Osborne.

After lunch, Jill divided everyone into three groups to brainstorm about the future of CPR through strategic planning in the SAA areas of Advocacy, Technology and Diversity. After the Business Meeting, everyone joined in the anniversary reception sponsored by The Russell Center, University of Georgia, and Poage Legislative Library, Baylor University.

#### Strategic Plans

Based on the session summaries in Chicago, I have initiated two taskforces to continue the conversation and make reports at CPR in

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## CPR Pre-Conference and Annual Meeting Minutes

August 23, 2011

### Welcome and report from CPR Chair – Jill Severn Steering Committee and Intern Introductions

Jill Severn welcomed everyone to the 25<sup>th</sup> annual meeting of the Congressional Papers Roundtable. She introduced three interns: Cary Osborne, Shannon Loutz and Debbie Davendonis-Todd. Cary worked with the History Taskforce; Shannon and Debbie worked with the Program Committee, and Debbie also served on the Survey Committee. Jill then thanked Kathy Young for working with the Program Committee to arrange the CPR meeting in Chicago at Loyola University's Water Town Campus.

**SAA Council Representative, Tom Hyry**, spoke earlier before the business meeting. He announced that Bill Landis would be the new liaison.

**SAA Program committee Representative Rob Spindler** called for proposals related to San Diego theme, "Beyond Borders." He spoke of bridges between other professional communities, San Diego as a border town, international and political borders. He requested competitive proposals with:

1. Clear association with the theme.
2. Endorsement of roundtables and committees and
3. Completeness – cover all the bases; contact speakers and get confirma-

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2013. The two groups share a common charge: ...*(to) develop a strategic plan in keeping with the current SAA strategic plan for the future of CPR. Suggested plans may not be limited to the scope of the SAA plan but may not contradict it. The strategic plan of the Task Force will be submitted to the CPR steering committee by or before July 15, 2013 and presented to members at the CPR meeting in 2013. This report should make explicit any costs or resources required for implementation of all aspects of the plan. The Steering Committee will then decide how to implement the plan.*

The following CPR members volunteered to be a part of these groups: **Task Force on Advocacy:** Co-Chairs: **Katherine L Fleming** (Archivist, Barry University) and **Deborah S. Skaggs, CA** (Archivist, Senator Mitch McConnell and Secretary Elaine L. Chao Archives) along with members **Debra Davendonis-Todd** (Graham Political Papers Archivist, University of Florida), **Karen Dawley Paul** (Senate Archivist) and **Lori N Schwartz** (Special Projects Archivist, University of South Carolina). **Task Force on Diversity:** Co-Chairs: **Jeffrey S. Suchanek** (Public Policy Archives, University of Kentucky) and **Janet M. Bunde** (Brademas Congressional and Assistant University Archivist, New York University) along with members **Gary J. Chaffee** (Processing Archivist, Barbara Jordan Archives, Texas Southern University), **Mary Anne Hamblen** (Ted Stevens Project Archivist, University of Alaska Fairbanks), **Jill Severn** (Head of Access and Outreach, University of Georgia Russell Library) and **Jeffrey W. Thomas**, (Archivist, Ohio Congressional Archives, Ohio State University).

The current Task Force on E-Records will incorporate technology strategic planning into their responsibility. Leigh McWhite will continue as co-chair of this group joined by Jan Zastrow.

**CPR Interns** -Another program initiated by Jill Severn was the CPR Intern program. Thanks to interns Shannon Lausch and Debbie Davendonis-Todd for working with the 25<sup>th</sup> anniversary program and Cary Osborne for her service on the History Taskforce. So far this year, we have two volunteers to work with Leigh McWhite as interns on a new project to survey the papers of over 100 congressmen who have recently left office. If anyone else who is relatively new to CPR would like to participate in the intern program, you can still volunteer to work with the advocacy or diversity taskforces or the Program Committee. Just contact me.

**CPR Survey** -Last year, Jill asked Lori Schwartz, Debbie Davendonis-Todd and me to work with her on a survey of CPR members. The results of this survey, which will give insight into member preferences for several years, are now on the CPR web site ([www2.archivists.org/groups/congressional-papers-roundtable/cpr-member-survey](http://www2.archivists.org/groups/congressional-papers-roundtable/cpr-member-survey))

**E-Records Task Force**- While the work of the E-Records Taskforce continues, Jan Zastrow joins Leigh McWhite as co-chair along with members Abby Adams, Chrystal Carpenter, Ben Goldman, and Mark Wolfe. Thanks to Betsy

Pittman for her service in the past year. The valuable resources created by this group are now available online: ([www2.archivists.org/groups/congressional-papers-roundtable/projectspublications-1](http://www2.archivists.org/groups/congressional-papers-roundtable/projectspublications-1)). The Taskforce will also be making a recommendation for a change to the bylaws. See the article about this in this newsletter.

**CPR Resources- Listserv** – Remember you can join the CPR Listserv. To subscribe to CPR Listserv, [visit the CPR home page](#) and click on the "Join/Leave" link at the top of the page. You will automatically be subscribed to the CPR list. You can then modify your subscription preferences as normal. **You do not need** to be a member of SAA to join the list.

**Newsletter** – Morgan Davis and Gary Spurr continue to produce the CPR newsletter. Please give them our group thanks. I know I would not be able to find time to create the newsletter, so I am most grateful for their time to the editing, layout and publication of the newsletter.

**Web site** – There are still two versions of the CPR web site on the SAA site, so be sure you visit the most current one: [www2.archivists.org/groups/congressional-papers-roundtable](http://www2.archivists.org/groups/congressional-papers-roundtable). Here you will find links to the CPR Survey and CPR Projects.

**Changes to By Laws** -Please see the article in this newsletter about suggested changes approved by the Steering Committee from the E-Records Taskforce and the CPR History Taskforce. These changes will be voted on at the 2012 meeting. Absentee balloting will be available prior to the meeting.

**SAA Sessions Approved**- Congratulations to both groups who submitted session proposals to SAA for the San Diego meeting. The first, *Share a Byte! A Practical Collaborative Approach to E-Records in Modern Political Collections* was submitted by Abby Adams (Access and Electronic Records Archivist, Richard B. Russell Library for Political Research and Studies, University of Georgia). Second is *Crossing Borders: Barriers to Documenting the Under-Documented* was submitted by Linda Whitaker (Archivist and Librarian, Arizona Historical Foundation) with session chair Burt Altman (University Librarian, Florida State University, Special Collections).

**SAA San Diego**- I hope you will be able to attend the CPR pre-session in San Diego. Thanks to the detective work of Linda Whitaker, our host will be Rob Ray, head of Special Collections and Archives, San Diego State University. Linda reports that San Diego State is called the "People's University" and is the oldest institution of higher learning in the city. Further, SDSU is an "easy trolley ride from the convention center." More details about San Diego in the next newsletter.

If you have input about CPR, please contact me at [ben\\_rogers@baylor.edu](mailto:ben_rogers@baylor.edu), 254-710-3540 or any other member of the steering committee. Thank you for your continuing interest and support of the Congressional Papers Roundtable.

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tion.

He also introduced “Lightening Talks.” Rebecca Melvin had a question concerning endorsements. Rob was asked to define lightening talks and Linda Whitaker asked about the structure of the lightening talks.

### **Committee and Task Force Reports**

**Survey Taskforce – Jill Severn, Ben Rogers, Lori Schwartz, Debbie Davendonis-Todd.** Ben Rogers gave a brief summary of the Survey Taskforce and then introduced Lori and Debbie (via phone) who presented a dialogue between Ms O’School and Ms iSchool highlighting the major statistical points of the survey. The printed survey report was handed out in the form of a finding aid and is posted online: <http://www2.archivists.org/groups/congressional-papers-roundtable/cpr-member-survey>

### **E-Records Taskforce – Leigh McWhite, Betsy Pittman.**

Leigh McWhite referred to the reports of the taskforce online along with a number of supporting forms for electronic records. The Taskforce suggested that CPR establish an E-Records Standing Committee. This was referred to the Steering Committee. Leigh also reported the nucleus of one SAA session proposal related to the theme, “Beyond Borders.” [Betsy Pittman was unable to attend]

### **E-Records Taskforce Reports:**

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.

**History Taskforce: Linda Whitaker and Rebecca Johnson Melvin, Intern Cary Osborne.** The Taskforce recommended the creations of a CPR Historian as a permanent member of the Steering Committee. The Historian would work with the webmaster to keep the web site up to date and create records retention schedule for CPR.

**Nomination and Election Committee:** Brian Keough’s report was essentially presented when the election was posted online.

### **Reports from Allied Groups**

#### **Association of Centers for the Study of Congress – Sheryl Vogt**

Sheryl expressed congratulations from ACSC on CPR 25<sup>th</sup> anniversary. At their meeting in May 2011, they approved a resolution which Sheryl read that expressed the sense of ACSC that its relationship with CPR is important and the association desires to nurture this relationship and demonstrate support of CPR in its twenty-fifth year.

They also instituted a \$500 annual scholarship to

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enable an archivist to attend CPR. The first recipient was Cary Osborne.

ACSC also initiated a National History Day History of Congress award of \$1000. This year's winner was in the category **Junior individual documentary**: A Dream Deferred: The Failure of the Federal Elections Bill of 1890 by Claire Keller of Hardy Middle School, Washington, DC

The ACSC is also partnering with the Kettering Foundation to conduct a series of public forums. Twelve ACSC member institutions are participating the first year and will convene and moderate 3 deliberative forums in FY2012, one of which is related to the national debt. For ACSC participation and reporting on research questions of interest to Kettering, its Foundation is providing \$35,000 for the project.

The ACSC received an invitation from the Carl Albert Center to participate in a special edition of their journal, *Extensions*, focusing on the founding of ACSC and the importance of congressional study.

This year Congress Week, sponsored by ACSC will be September 12-16. This is coordinated with Constitution Day on September 17. The theme this year is "Of the people..." Posters and cover letters were distributed to all members of Congress.

The next ACSC meeting will be in May 2012 in Athens, GA, at the new home of the Russell Center. This will be a coordinated meeting with the History of Congress Conference.

#### Center for Legislative Archives – Matt Fulgham

- **National Archives Colloquium:** On July 5, 2011, David Ferriero, Archivist of the United States, announced that Peter Shulman, an Assistant Professor at Case Western Reserve University, was the recipient of the first National Archives Legislative Archives Fellowship, a \$10,000 stipend funded by the Foundation for the National Archives. Dr. Shulman's appointment, noted Ferriero, "grows out of our commitment on many different levels to foster research and inquiry into the historical records of Congress housed in the National Archives Center for Legislative Archives. We look forward to having him share the results of his research with the community at large." His research explores the complex interplay between technological change, the rise of fossil fuels, and the emergence of the United States as a global power.

- Reorganization by NARA under Legislative Archives, Presidential Libraries and Museum Services with a new Director, Dr. James Gardner.
- The Center continues to accession several thousand cubic feet of textual records each year from Congressional committees and an increasing volume of electronic committee records. A growing number of legislative branch agency commissions, boards, and panels have transferred their records recently. Earlier this year the Center received an estimated 16 terabytes of data from the Financial Crisis Inquiry Commission additional electronic records from Congressional Oversight Panel. In September the Center will receive the records of the Commission on War-time Contracting in Afghanistan and Iraq in September.
- The **Descriptive Project** is an effort to make more of our current descriptive information available on-line and to create additional descriptive information for our more recent committee records. We are working on a pilot project and hope to have records description for the first 100 years of Congress available on-line within the next few months. To assist with the Center's description project, the Center will soon hire an additional staff person who has expertise with descriptive standards.

#### Office of Art and Archives, U. S. House of Representatives - Robin Reeder

Held annual records forum in February with committee clerks

In 111<sup>th</sup> congress, held 56 consultation with members and 19 with committees. 105 members left the House in January 2011. Many of these only served one or two terms.

Project on the Next Generation of Finding Aid in partnership with the Center for Legislative Archives and the Senate. We will be using Archivists Toolkit for the project but first attending classes on the software. Alison Trulock is the point person on the project.

Completed records schedules for the Office of the Clerk

Heather Burk handles cataloging of photographs

Alison Trulock oversees committee records

Historian's office is working on their next book entitled *Hispanics Americans in Congress*

House has created a September 11 web site with oral history interviews.

**Senate Historical Office - Karen Paul****New Archival Staff:**

New staff added in October 2010, Deputy Archivist **Elisabeth Butler**, formerly archivist for Homeland Security Committee for six years. Her great strength is archiving electronic records. She joins Deputy Archivist **Alison White** who is now part time on our staff. Focusing on archiving digital records and are experimenting with staff exit interviews. Encouraging committees to add professional archivist to staff to manage digital records. Currently nine archivists on ten committees.

**Outreach Activities:**

Quarterly brown bag sessions with Hill archivists to discuss records issues. Reception at the Center for Legislative Archives during orientation week in December for new Senators and families. CHARM (Capitol Hill Archivists and Records Managers) group now ten years old and is a vehicle for outreach to new staff members. Congress Week/Constitution Day: Observing Constitution Day began in 2004 when Senator Byrd inserted an amendment into an omnibus appropriations bill. This past year it also incorporated Congress Week. Sponsored a panel discussion and invited a class of high school students. In 2011, John C. Stennis Center for Public Service Fellows are sharing their experiences as fellows for the event.

**Senators departed 2010:**

- 17 out of 18 Senators who departed over the last year selected repositories. About 1/3 had archival help in closing, either professional or trained people. Others worked with their designated archives.
- With 2 deputy archivists we were able to devote more time to the offices that were closing. Instead of a one-time comprehensive meeting, we were able to do a *series* of meetings. Not only was this better for the offices, but it was informative for us. Held series of meetings and were able to analyze the findings, the result is a new *Office Archives Tool Kit*, 18 tools an office needs to manage their records and create a good archive.

**Declassification of Senate Records:**

The Public Interest Declassification Board met last July and focused on declassification of the older records of Congress. We followed up with a request to the Center to help us proceed with a systematic review. The CLA worked with the

National Declassification Center to conduct an assessment for the approximately 1200 boxes of eligible Senate committee records dating from the 99<sup>th</sup> Congress and earlier. The evaluation factored in the degree of difficulty based on the ongoing sensitivity of the information. The assessment identified 36 boxes of records over 50 years old that should receive first priority. Included are files of the Committees on Armed Services and Foreign Relations, as well as the Judiciary's Subcommittee on Internal Security. The Center also will conduct an annual review that identifies additional records as they reach 50 years old. Discussions are underway with the Senate Intelligence Committee regarding records of the Church Committee.

Eight senators are retiring in 2012. Two have designated repository, five are in negotiations. Historical Office Timeline project. Selecting documents and images from all 50 states. Project will be online at Senate.gov when finished.

## 2011-2012 CPR Steering Committee

Chair

Ben Rogers, Baylor University

Vice Chair/Chair Elect

Leigh McWhite, University of Mississippi

Immediate Past Chair

Jill Severn, University of Georgia

Member Representatives

Chrystal Carpenter  
The University of Arizona

Jacque Sundstrand  
University of Nevada, Reno

Burt Altman  
Florida State University

Walter D. Ray  
Southern Illinois University

Organizational Representatives

Karen D. Paul—Senate Historical Office

Robin Reeder—U.S. House of Representatives

Matt Fulgham- Center for Legislative Archives

## CPR INTERN ANNOUNCEMENT



CPR is looking for volunteers for one or more unpaid section internships for 2012. The intent of the intern project is to provide new members of CPR or those interested in becoming more active with the roundtable an opportunity to participate in the organization’s ongoing and special initiatives.

The intern's primary responsibilities will be to work on one of the main initiatives of the current steering committee:

- E-records Taskforce implementation
- Program Committee, San Diego 2012
- Strategic Planning Task Force on Advocacy
- Strategic Planning Task Force on Diversity

Additionally, interns may be tapped to write article(s) for the CPR newsletter or participate in other ongoing activities as they arise. The intern will serve from the time of selection through the 2012 SAA Annual Meeting (attendance at the 2012 Annual Meeting is not required).

Applicants should have a demonstrated interest in political papers (such as work, volunteering, internships, and/or coursework). Also important are attention to detail, good organizational and communication skills, flexibility, and a sense of humor.

To apply for the CPR internship, submit via email a resume and a cover letter detailing your reasons for interest in the internship to the CPR Chair Ben Rogers (ben\_rogers@baylor.edu). Please also indicate which of the 4 main initiatives interest you. Deadline to apply is March 15, 2012.

## CPR Endorsed Programs Approved for SAA 2012

### **Crossing Borders: Barriers to Documenting the Under-documented**

Archivists and record keepers who live and work in the Southwest borderlands function in a politically charged environment. It is a place where core archival values can be challenged at any time, any place. The barriers to collecting and accessing borderlands materials are many. The panelists, ranging from a student intern to a field-tested tribal preservation officer, discuss the issues and describe the strategies used to successfully cross borders.

Session proposer:  
Linda Whitaker, Arizona Historical Foundations

### **Share a Byte! A Practical Collaborative Approach to E-records in Modern Political Collections**

Archiving modern political collections presents archivists and records managers with all types of management issues but nowhere is this more evident than with regard to electronic records. Files created by individuals in federal, state, or county political office present storage, security, privacy, preservation, and access problems. Thus, working collaboratively with the donating political office, technical support, vendors, and other archivists is vital to success. The complexity of these collections offer lessons in management, processing, preservation, and collaboration that can be utilized in other arenas. Presenters will discuss the myriad of practical approaches they have taken to surmount these obstacles including professional relationships they have built in the course of their work.

Session Proposer:  
Abby Adams, University of Georgia

# CPR Bylaw Amendments

At the 2011 meeting in Chicago, Steering Committee members discussed the need for revisions to the roundtable's bylaws. One proposed amendment would create the new appointive position of Historian. CPR programs last fall celebrated the rich and productive history of our group. The post of Historian will help to preserve the records of the roundtable for future generations and also assist the web editor to make selected material available on the CPR website.

A second set of amendments would transform the Electronic Records Task Force into a permanent standing committee. As we all know, the digital environment is in a constant state of flux. A permanent Electronic Records Committee will monitor these changes and work to update and create resources that will assist roundtable members

with these demanding formats. Currently, the CPR chair-elect has no designated responsibilities, and one of the proposed amendments will provide for this individual to become chair of the Electronic Records Committee. Other members will receive appointments from the Steering Committee, and the Center for Legislative Archives at NARA will designate an ex officio member from their office experienced in the management of electronic records.

Finally, other revisions seek to update the method by which CPR bylaws are enacted in order to allow online votes on future bylaw amendments. Following the current bylaws, the vote on this set of proposed amendments will take place at the 2012 CPR business meeting in San Diego. The nominating committee will announce deadlines and procedures for requesting an online ballot in early May 2012 via the CPR listserv.

Note - Proposed changes shown in red

## **BYLAWS CONGRESSIONAL PAPERS ROUNDTABLE**

SOCIETY OF AMERICAN ARCHIVISTS

\* Approved August 2005 \*

### **BYLAWS FOR STRUCTURE AND RESPONSIBILITIES**

#### **PURPOSE**

The Congressional Papers Roundtable of the Society of American Archivists is composed of members of the Society and others who work with or have an interest in the papers of members of Congress and the records of Congress. The roundtable provides a forum for news, for discussion of issues and developments, and for setting standards and advocating action in the preservation and management of congressional papers and records.

#### **STEERING COMMITTEE**

The Steering Committee is composed of 10 members: the officers (chair, vice-chair/chair-elect, and the immediate past chair); four member representatives (two elected per year for two-year terms); and one representative each from the Office of History and Preservation of the House of Representatives, the Senate Historical Office, and the Center for Legislative Archives of the National Archives. The newsletter editor and the web editor serve as ex officio members (unless they also hold elected positions).

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the chair if vacancies occur. Committee members help set agenda for the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual program and SAA program sessions sponsored by the roundtable. Steering Committee members are expected to attend the annual meeting.

#### **OFFICERS**

The chair, vice-chair/chair-elect, and the immediate past chair serve as officers of the roundtable. Only individual members of SAA and the Congressional Papers Roundtable may hold these positions.

The chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the

roundtable, chairs the steering committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, chairs the Program Committee, and handles administrative matters.

The vice-chair/chair-elect serves as acting chair in the absence of the chair and participates as a member of the steering committee in all its activities. *The vice-chair also serves as chair of the Electronic Records Committee.*

The immediate past chair serves as a member of the steering committee and as chair of the Nominating Committee.

The officers make a commitment for three years to serve one year each as vice-chair/chair-elect, chair, and immediate past chair. Each is expected to attend the annual meeting.

### **NEWSLETTER EDITOR(S)**

One or two newsletter editors shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The newsletter editors serve as ex officio members of the Steering Committee, unless they also hold elected membership. In the latter case, the newsletter editors shall have all decision privileges of committee members. Members serving as newsletter editors should not serve concurrently as chair of the roundtable.

The newsletter editors are responsible for editing, publishing, and distributing two newsletters per year and any other special issues or mailing as determined by the Steering Committee. They maintain the roundtable mailing list and negotiate all newsletter matters with the SAA office as appropriate. By agreement between them, one of the newsletter editors will serve as secretary at the annual roundtable meeting and take minutes that subsequently will be published in the newsletter.

### **PROGRAM COMMITTEE**

The Program Committee is composed of the chair, vice-chair/chair-elect, and Steering Committee members who are not members of the Nominating Committee. The chair shall appoint certain Program Committee members to coordinate, write, and submit Steering Committee-approved session proposals on behalf of the roundtable to the SAA Program Committee.

The Program Committee develops proposals for both the roundtable program and SAA sessions for the following year's annual meeting. The Steering Committee reviews and selects proposals.

### **WEB EDITOR**

The web editor shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The web editor serves as an ex officio member of the Steering Committee, unless he or she also holds an elected position. In the latter case, he or she shall have all decision privileges of committee members. The web editor should not serve concurrently as chair of the roundtable.

The web editor is responsible for maintaining and updating the CPR website as needed and for negotiating all website matters with the SAA office as appropriate.

### ***HISTORIAN***

*The historian shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The historian serves as an ex officio member of the Steering Committee, unless he or she also holds an elected position. In the latter case, he or she shall have all decision privileges of committee members. The historian should not serve concurrently as chair of the roundtable.*

*The historian is responsible for coordinating the roundtable's record retention with the roundtable web editor.*



## **NOMINATING COMMITTEE AND ELECTION**

The Nominating Committee is composed of the immediate past chair, who serves as chair of the committee, and two first year members of the Steering Committee. If any of these cannot serve, the roundtable chair shall appoint members from the Steering Committee as needed.

The Nominating Committee solicits candidates for the next year's leadership, using a notice in the newsletter and on the roundtable's listserv (if any) and receiving the names of volunteers of persons recommended, and prepares an appropriate slate for the elected roundtable positions from those nominees agreeing to place their names in nomination. The committee ensures that there is at least one nominee and no more than two nominees for vice-chair/chair-elect and that the number of nominees for Steering Committee is not less than the number of positions to be filled. All candidates for election must be individual members of SAA and the roundtable. The committee submits the slate of candidates to the newsletter editor no later than June 1 for publication in the newsletter issued preceding the annual meeting. The committee also submits the ballot to the Society of American Archivists no later than six weeks prior to the SAA annual meeting. The Society of American Archivists conducts the election on-line through services available from its membership database. Only members of the roundtable may vote. Any member of the roundtable who is unable to vote using the on-line ballot may request an absentee ballot from the committee chair; absentee ballots must be returned to the committee chair prior to the annual meeting. Voting shall be by secret ballot if there are more candidates than can be elected for any position. Candidates with the highest number of votes shall be elected. New leadership assumes office at the conclusion of the annual meeting of the roundtable.

If for any reason the vice-chair is unable to succeed to the office of chair, a new chair shall be elected following the same procedures as election for a vice-chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

## ***ELECTRONIC RECORDS COMMITTEE***

*The Electronic Records Committee is composed of the vice chair, who serves as chair of the committee, two or more members appointed by the Steering Committee, and an ex officio member designated by the Center for Legislative Archives at the National Archives and Records Administration. Terms for appointed members are encouraged to range from not less than two years to not more than three years.*

*The Electronic Records Committee is responsible for conducting an annual review of all resources posted on the CPR website related to electronic records management in congressional collections, making updates and revisions when necessary. The committee may also create new resources on the subject when advisable.*

## **ENACTMENT**

These bylaws were first approved and enacted by a majority vote of the membership in August 1996.

Proposed amendments to the Bylaws must be published in the newsletter issued preceding the **annual meeting** *vote by the membership on the bylaws amendment*. Amendments must be approved by a two-thirds majority of the Steering Committee and must be ratified by a two-thirds majority of the total votes cast by members ~~present at the annual meeting of the roundtable and by members voting by absentee ballot. Any member of the roundtable who is unable to attend the annual meeting may request an absentee ballot from the Chair of the Nominating Committee. Absentee ballots must be returned to the Chair of the Nominating Committee prior to the annual meeting via a vote online or at the annual meeting of the roundtable (if the latter, than absentee ballots will be managed by the Chair of the Nominating Committee).~~

A copy of the Bylaws shall be available to any member through the Roundtable's website and upon request to the chair.

## A Progress Report on the Advisory Committee on the Records of Congress

By Karen Paul

On December 5, the Advisory Committee on the Records of Congress (established by P.L. 101-509) met at the National Archives. Chaired by the Secretary of the Senate during the 112<sup>th</sup> Congress, the eleven member committee is comprised of five ex-officio members and six members appointed by the House and Senate leadership. It meets twice a year to consider issues relating to the historical records of Congress. Its recent attention has focused on two important initiatives: the creation of an Internet-based up-to-date finding aid for the House and Senate collections, and preservation of digital records.

Concerned that finding aides to congressional records were not available online, the Committee established a Finding Aid Task Force in 2009. The Archivist of the United States, David Ferriero, subsequently funded an expert consultant to study the proposed project and outline recommendations for implementation. Sharon M. Leon, Director of Public Programs of George Mason University's Center for History and the New Media, prepared the final report, which was approved in June 2011. Since then, implementation of the report has involved training of the archival staff of the Senate, House, and Center for Legislative Archives, and the Center's hiring of a new Digital Archivist. The project has now completed an analysis of data and resource needs based on the conversion of descriptive data from published House and Senate Guides and Preliminary Inventories into structured meta-data for entry into the National Archives online catalog, ARC. This phase created 4,600 file unit entries for records of the first 50 Congresses, (1789-1889). The new entries are scheduled to be available in the public online catalog in January, 2012.

Contemporary records are much more voluminous and complex. In order to produce estimates of time and staff needed to create series level entries, the Center for Legislative Ar-

chives conducted two pilot projects. Senate records of the 95<sup>th</sup> Congress contain 5498 cubic feet of records from 22 committees. Description resulted in 628 new entries, produced at the rate of about 15.62 cubic feet an hour or .22FTE. The 28 committees included in the 95th Congress House pilot resulted in 526 new file unit descriptions at the rate of one description for every 8.85 cubic feet or .18 FTE. With current staff and intern levels, the Center estimates it will take 10 years to describe all of its current holdings which are 217, 724 cubic feet.

To stop adding to the volume of under-described records, the Senate initiated an electronic form based on the Descriptive Archive Content Standard (DACS) over two years ago. These new forms plus the addition of 2 deputy archivists, have vastly improved the description of Senate records before they are transferred to the archives. This also has been critical to our ability to accession digital records. The next step will be to implement a collections management system in conjunction with the House and the Center for Legislative Archives. When this is fully developed, archiving will become a seamless process that eliminates the need to rekey information multiple times. The new system also will assimilate biographical and historical context information so that it can be shared and refined by the three institutions over time. The ultimate goal is to produce standardized encoded description that will marry with similar description produced by universities and historical societies. When this happens, a long-held dream of the congressional research community will be realized.

The Advisory Committee's second major initiative dealt with electronic records. Recognizing that the majority of historical records post 9/11 are digital, the Committee and the Center for Legislative Archives initiated a Congressional Instance of the National Archives Electronic Record Archive (ERA) in 2009. The Center hired an IT Specialist to develop a local preservation instance and the Secretary of the Senate began a

major effort to guide Senate committees in this new endeavor. This resulted in the addition of a second IT specialist in 2010 to process the increasing volume of digital records being transferred to the Center. The Senate currently has 2.5 TB of data stored at the Center, and 75% of Senate committees are engaged in archiving their backlog of digital records. This represents a significant accomplishment for the Senate, which is far ahead of executive agencies in managing and preserving historic digital materials.

The Senate has been able to do this because more Senate committees are now employing professional archivists who are fully engaged in appraising, arranging, and describing the digital assets of their committees. Committees that do not have such help have turned to the Senate archivist staff for assistance. We are hoping that the remaining committees will consider adding a professional archivist to their staff as that is the most cost efficient way to ensure that these records are preserved for the future. Now that our records are “virtual” they need a lot more care and attention if they are going to survive! In fact, digital records, left unattended, are in as much danger now as the Senate’s paper records were in the summer of 1814 when the British advanced on the Capitol and used everything that was flammable to create the fire which destroyed it.

An important new issue was raised at the December 5<sup>th</sup> meeting, namely the proliferation of records of congressional commissions which now make up .5% of the paper records at the Center for Legislative Archives and fully 70% of its electronic holdings. The commissions’ records require significant amounts of processing time on the part of Center’s staff because they usually arrive without any substantial description. Furthermore, congressional committees frequently request these materials. The commissions’ records also require a line-by-line review of every page in every file before they can be made available to non-government researchers. The Advisory Committee agreed that current practices are placing rising demands on the Center’s staff and that further study and documenta-

tion is needed. The Advisory Committee therefore established a Congressional Commissions Task Force to study the issue, consult with all stakeholders, and propose solutions.

## CPR Intern Report

For the past year, I had the pleasure of serving in one of the inaugural internships for CPR. As such, I worked on crafting, analyzing, and presenting a CPR member survey. Alongside Ben Rogers, Jill Severn, and Lori Schwartz we were looking for the Who, What, Where, Why, and How of CPR as we approached the 25<sup>th</sup> birthday of the roundtable. In assisting with the member survey I felt an even greater connection to CPR via member responses about the organization. I enjoyed working with Ben, Jill, and Lori and have a new found appreciation for those who serve on committees, sub-committees and roundtables.

Overall, the experience was terrific. The internship brought me together with members of CPR who are most welcoming and treated me as a professional. For a recent graduate that felt pretty good! The internship served as my springboard into CPR life, its history, and present work. It was a great introduction congressional papers field outside of my home institution. I look forward to the next 25 years (or more) with CPR. Thank you for the opportunity to serve. Our survey and report can be found on the CPR Website, <http://www2.archivists.org/groups/congressional-papers-roundtable/cpr-member-survey>

Debbie Davendonis-Todd  
Political Papers Archivist, University of Florida  
and former CPR Intern Extraordinaire



# INSTITUTIONAL UPDATES

## Dole Institute of Politics

### Guides to Collections Now Available

The Dole Institute of Politics is happy to announce the completion of a two-year NHPRC grant to process and create guides for the collections of Senator Robert J. Dole. This project involved folder-level processing for over 33,000 files documenting Dole's service in the House of Representative, U.S. Senate, Office of the Republican Leader and as a 1996 Presidential candidate. Detailed collection information and finding aids can be found at <http://dolearchive.ku.edu/>.

Dole entered the House of Representatives in 1960 where he advocated for Kansas farmers as a member of the House Agriculture Committee and supported important civil rights legislation. Representative Dole authored a portion of the historic Food for Peace bill as well and supported programs to provide food for needy families.

The Dole Senate Papers cover the years of the Dole's Senate career, 1968-1996, and include everything from reference materials to files on specific legislative and policy efforts. They document the various ways in which bills are drafted and the cooperative and/or competitive relationships between Senators and between their staffs. These documents are heavily annotated by their creators, thus they contain a wealth of unfiltered opinions on issues such as disabilities, The American's with Disabilities Act, the savings and loan crisis on the 1980's, the Helsinki Commission, education, environmental issues, nutrition and child welfare and national defense.

Senator Dole is the longest serving Republican Leader in the Senate, serving for over 11 years. The Republican Leader's collection documents the Leader's office and its influence on lawmaking in the Senate. As the Republican Leader, Senator Dole had sweeping influence over the Senate, including determining legislative agendas, securing Republican votes, and, most importantly, working with Democratic leaders in the Senate to reach compromises on crucial pieces of legislation. Some of the subjects covered here include the Mexican debt crisis, the Strategic Arms Reduction Treaty (START), labor issues, tort reform, AIDS awareness, and the Persian Gulf War and reconstruction of Kuwait. Human rights issues in Kosovo, Medicare, unemploy-

ment insurance, the North American Free Trade Agreement (NAFTA) and budget reconciliation in particular are covered in depth.

Collections are open to the public and can be accessed at the Dole Institute Monday-Friday, 9-5 p.m. People interested in accessing are encouraged to contact the archivist prior to arrival. Fellowships and travel grants are available to defray travel related costs for use of the collection.

### New Staff at the Dole Archive

Senior Archivist Morgan R. Davis will be leaving the Dole Institute in February to join the University of North Texas as the Head of Archives and Rare Books. Morgan's departure was preceded by that of Archivist Judy Sweets who retired in 2011 and Archivist Robert Lay who is currently serving as Archivist at the Carl Albert Center at the University of Oklahoma.

The Archive recently welcomed three new employees. Kristine Schenk, Education and Interpretation Specialist; Erin Wolfe, Digital Archivist and Sarah D'Antonio, Archivist.

Erin Wolfe received a BA in English from the University of Oregon and a Master of Library Science from Emporia State University. He holds a Certificate of Advanced Study in Archives and Records Administration through the University of Wisconsin in Milwaukee.

Sarah D'Antonio oversees the care and handling of and access to the paper and photograph collections of the Dole Institute. She holds a B.A. in art history from the University of Mary Washington in Fredericksburg, Virginia, and an M.S.I.S. specializing in archives from the University of Texas at Austin. She was awarded certification by the Academy of Certified Archivists in 2011.

Kristine Schenk received a Bachelor's degree in Anthropology from the University of Florida and a Master's degree in Museum Studies and Anthropology from the University of Kansas. Before joining the Dole Institute, Kristine worked with the Mahaffie Stagecoach Stop and Historic Farm in Olathe, KS and the Lenexa, KS Historical Society.

## Baylor University

Elizabeth Davis, Ph.D., executive vice president and provost at Baylor University, has announced the appointment of former U.S. Congressman Chet Edwards as The W.R. Poage Distinguished Chair for Public Service. The veteran public servant will serve the university in a part-time capacity as he divides his time between commitments in Waco and Washington, D.C.

In his new role that officially took effect on Jan. 1, Edwards will be in-residence at Baylor two weeks per semester. During his residency, he will provide public and classroom lectures, primarily in the areas of political science and economics, and leadership development training through various programs in the Division of Student Life. He also will leverage his experience in Washington, D.C., to host educational events in the nation's capital for Baylor students who participate in the university's longtime Washington Internship Program.

Edwards will have an office in Poage Library which was dedicated in 1979 and currently archives the papers of 12 former Congressmen, nine Texas legislators, including Lt. Gov. Bob Bullock, and five judges, as well as numerous ancillary collections.

"The foundation of a research university is established, in part, by the quality of its research resources," Davis said. "The addition of the Edwards Archive to the Baylor University Libraries substantially bolsters our holdings in the areas of political science and legislative history. Welcoming Chet Edwards as Distinguished Chair for Public Service at Baylor will enrich our academic conversation, inspire our students and assure the quality of preservation of his materials."

Congressman Chet Edwards represented portions of North Texas, Central Texas and the Brazos Valley in Washington, D.C., from 1990-2011. He served as a member on both the House Budget and the Appropriations Committees. He also served on the Financial Services Appropriations Subcommittee, as vice chair of the Energy and Water Appropriations Subcommittee, and co-chaired the House Army Caucus.

While chair of the Military Construction and Veterans Affairs Appropriations Subcommittee, he authored a \$17.7 billion increase in funding for veterans health care and benefits - the largest ever annual appropriation increase for veterans. In 2009, he authored and passed the John David Fry Scholarship law to provide a full college scholarship for every military child who has lost a parent in service to country since Sept. 11, 2001

## University of Oklahoma

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma recently received a processing grant from the National Historical Publications and Records Commission to arrange, describe, and preserve the papers of James R. Jones, former ambassador to Mexico and former congressman from Oklahoma's First Congressional District. A large collection, the Jones collection was for many years housed at the LBJ Library.

With an undergraduate degree from the University of Oklahoma and a law degree from Georgetown University, Jones became an assistant to Lyndon B. Johnson's appointments secretary (now chief of staff) in 1965 and became the appointments secretary in 1968. With the retirement of Page H. Belcher, the longtime Republican congressman from the First District, in 1972, Jones made a successful campaign for the congressional seat. He served in the Congress for the next fourteen years. In 1986, he made an unsuccessful bid for the U.S. Senate seat held by incumbent Don Nickles.

During his years in Congress Jones served on several committees, including Armed Services, Interior and Insular Affairs, Ways and Means, and Budget. He believed in compromise rather than confrontation and was known for his conservative stance on many issues. Jones tried to adapt to the views of his constituents, many of whom lived in largely Republican Tulsa. In 1978, he garnered attention while a member of the tax-writing Ways and Means Committee. When the Jimmy Carter White House plan for a tax cut failed to garner majority support, Jones secured House backing for a more conservative measure—a move which made him a major leader of the conservative Democratic-Republican bloc in the House. In 1979 he won a seat on the Budget Committee, gaining him even more fiscal experience. Jones appealed successfully to the Democratic Caucus that the party needed more fiscal conservatives on that committee. Although often at odds with Speaker of the House Thomas P. "Tip" O'Neill, he captured the chair of the Budget Committee in December 1980. Jones left the Budget Committee in 1985 but continued to serve on Ways and Means where he chaired the social security subcommittee.

The Carl Albert Center is also pleased to announce the employment of Robert Lay as a new archivist. Robert, who holds a master's degree in diplomatic history from Louisiana Tech University, replaced Erin Sloan, who left the Center to pursue a medical degree at the OU College of Medicine. Robert comes to the Center from the Robert J. Dole Institute of Politics, University of Kansas, where he served as an assistant archivist. Prior to that, Robert worked on the papers of Senator John B. Breaux at Louisiana State University.

## Ouachita Baptist University

Senator John L. McClellan announced in June of 1976 that Ouachita Baptist University would be the repository for his official papers and memorabilia. McClellan Hall, the building that houses key artifacts from the senator's life and career, was officially dedicated on April 4, 1978. In the building's rotunda, plaques, awards, memorabilia, and photographs highlight the four phases of Senator McClellan's career: "McClellan the Builder," "McClellan the Investigator," "McClellan the Legislator," and "McClellan the Man." A re-creation of his office serves as the centerpiece of the exhibit and contains his office desk and chair, his chair from the Senate Chamber, an oil painting of his wife, a large stuffed owl from his owl collection, and many other items.

Senator McClellan's papers are housed in OBU's Riley-Hickingbotham Library. Over 1,200 linear feet of files form the foundation of the collection. The scrapbook collection dates from 1922, when McClellan ran for local office in Malvern. There are a variety of photographs covering all aspects of his life and career as well as government documents and books from his personal library. The collection also includes a number of audio and video recordings.



## News Round-Up

### The Five Best Books About Congress By Sean Q. Kelly

Earlier this year *Choice* magazine asked me for a list of the five books about Congress that I would like my students to read before they graduate. The list was just [published](#) (*Choice*, v.49, no. 05, January 2012).

It was difficult to choose *only* five books about Congress. I attempted to choose a list of books that balanced scholarship with an understanding of, and appreciation for, the institution of Congress.

There are, of course, many, many deserving titles. I doubt that any two academics who study Congress will agree on the five "best" books. Frankly, I am not sure I agree with myself!

I'd like to provide a one-sentence explanation for each choice.

*Congress and the Common Good*. Arthur Maass. Basic Books. 1983. Maass argues, contrary to so many before and since, that the structure of Congress serves the collective interest of the institution; the intellectual precursor of Keith Krehbiel's very important book *Information and Legislative Organization*.

*Congressional Government: A Study in American Government*. Woodrow Wilson. Houghton & Mifflin. 1885. In many ways the first serious, academic study of Congress; deeply flawed, highly influential, it casts its shadow over all of contemporary congressional studies whether we realize it or not.

*Home Style: House Members in their Districts*. Richard F. Fenno. Little, Brown. 1978. Fenno rallied political scientists to study members of Congress from the perspective of their constituencies; Fenno inspired *many* political scientists, but surprisingly few who would *actually follow him* into the field to study politicians in their natural habitats.

*The Logic of Congressional Action*. R. Douglass Arnold. Yale University Press. 1990. All of Arnold's work reflects a deep understanding of political context and respect for formal reasoning; the book blew my mind as a graduate student.

*A Rage for Justice: The Passion and Politics of Philip Burton*. John Jacobs. University of California Press. 1997. Yes, biography can provide tremendous insight into politics, and this book sets the standard for all other biographies of members of Congress: It is extraordinary and fascinating—just like its subject.

No doubt there are many others that might appear on a list like this: *Congress: The Electoral Connection*, *Information and Legislative Organization*, *Legislative Leviathan*, *Call to Order*, a dozen more books by Richard Fenno; the list could go on and on. I am interested in reactions, if any, to my choices.