



Congressional Papers Roundtable

NEWSLETTER

Society of American Archivists

Winter 2013

From the Chair:

By Leigh McWhite

2012 CPR Pre-Conference

After a full day of programming, the 2012 CPR pre-conference completely reinvigorated my enthusiasm for working with political papers. Convivial fellowship, insightful conversations, and inspirational ideas are key ingredients in the continued success of our roundtable's annual meetings. Congratulations and appreciations are due to former chair Ben Roger and his Program Committee which included Chrystal Carpenter and Jacque Sundstrand. Special thanks are tendered to Hollinger Company for subsidizing our rental of the meeting facility at the Thomas Jefferson School of Law and to the Arizona Historical Foundation and W.R. Poage Legislative Library for providing breakfast.

The day's first session featured a panel of San Diego area congressional case officers: Daniel Chen from U.S. Senator Dianne Feinstein's office, Don Giaquinto from U.S. Representative Brian Bilbray's office, and Jessica Poole from

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CPR Business Meeting Minutes

Chair Ben Rogers opened the meeting and introduced members of the Steering Committee as well as past CPR chairs in attendance. He also discussed Hollinger Inc.'s financial support for holding the pre-conference in the Thomas Jefferson School of Law facility and asked members to express their thanks in person in the Exhibitor's Hall.

Immediate Past Chair and Chair of the Nominating Committee Jill Severn outlined proposed changes in the CPR bylaws and distributed a handout outlining the revisions. Herb Hartsook moved that the meeting conduct a voice vote approving all changes. Motion seconded and approved unanimously.

Electronic Records Task Force Co-Chair Jan Zastrow outlined the activities and accomplishments of the task force over the past year.

Advocacy Task Force Co-Chair Katherine Fleming described the strategic plan developed by her group. Burt Altman and Linda Whitaker briefly discussed their attendance at the last Archives Leadership Institute and discussions there on advocacy as well as development of the wiki "The Political Archivist."

Diversity Task Force Co-Chair Jeff Suchanek described the strategic plan developed by his group.

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U.S. Representative Susan Davis's office. Chrystal Carpenter moderated, posing a series of questions about records management and diversity issues that elicited a fascinating glimpse into the creation and value of case files.

During the second session, Cary Osborne introduced Chris Schueler, director and producer of an award winning documentary on former U.S. Senator Pete Domenici of New Mexico. Interspersing his remarks with film clips, Schueler described the process of creating the documentary; working with the archives at New Mexico State University to incorporate collection material; and then the donating interview transcripts from the production to the repository afterwards. Those CPR members present received copies of the DVD "Domenici" and an appreciation for the hard work the film represented.

After lunch and a tour of the new environmentally friendly facility, Burt Altman moderated an open forum entitled "Share It! What's Up with Your Archive?" The leading theme among all the news and ideas discussed was digital outreach. Members shared their activities on web sites, Facebook, Twitter, blogs, and podcasting.

During the final session "Practical Approaches to Electronic Records," Jeff Thomas of the Ohio Congressional Archives described in detail his processing of born-digital records in the Deborah D. Pryce Papers (check out his article on the subject in this issue). Senate Archivist Karen Paul discussed the use of electronic records in the Senate and provided helpful handouts on archiving web sites and management of Congressional Constituent Services System files (she will share updated copies of these documents on our website). Matt Fulgham of NARA's Center for Legislative Archives discussed work on the digital records of congressional committees.

CPR Bylaw Amendments

The proposed changes and additions to the roundtable's bylaws passed with unanimous approval at the annual business meeting. In es-

sence, these amendments allow for the creation of a Historian position to manage the preservation of the roundtable's records and history; the transition of the Electronic Records Task Force to a permanent standing committee; and the authorization of online voting for future proposed bylaw amendments. As a result of the election, the Steering Committee has approved the appointment of Mary Anne Hamblen as Historian for two years.

Congressional Record Letter

Following up on a suggestion from the business meeting, Sheryl Voght (as president of the Association of Centers for the Study of Congress) and I wrote a letter addressed to members of Congress on the subject of Congress Week and the need to preserve member's papers. Senate Majority Leader Harry Reid inserted the letter into the *Congressional Record* on 19 September 2012 (page S6422). Please consider using reprints in your repository's own outreach and development efforts! A copy appears in this issue of the newsletter, or you can access the online version of that *Congressional Record* issue at <http://www.gpo.gov/fdsys/pkg/CREC-2012-09-19/pdf/CREC-2012-09-19.pdf>. Large thanks are due to Karen Paul and Secretary of the Senate Nancy Erikson for facilitating this effort.

SAA & CPR Annual Meetings

The SAA Annual Meeting Task Force requested feedback from leaders of various SAA groups on how the meeting works for conducting the business of our roundtable. Walter Ray developed an online survey for CPR members to help the Steering Committee answer some of the task force's questions as well as some questions posed by the CPR Program Committee. The consensus in the survey responses allowed us to formulate written comments for the task force. The CPR Program Committee also utilized the survey to select the subject of a pre-conference session. More information on the 2013 schedule will appear in the next newsletter.

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(From the Chair, continued from page 2)

The CPR Steering Committee endorsed two proposals for the 2013 SAA conference. The first, “The Personal Is Political: Documenting Social Movements in the Papers of Elected Officials” was submitted by Brian Keough (Head of Special Collections & Archives, University at Albany, SUNY). The CPR Program Committee developed the second proposal “Hurricane Katrina: Disaster Recovery & Documentation in Archival Collections.” Taking a cue from the success of the constituent case file session in San Diego, two of the speakers represent a senate office in the region affected by Hurricane Katrina and an archivist from the receiving repository.

Strategic Plan

Finally, much of the roundtable’s activity this year revolves around efforts to implement selected priorities in the CPR Strategic Plan developed in 2011-2012 by the task forces on Advocacy, Diversity, and Electronic Records. Please take a minute to review the entire plan online at <http://www2.archivists.org/sites/all/files/CPR%20Strategic%20Plan%202012.pdf>. If you have ideas or information regarding a specific initiative, please contact the chairs responsible for that particular strategic priority: Advocacy Task Force Chair Katherine Fleming (flemingk99@bellsouth.net); Diversity Task Force Co-Chairs Jeff Suchanek (jsuch1@uky.edu) and Janet Bunde (bunde@nye.edu); and for technology, the Electronic Records Committee Co-Chairs Betsy Pittman (betsy.pittman@lib.uconn.edu) and Jan Zastrow (zastrow@hawaii.edu).

Initiatives prioritized for the coming year include an advocacy session at the 2013 CPR pre-conference which will include SAA’s Government Affairs Working Group (GAWG) Chair Frank Boles. This session will provide our members with an opportunity to exchange information and interests on legislative and regulatory issues with a representative from GAWG. The Advocacy Task Force is also working on the development of an Advocacy Resource Toolkit for the CPR website. The Diversity Task Force will be creating surveys to gather information on diversi-

ty within CPR membership, among collections in repositories, and the types of research conducted within collections. Meanwhile, the Electronic Resources Committee continues ongoing efforts to produce and update technology resources for our members. It will also attempt to open discussions with congressional vendors on issues related to proprietary software.

-Leigh McWhite

(Business Meeting, continued from page 1)

Chair-Elect Leigh McWhite reported on new project to trace the papers of recently departed members of Congress and inform repositories with no known members in CPR about the invaluable resources and provided by CPR. Of thirty-six senators leaving during the 110th and 11th Congresses: the fates of 4 senators’ papers remain unknown; 18 papers went to repositories with CPR members; and 12 sets were transferred to 11 archives without any CPR members. Of one hundred and five congressmen leaving during the last Congress: the fates of 74 members’ papers remain unknown; 20 collections went to repositories with CPR members; and 11 sets of papers were delivered to 10 archives without any CPR members. Thus, twenty-three letters were sent to archives without CPR members. These letters described our group’s mission; discussed resources available on our website; mentioned both the newsletter and the listserv; outlined this year’s pre-conference program; and referred recipients to Miller’s *Managing Congressional Collections*. Discussion followed report as to whether CPR should expand the letter writing campaign to send letters directly to all members leaving Congress. Karen Paul suggested that CPR work with the Association of Centers for the Study of Congress to place a letter in the *Congressional Record* during Congress Week to promote the preservation of congressional papers.

SAA Council Liaison Bill Landis discussed the following news: passage of SAA’s revised code of ethics and a project to develop case studies of ethics; approval of an Advocacy agenda and working on position statements through collaboration with other SAA groups; changes to SAA

(Business Meeting, continued from page 3)

rules on roundtables and sections (bylaws now required); the recent membership needs survey; “Off the Record” leadership posts; 2013 as year to begin working on SAA’s 2015-2020 strategic plan; and the Annual Meeting Task Force is working on a new model for conferences.

Bill Carpenter from NARA’s Information Security Oversight Office discussed progress on declassification reviews.

Betsy Pittman presented a report on the activities of the Association of Centers for the Study of Congress (ACSC): working with Kettering Foundation on inspiring personal involvement in government progress and National History Day prizes; asking repositories to install and exhibit or offer a program during Congress Week; establishment of a cross-repository interface to view finding aids for congressional papers.

Matt Fulgham reported on the activities of NARA’s Center for Legislative Archives: hired two staff members to focus on descriptions and converting older finding aids (completed up to 67th Congress); conduct of a pilot project on descriptions for 93rd and 95th Congresses; work with Archivist Toolkit; website improvements; award of research fellowship to CLA; and social media Tumbler account.

Robin Reeder reported on activities of the Office of Art and Archives in the U.S. House of Representatives: held annual committee records forum and almost all committees sent representatives; 63% of all members consulted since September 2011; new committee records manual; two meetings of the Advisory Committee on Records of Congress; Archivist Toolkit; new website for Office of Art and Archives; and arranged meetings with Center for Legislative Archives with individual committee about electronic records.

Karen Paul reported on activities of the Senate Historical Office: recent email system change required response to handle orphan accounts; need for continual outreach to offices to encourage migration of older electronic records; transfer

of records of Joint Select Committee on Deficit Reduction (active September 2011 through January 2012); requested to establish electronic records protocols and what should be open and closed; encouraged offices to hire archivist or train staff in records management; eleven offices closing and all have hired professional archivists or firms; Quickcards provided on closing office; and Brown Bag programs sponsored by the Secretary of Senate.

New Chair Leigh McWhite provided a few remarks at the end of the program: volunteers will be needed to help implement strategic plan initiatives and announcements will appear on listserv; request for volunteers or nominations for new Historian’s position; asked for input on proposals for 2013 SAA panel.

CPR Electronic Records Task Force

August 8, 2012

By Jan Zastrow, Co-Chair

Acknowledgements

Task force members this year included Abby Adams, Ben Goldman, Chrystal Carpenter, Mark Wolfe, and Leigh McWhite and myself as co-chairs. A big thank-you to all the members, and especially those rolling off: Leigh, Abby, Ben and Mark.

Continuing with me will be Chrystal Carpenter and new member **Brandon Hirsch** as our ex-officio representative from the Center for Legislative Archives, as well as the new Vice-Chair/Chair- Elect as my co-chair--welcome!

We have three new members approved by the Steering Committee. They are **Jeremy Brett**, Assistant Professor and Processing Archivist at Texas A & M University; **Anu Kasarabada**, archivist of the U.S. Senate Banking Committee; and **Jeanene Letcher**, an independent contract archivist in Crown Point, Indiana, who used to work at the Carl Albert Center.

(*Electronic Records Task Force, continued from page 4*)

Year In Review

This past year we've been energized by the Technology Breakout session at our 25th anniversary meeting last August in Chicago. A lot of good ideas were generated there so we set about to filter and refine those into a few achievable tasks.

First, changes were proposed to the Bylaws to create a *standing* "Electronic Records Committee" rather than an ad hoc task force as we have been. The CPR Vice-Chair would serve as co-chair of the Electronic Records Committee (which we have just voted on).

Then we had a Skype meeting last December, where we reviewed minutes from the Technology Breakout session, discussed challenges and set priorities for 2012. Our goals were to:

- have a panel accepted for this year's SAA meeting (culminating in Session 205: "Share a Byte! A Practical, Collaborative Approach to Electronic Records in Modern Political Collections");
- develop a 5-year strategic plan for the committee, which are in the handouts you received; and
- update the document resources on the website.

We also decided we needed a shorter one-page "Electronic Records Checklist for Congressional Offices," which is also now on the website.

Happily, we achieved all of these goals and look forward to another successful and exciting year.

Thanks to everyone for their participation and sweat equity, and to CPR for supporting the work of the task force—now *Electronic Records Committee*—and for making our work possible.

CPR Advocacy Task Force August 8, 2012

This coming year, Advocacy Task Force members plan to make CPR's Strategic Plan (our corner of it at least) come alive by checking off a

key component – producing a "Resource Kit for Advocacy" for our website. And for that, we need your help. We need your suggestions, your ideas, your links, and your inspiration to make this kit as useful and relevant as possible.

Do you have an advocacy tool you have used to good effect or do you know of a case study in advocacy work that you have found helpful? This type of work would include building constituencies, crafting a message, communicating effectively with media, and soliciting papers. If so, we hope you considering sharing these with us.

Do you have a flier (sign, poster, literature of some sort) that you have used at your repository to advertise the benefits of congressional collections, to connect people with holdings, to encourage an engaged citizenship, or to promote democracy? Please share. If you have not already sent out links to Congress Week exhibits and programs at your repository to our listserv, now is your chance to share those, as well.

Finally, if you have an idea for the kit (completely undeveloped or fully realized), we hope you will feel comfortable sharing those, as well. If you have read through this, undoubtedly you know the theme of this article is to share. The Advocacy Task Force looks forward to hearing from you. You may contact any of the members listed below with tangible offerings and ideas alike.

On a related note, we would like to add one or two new members to our Task Force who would help us collect and synthesize information for the kit and then present it online. This is an ideal (and low-pressure) way to increase your involvement in CPR. Please contact Katherine Fleming for more information.

Katherine Fleming : KFleming@mail.barry.edu
 Karen Paul: Karen_Paul@sec.senate.gov
 Debra Davendonis-Todd: Debbie_Todd@baylor.edu
 Lori Schwartz: schwartz@sc.edu

Congressional Papers Roundtable (CPR) Strategic Plan

Approved by Steering Committee October 2012

I. Strategic Priority: Advocacy

Issue Statement:

Archivists must take an active role in promoting the importance of archives and archivists in order to increase public support, shape public policy, and obtain the resources necessary to protect the accessibility of historical records that serve cultural functions as well as ensure the protection of citizens' rights and the accountability of organizations and governments.

Desired Outcome #1:

Identify public policy priorities in the legislative agenda that are relevant to the members of CPR including the public's access to information, rights to timely and reasonable use of information (copyright) and personal privacy, and the public's need for a comprehensive and comprehensible historical record, and strong institutional stewardship of the American historical record.

Measurable Activities:

- A. Establish ongoing communication with members of SAA's Government Affairs Working Group (GAWG). For example, have a GAWG representative periodically speak at CPR meetings. SAA Council tasks GAWG to track legislative and regulatory issues of concern to archivists, to prepare drafts of documents relating to government affairs issues that may benefit archives and archivists, to contribute to the education efforts on these issues, and to suggest possible collaborations with other organizations. Regular communication with GAWG will alert CPR about legislative and regulatory issues as they arise and also enable CPR to inform the GAWG about issues that CPR regards as important.
- B. To ensure the public's access to a comprehensive, comprehensible historical record (institutional stewardship):
 1. Place a summary and link on the CPR website Advocacy page to "The Documentation of Congress: Report of the Congressional Archivists Roundtable Task Force on Congressional Documentation" (1992) by Karen Dawley Paul. [Summer 2013]
 2. Provide a document to offer guidance about the resources needed to ensure that an institution is capable and willing to devote sufficient resources to administer congressional collections. [2013]
 3. CPR chair and/or chair-elect will continue a letter writing campaign to repositories with papers of members who recently left Congress to inform them about the resources provided by CPR. [Ongoing]
 4. Support and promote House Concurrent Resolution 307 from the One Hundred and Tenth Congress (2008), which urges the preservation of congressional members' papers. [Ongoing]
 5. CPR will endorse Congress Week, and promote Congress Week involvement among its members. This outreach can be a tool for advocating to the public about the mission of archives. [Annual]

Desired Outcome #2:

Identify resources that would serve as a “how to” or best practices guide for advocacy and outreach to educate and assist current and prospective political paper archivists. Solicit noteworthy examples of guidelines, recommendations, policies, and other documents from leading repositories. Provide tips and quotes from members. For example, describe how repositories use Archivists’ Toolkit and Archon to manage congressional collections.

Measurable Activities:

- A. Produce a Resource Kit for Advocacy on the CPR website with the following material:
1. Provide a link to *Managing Congressional Collections* by Cynthia Pease Miller in order to raise awareness of standards for model congressional repositories. This document can serve as a best practices guide. [Summer 2013]
 2. Produce (or obtain existing examples of) an online flier to advertise the benefits of congressional collections, for example: how to connect people with holdings, how archives encourage engaged citizenship, how archives can promote democracy, or how congressional papers are your (the people’s) papers. [2013]
 3. Once several items are in place on the website, announce the site to the membership and ask for additional contributions. [2013]
 4. Survey members to assess what restrictions exist related to political papers and institute a dialog concerning this. [Summer 2014]
 5. Produce a flier (or obtain existing examples) that repositories may use to solicit papers from members of Congress. This brochure will include a description of services provided by the repository such as a having a secure facility with climate control and the staff to assist researchers as well as the ability to protect sensitive information and make it available at the appropriate time. It may even explain that records could be closed or redacted if necessary, and that researchers can sign non-disclosure agreements. The flier will emphasize the importance of placing electronic records with an institution that will maintain the information over the long term. [2014]
 6. Advertise or provide links to exhibits and programs related to Congress Week on the CPR Advocacy webpage. [Ongoing]
 7. Make fliers advertising Congress Week available on the website. [Ongoing]
 8. Provide examples of advocacy tools and case studies for building constituencies, crafting a message, communicating effectively with the media, and soliciting papers. [Ongoing]
 9. Provide links to exhibits and programs that our repositories and allied groups create for Congress Week and encourage group projects and traveling exhibits. [Ongoing]
- B. Increase outreach activities
1. Encourage members to submit news, events, educational programs, and exhibits to the listserv, website, and newsletter. [Ongoing]
 2. Consider the use of social media and Wikipedia as outlets to promote interest in and understanding about congressional collections. [2014]

II. Strategic Priority: Diversity

Issue Statement:

The diversity of society challenges the archives community to attract an equally diverse membership and to have archival collections reflective of that diversity both in acquisition and in use.

Desired Outcome #1:

CPR will assess the diversity of its membership by reviewing SAA's statement on Diversity and the points regarding what diversity encompasses through identity, community, professional and geographical factors.

Measurable Activities:

- A. Determine diversity issues other SAA roundtables and sections are facing in regards to their membership.
 1. Contact other roundtables/sections to discuss the diversity of their membership. [February 2013]
 2. Determine if there is a need to create a sub-committee in the Diversity Task Force to discuss the demographics of the CPR Roundtable and how to attract new members to archives and librarian positions.
 3. Look for social networking opportunities. [March 2013]
- B. Identify and review other related organizations which have created resource pages on their websites outlining various topics and issues on membership diversity. [January 2013]
- C. Evaluate if the name "Congressional Papers Roundtable" accurately reflects the mission of the roundtable. [June 2013]

Desired Outcome #2:

CPR will encourage collection policies that promote acquisition of diverse collections.

Measurable Activities:

- A. Identify archival and related organizations that promote the collection of public policy, special interest and under-represented interests to analyze involvement in acquiring other collections related to public policy issues. Need to acquire collections that tell "the other side of the story" since congressional papers transcend a particular member of congress [January 2013].
- B. Determine how partisan beliefs, historical relations, and stereotypes can keep politicians from giving papers to particular repositories [June 2013].
- C. Determine if collections acquired and ancillary collections could attract more diversity [June 2013].
- D. Assess the need to create a task force sub-committee to:
 1. Determine the process of having a volunteer place articles in newsletter (ex. "One Collection, Many Voices") and guest columnist from another roundtable to exchange ideas with each roundtable on collections. [2014].
 2. Analyze benefits of CPR member repositories which collect more than political papers [June 2013].
 3. Analyze changing verbiage describing collections to show they represent a whole continuum and determine how to educate fellow archivists about this issue [June 2013].

Desired Outcome #3:

Users whom archivists serve will reflect the evolving diversity of society.

Measurable Activities:

- A. Survey the types of research being done by users [June 2013].
 1. Use survey results to identify researchers from different scholarly fields.
 2. Determine underrepresented ethnic groups.
 3. Identify any language barriers.
 4. Consider how technology might attract a more diverse audience.
- B. Examine CPR website content to determine what it says and whether it communicates what CPR intends.
- C. Consider establishing a sub-committee in the Diversity Task Force to examine language issues and identify resources to communicate CPR information in other languages.

III. Strategic Priority: Technology***Issue Statement:***

Rapidly changing information technologies challenge archival principles, practices, and communication protocols, demanding effective leadership from the archives community to access, capture, and preserve records in all formats.

Desired Outcome #1:

CPR will monitor technological developments in congressional offices; identify resources of assistance to archivists seeking to acquire, preserve and make electronic records accessible; and communicate their findings to members.

Measurable Activities:

- A. Transform the CPR Electronic Records Task Force into a permanent standing committee in order to provide ongoing surveillance and reporting on the issues.
 1. Revise CPR bylaws to create a permanent Electronic Records Committee and submit amendment to vote. [August 2012]
 2. Solicit nominations for new Electronic Records Committee appointments by the Steering Committee. [Fall 2012]
- B. Conduct an annual review and update of Electronic Records documents posted on CPR website. Create new resources as necessary. [Annual. New abbreviated checklist for congressional offices created Summer 2012]
- C. Consult Senate Archivist, House Archivist, and Center for Legislative Archives annually to determine technological developments and problems in congressional offices. [Annual]
- D. Promote discussion and member education.
 1. Submit case studies, best practices, and lessons learned for publication in the *CPR Newsletter*. [Ongoing]
 2. Organize panels for CPR pre-conference meeting. [Ongoing; electronic records program organized for 2012 meeting]
 3. Organize panels for SAA conference. [Ongoing; SAA panel on electronic records in political collections accepted for 2012 conference]

Desired Outcome #2:

CPR will improve communications among repositories, the offices of donor members, and congressional software vendors to ensure greater success in the acquisition, preservation, and ultimate accessibility of electronic records.

Measurable Activities:

- A. Develop resources that archivists may use to survey electronic records management in congressional offices and to educate office staff about archival needs and practices. Train CPR members in the use of these resources. [Ongoing]
- B. Invite congressional software vendors to sponsor and attend the 2014 Washington, DC CPR pre-conference. [Begin 2014]
- C. Open discussions with congressional vendors to consider solutions to archival issues created by proprietary software. [Begin 2013]

Desired Outcome #3:

CPR will coordinate information-sharing on the subject of electronic records with professional groups sharing similar interests and will advocate for action on matters of particular interest to CPR.

Measurable Activities:

- A. The Electronic Records Committee will develop a working relationship with the SAA Technology Futures Working Group and the SAA Electronic Records Section through shared communication and/or joint appointments. [Begin 2013]
- B. The Electronic Records Committee will develop a working relationship with external professional organizations with shared interests such as ARMA International, the Association for Information and Image Management (AIIM), and State Historical Records Advisory Boards (SHRABs). [Begin 2014]
- C. Encourage federal granting agencies such as the National Historical Publications and Records Commission (NHPRC), the National Archives and Records Administration (NARA), and the Library of Congress to create grant opportunities or programs that will help repositories acquire needed equipment, labor, and training to support electronic records in congressional collections. [Begin 2015]

Congress Week Letter in the Congressional Record

Sheryl Vogt, President of the Association of Centers for the Study of Congress, and Leigh McWhite, chair of CPR, co-wrote a letter to Members of Congress on behalf of our two organizations which appeared in the *Congressional Record* (19 September 2012), page S6422.

The purpose of the letter was to inform members about Congress Week and remind them about H. Con. Res. 307 and the importance of preserving congressional papers for the historical record.

Access the online version of the *CR* issue at <http://www.gpo.gov/fdsys/pkg/CREC-2012-09-19/pdf/CREC-2012-09-19.pdf>.

Consider using "reprints" of the page in your own future collection development activities and outreach efforts!

S6422

CONGRESSIONAL RECORD—SENATE

September 19, 2012

to give at least 3 years of your tax returns. Sometimes they ask for more. So my friend Senator GRASSLEY came to the floor and suggested he could be confirmed. Well, not really. The Senator from Iowa conceded my point. Mitt Romney could not be confirmed for Treasury Secretary. He could not be confirmed as Secretary of Health and Human Services. He could not be confirmed as Trade Representative. He could not even be confirmed as Assistant Secretary of the Treasury for Public Affairs and a number of other positions.

But there is a larger point to be made here. And why they would bring this up again I do not know, but they did. But there is a larger point to be made here. When you are running for the highest office in the land—President of the United States—you are also held to a higher standard of conduct than someone who wants to be a Cabinet officer or sub-Cabinet officer who gives us their tax returns.

The least Mitt Romney owes the American people—the least he owes them—is some honesty and openness. That we do not have.

The Senator from Iowa is correct about one thing—and this is what he said: The contents of a candidate's taxes do speak volumes about his character. That is what Senator GRASSLEY said, and I agree with him.

Let's not forget, Mitt Romney could solve this problem tomorrow—to-night—by releasing his tax returns, which he refuses to do. Why?

MORNING BUSINESS

Mr. REID. Mr. President, I ask unanimous consent that the Senate proceed to a period of morning business, with Senators permitted to speak for up to 10 minutes each.

The PRESIDING OFFICER. Without objection, it is so ordered.

Mr. REID. Mr. President, the week of September 17th marks the third annual celebration of Congress Week, sponsored by the Association of Centers for the Study of Congress. The Association is an independent alliance of institutions that preserve the papers of Members of Congress and use those papers to promote the study of Congress.

Congress Week's theme this year is "Congress: Chosen by the People." Congress is the only branch of the Federal Government that is elected by the people. It is important, as Members of Congress, to manage and preserve our own papers for future historical research and study of our democracy.

Mr. President, I ask unanimous consent that a letter from the President of the Association of Centers for the Study of Congress and the Chair of the Congressional Papers Roundtable about Congress Week be printed in the RECORD.

There being no objection, the material was ordered to be printed in the RECORD, as follows:

SEPTEMBER 2012.

DEAR MEMBER OF CONGRESS: In honor of Congress Week (16-22 September 2012), the

Congressional Papers Roundtable (CPR) and the Association of Centers for the Study of Congress (ACSC) encourage you to remember H. Con. Res. 307 (5 March 2008), "expressing the sense of Congress that Members' Congressional papers should be properly maintained and encouraging Members to take all necessary precautions to manage and preserve these papers."

Established in 1986, the Congressional Papers Roundtable is composed of members of the Society of American Archivists who work with or have an interest in the papers of members of Congress and the records of Congress. CPR provides a forum for discussing developments and developing guidelines in the preservation and management of congressional papers and records.

In 2003, ACSC was founded as an independent alliance of institutions and organizations that support a wide range of programs designed to inform and educate students, scholars, policy-makers, and members of the general public on the history of Congress, legislative process, and current issues facing Congress. ACSC encourages the preservation of material that documents the work of Congress, including the papers of representatives and senators, and supports programs that make those materials available for educational and research use. The association also welcomes the participation of institutions and individuals committed to the goal of promoting a better understanding of Congress.

ACSC has sponsored an annual celebration of "Congress Week" since 2009. The central goal of this national initiative is to foster the study of the U.S. House and Senate, and to promote a wider appreciation for the vital role the legislative branch plays in our representative democracy. This year's theme, "Congress: Chosen by the People," is drawn directly from language in the Constitution and emphasizes that Congress is the only branch directly elected by the people. During Congress Week, ACSC members and participating organizations will feature a range of events including lectures and exhibits to highlight the role of legislative branch and the participatory role of citizens in registering to vote, staying informed on issues, and making one's opinions known to members of Congress.

Every day, the House and Senate make significant contributions to our nation's history. As a Member of Congress, the archival preservation of your papers is a long-lasting form of service to constituents in your state and throughout the nation. We urge you to embrace the tenets of H. Con. Res. 307:

(1) Members' Congressional papers (including papers of Delegates and Resident Commissioners to the Congress) should be properly maintained;

(2) each Member of Congress should take all necessary measures to manage and preserve the Member's own Congressional papers; and

(3) each Member of Congress should be encouraged to arrange for the deposit or donation of the Member's own noncurrent Congressional papers with a research institution that is properly equipped to care for them, and to make these papers available for educational purposes at a time the Member considers appropriate.

Documenting our democracy through the preservation of the record created by Congress is the work of many. In addition to the efforts of the National Archives, the endeavor involves the efforts of libraries, archival repositories, historical societies, and congressional and public policy centers in every state across the nation. We cannot succeed without you. Please take steps to preserve the historical legacy of your state and na-

tion as represented in the records generated by your congressional office.

Sincerely,

LEIGH McWHITE, CHAIR,
Congressional Papers
Roundtable, Society
Association of American
Archivists and
Political Papers Archivist,
University of Mississippi.

SHERYL B. VOGT,
PRESIDENT,
Association of Centers
for the Study of
Congress and Director,
Richard B. Russell
Library for Political
Research and Studies.

U.S. SENATE,
OFFICE OF THE SECRETARY,
Washington, DC, September 13, 2012.

Hon. HARRY REID,
Majority Leader, U.S. Senate,
Washington, DC.

DEAR SENATOR REID: The week of September 17, 2012 marks the third annual celebration of Congress Week, sponsored by the Association of Centers for the Study of Congress (ACSC). The ACSC was founded in 2003 as an independent alliance of institutions that preserve the papers of members of Congress and promote the study of Congress through the educational use of these collections.

This year's celebration builds on successful Congress Weeks in 2010 and 2011, observed by 35 member institutions around the country through lectures, film series, exhibits, and appearances by members of Congress. For Congress Week 2012, the ACSC and the Congressional Papers Roundtable would like to call attention to H. Con. Res. 307 (2008) by asking you to insert the attached letter into the Congressional Record.

As Chair of the Advisory Committee on the Records of Congress, I support this request because it encourages members of Congress to preserve their records and history.

Sincerely,

NANCY ERICKSON,
Secretary of the Senate.

TRIBUTE TO PHIL AND JENNIFER SATRE

Mr. REID. Mr. President, I rise to honor Phil and Jennifer Satre, who have spent more than 35 years as dedicated stewards of their community and champions for education. These college sweethearts are model parents, grandparents, philanthropists, and business and community leaders in northern Nevada. I am pleased that KSNB Public Broadcasting is recognizing the Satres with a special honor at the 15th Annual Aged to Perfection Tribute Dinner.

Phil Satre's work in Nevada began in 1975 with the local law firm Vargas & Barlett in Reno. Five years later, Phil started his career with Harrah's Entertainment, where he held various positions, including chairman and CEO, until his retirement in 2005. Phil was named Best Chief Executive in the Casino and Hotel Industries by the Wall Street Journal and was inducted into the Gaming Hall of Fame by the American Gaming Association, just two of his many outstanding honors and

What Do I Do With The Black Box? Processing the Electronic Records in the Deborah Pryce Papers by Jeff Thomas

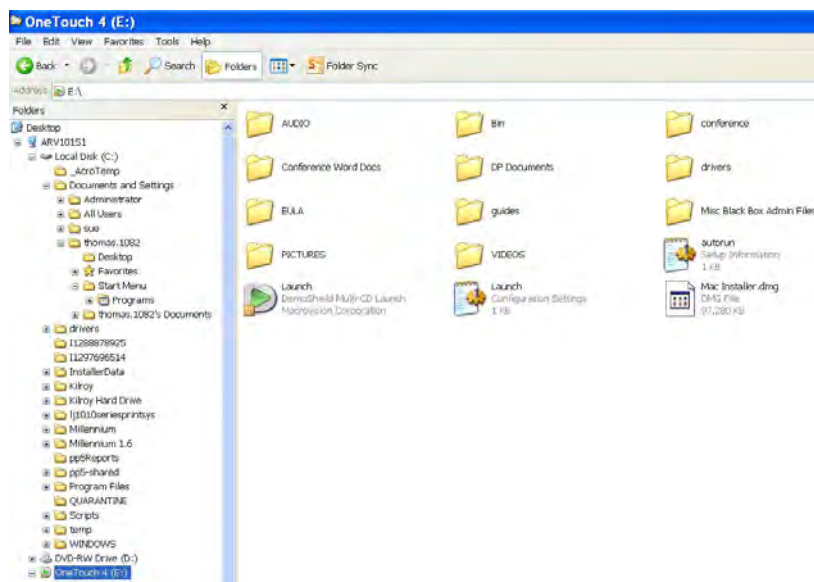
Upon her retirement from the U.S. House of Representatives in 2009, Congresswoman Deborah Pryce donated her papers to the Ohio Congressional Archives at The Ohio State University. First elected in 1992, Pryce represented Ohio's 15th Congressional District, which incorporated three counties in central Ohio and included Columbus and the Ohio State University area.

During her congressional career, Pryce, a Republican, served in various leadership positions in the House GOP. Elected president of the freshman class in 1993, she served on the planning committee for the GOP's "Contract with America." From 1998 through 2006 Pryce held the positions of secretary, vice-chair, and then chair of the House Republican Conference, which made her the highest ranking Republican woman ever in the House. Her major policy areas of interest were women and children's issues, including human trafficking, adoption, child abuse, and health care, especially childhood cancer research.

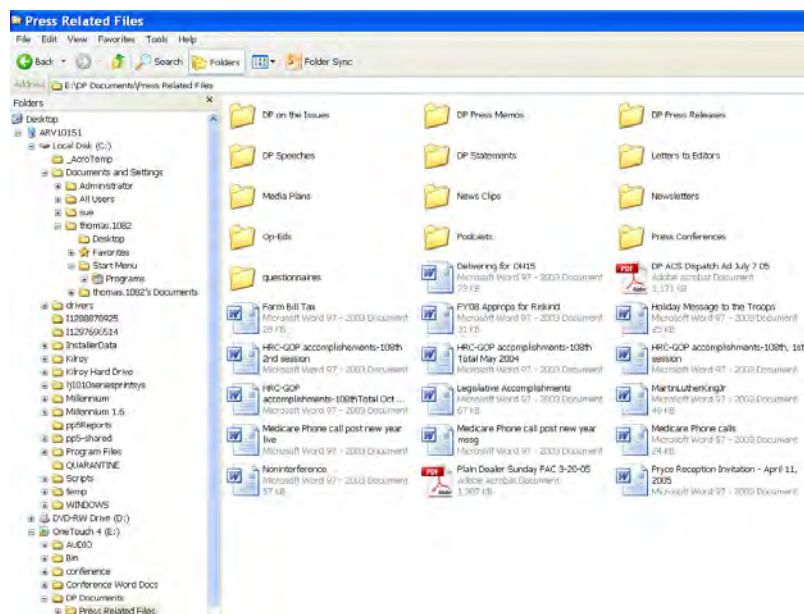
Initial discussions with office staff about preserving Congresswoman Pryce's records began early in 2007, about six months before Pryce announced her plans not to seek re-election in 2008. While in Congress, Pryce maintained a district office in Columbus, which made it convenient to work with her staff in the months leading up to her leaving office. As processed, the Deborah Pryce Papers consists of 80 cubic feet of paper and audiovisual materials, plus about 100 gigabytes of electronic records transferred in an external hard drive (the black box).

In the twenty-five years I have processed manuscript collections the work generally revolved around boxes, file folders, paper, and lots of flat table space. With the acquisition of the Pryce collection I faced the new challenge of dealing with numerous born digital documents for which there was no related hard copy within the collection. I am not a computer or electronic records expert by any means. So I needed to determine a practical method, something even I could understand and undertake, for processing these born digital records.

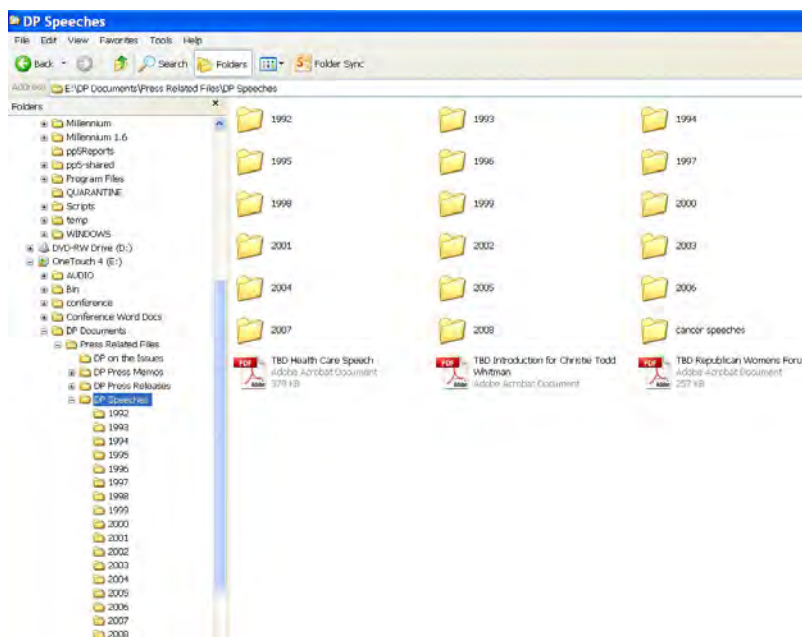
As a first step we placed a copy of the electronic records onto what our IT staff refer to as a "dark archives," basically a server for long-term storage. It became the official master back-up copy not to be accessed or used. We then copied the files onto a shared drive server, or working space, where the files could be opened and processed. Placed in archival quality storage, the external hard drive itself also served as an additional back-up copy. After establishing the back-up and working copies, I proceeded to explore the electronic file structure to find out exactly what types of record formats had been transferred and how the files and documents were organized. In many respects this exploration of the file structure parallels the initial survey work done on any collection of unprocessed paper records.



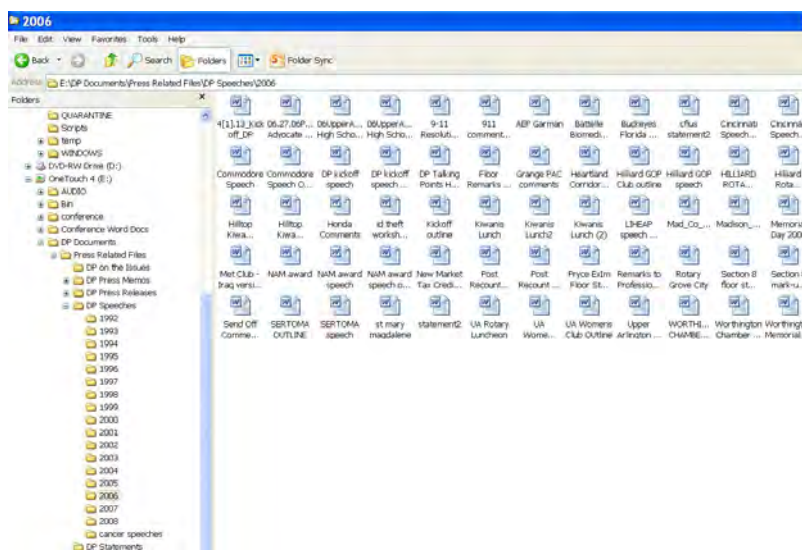
As shown above, the first view of the external hard drive’s files structure showed 100.6 GB of records located in six folders: Audio; Conference [A/V]; Conference Word Docs; Pictures; DP Documents; and Videos (the remaining folders pertain to the functionality of the external hard drive). For this article I will focus on and use as an example the records located in the folder labeled “DP Documents.”



When opened, the DP Documents, or Press Related Files, contained 13 main folders, plus some orphans, for a total of 1,769 files. Similar to opening a box of paper files, a handful of documents typically do not make it into folders or are misplaced. Of the orphans shown above, some proved to be duplicates, some were placed into their appropriate folders, and a few were outside the scope of the series. I printed the few documents outside the series scope and placed them into the appropriate hard copy files.



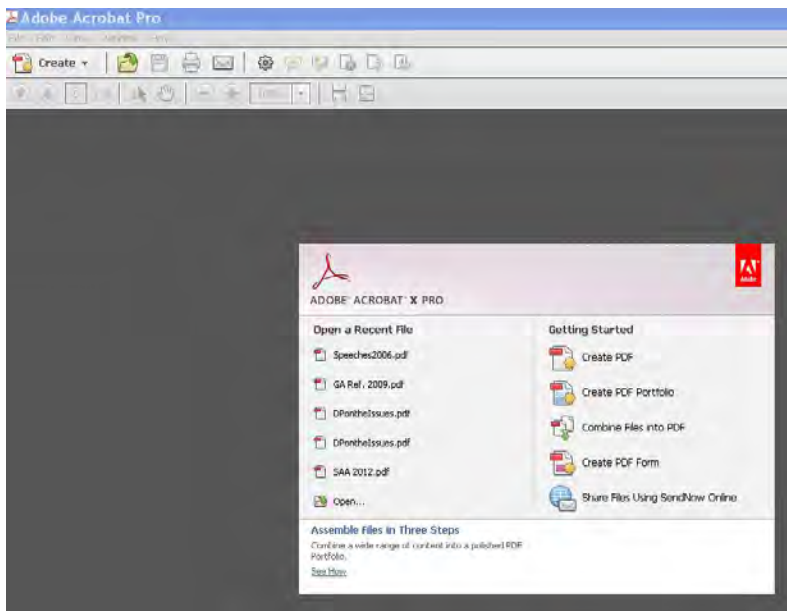
The image above shows the contents of one of the 13 main Press Related Files – DP Speeches – which will be used as an example. The DP Speeches folder contained an additional 18 folders housing 249 documents sorted by year, plus a few orphans.



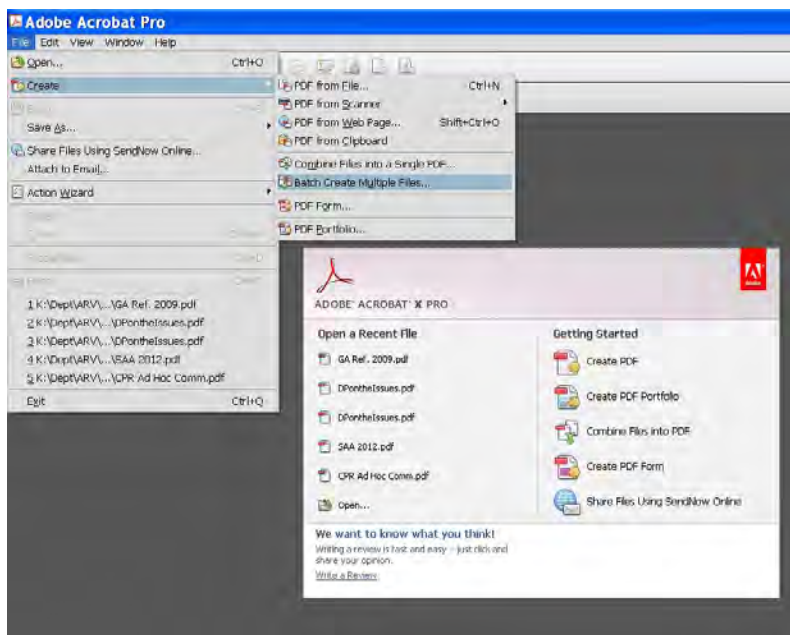
Opening the 2006 folder as a further example above, there were 60 speeches in Microsoft Word format.

How to make these documents available to a researcher poses one of the challenges inherent with these electronic files. How does a researcher browse this folder or access a particular speech document? For any number of reasons a researcher cannot be allowed access to the original Word documents. Currently, the default access format is PDF. You make a PDF copy of the original file and provide this to the researcher. How is this done in a timely manner for the more than 1,700 press documents in the collection? Moreover, how is this done while keeping an individual document’s original order and folder context?

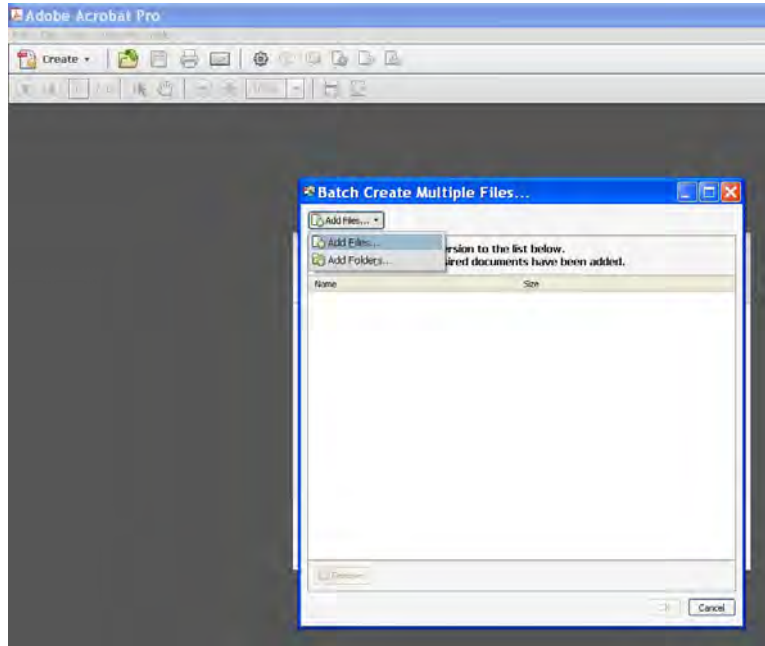
Batching Word documents into PDF format using the Adobe Acrobat Pro software provides a quick method to convert multiple files by folder. The following screen shots provide a brief “how to” on batch converting files using the folder of 2006 speeches as an example. It is a very simple process.



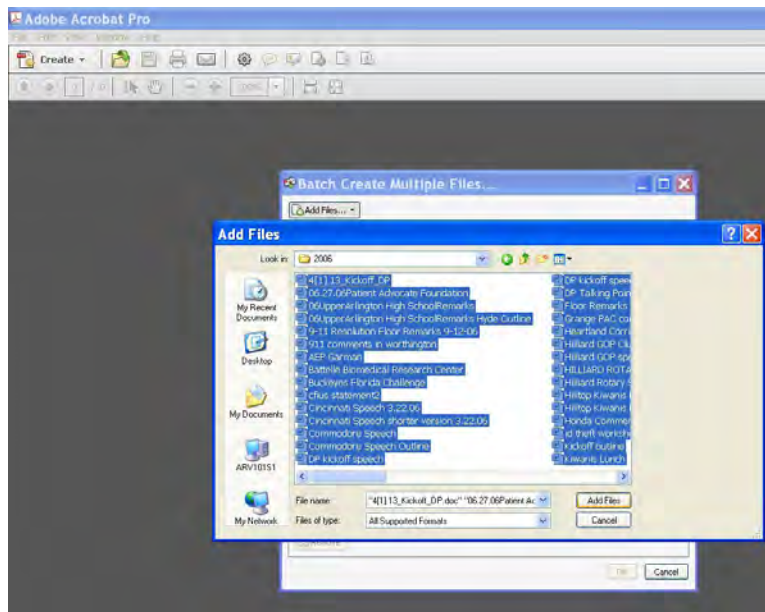
The above image shows the opening screen for Adobe Acrobat Pro X (for CPR members who were at the pre-conference session in San Diego, please note that this article uses the updated Pro X edition).



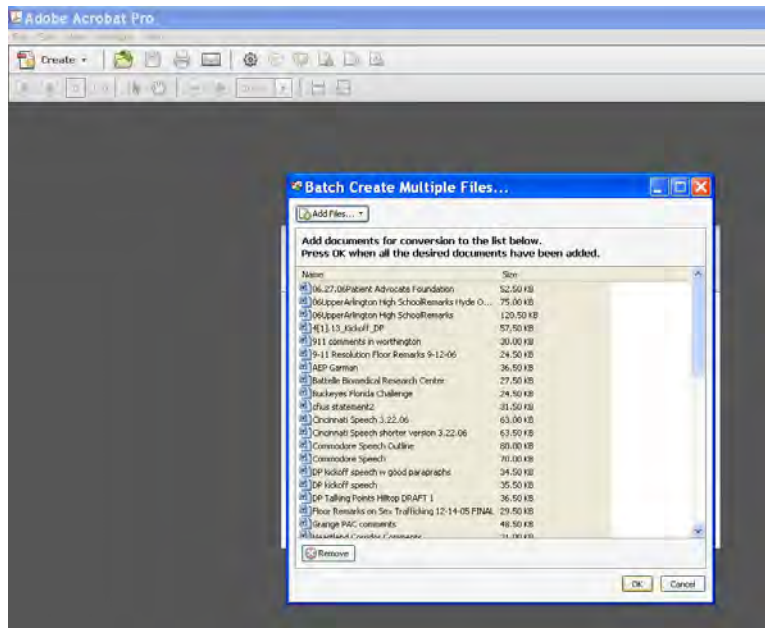
To begin, in the drop down menu under File go to Create. From the resulting menu click on Batch Create Multiple Files.



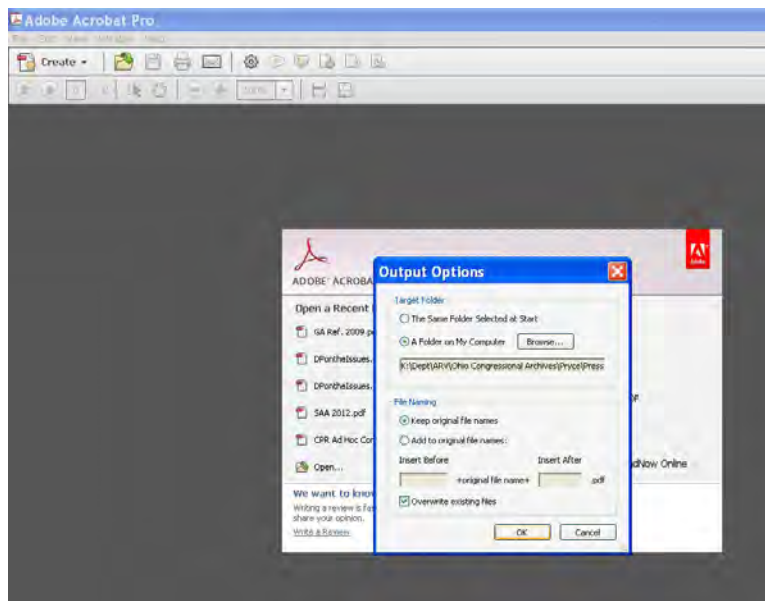
In the new window click on Add Files (I found this much simpler to use than Add Folders).



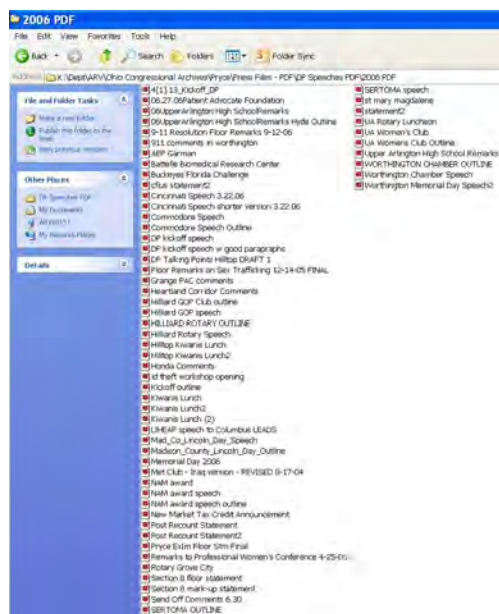
In the resulting window use the Look In box to browse the server directory for the documents to be reformatted. The example above uses the folder of 2006 speeches. Once the folder is selected, highlight the files to be converted (usually all of them) and click the Add Files button.



The next window allows you to add additional files or remove files. Click OK to proceed.



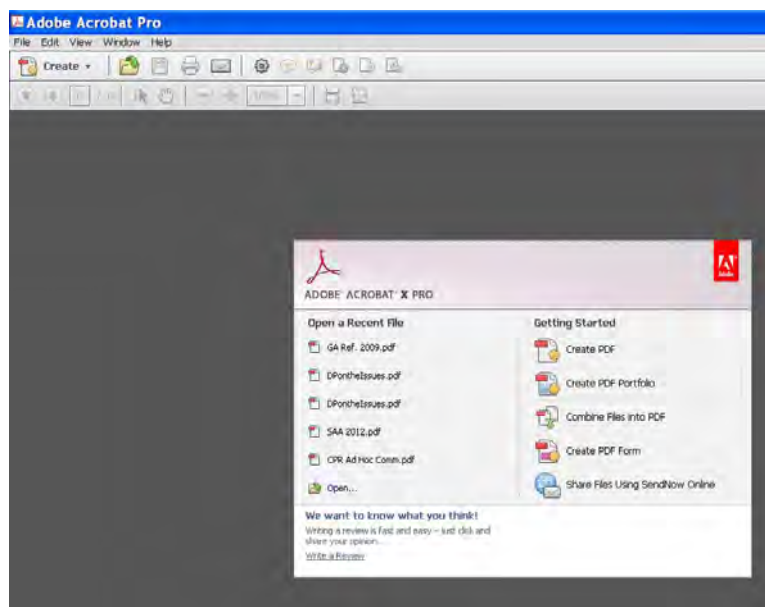
The next step pertains to choosing the folder in which to place the PDF formatted documents. I found it expedient to make empty folders in the server directory beforehand to receive the converted documents. I replicated the folder structure and labels containing the original Word documents, but added a PDF suffix. Thus the “DP Speeches” folder was replicated by a “DP Speeches PDF” folder, in which was located a “2006 PDF” folder. After producing and choosing the receiving folder, click OK to begin the conversion process. This may take some time depending upon the number of documents and their length.



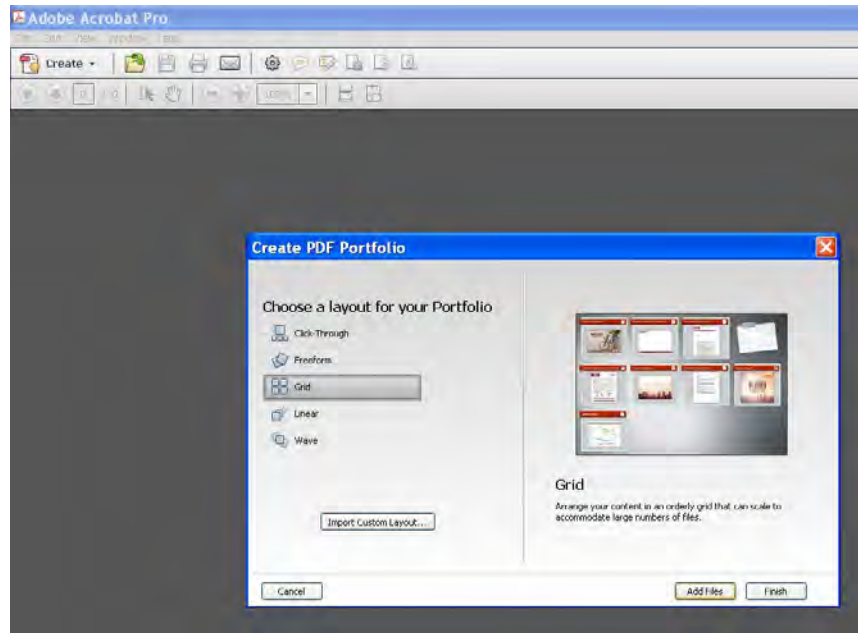
The process results in a folder containing the original Word documents in PDF format.

After converting all the folders of Word documents to PDF format, the next question revolves around access. How does a researcher access the PDF documents? One option consists of simply placing the PDF documents onto CDs and providing the CDs to researchers who visit the reading room. However, this option negates the positive attributes of electronic records, the ability to place these records on-line for researchers to either browse or search by key word.

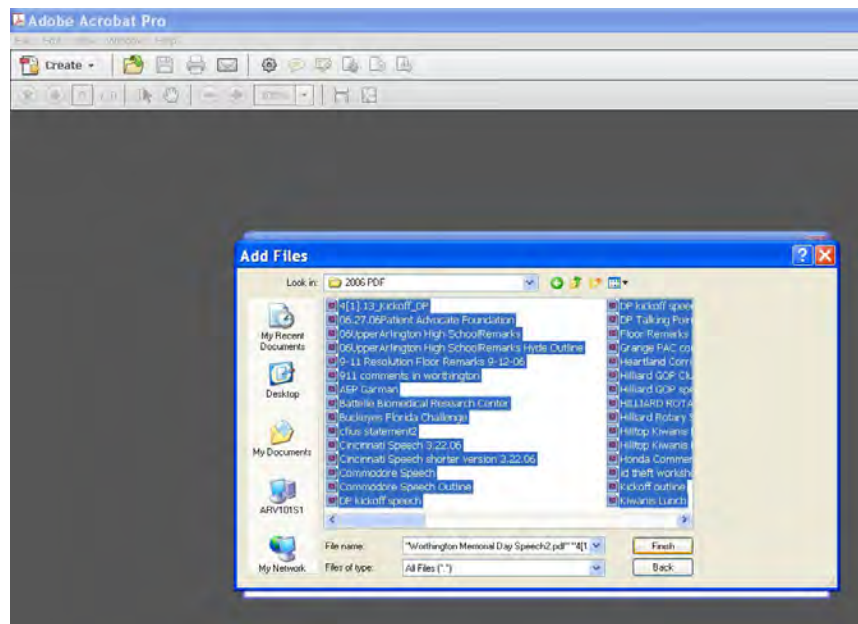
Fortunately, the Adobe Acrobat Pro software contains another feature, portfolios, that provides a simple method of placing PDF documents on-line at the folder level. The following screen shots offer a brief “how-to” on the creation of PDF portfolios.



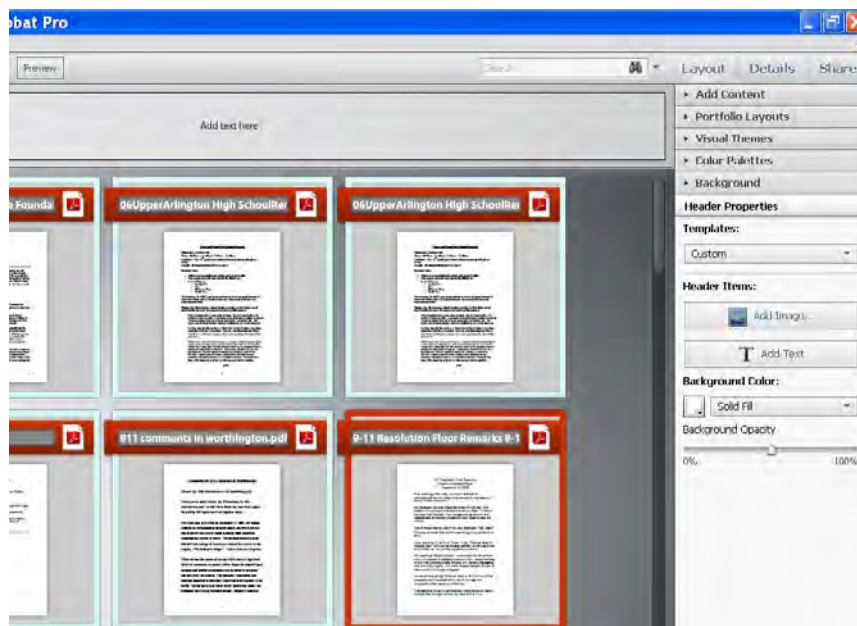
From the home screen shown above choose “Create PDF Portfolio” (note the Pro X edition differs from the Pro 9 edition).



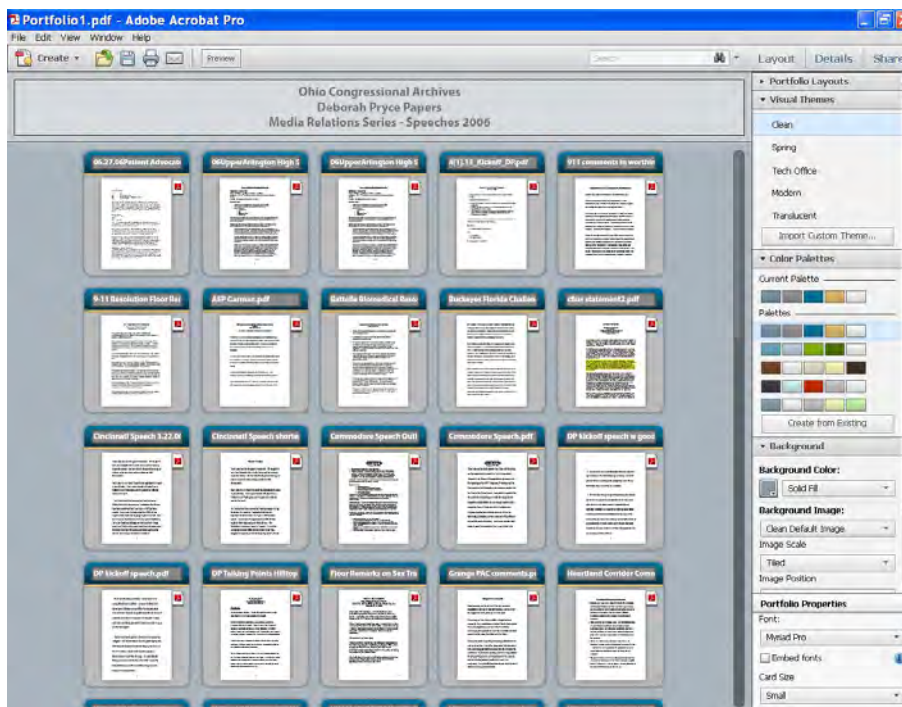
In the new window choose a layout template (I used the basic grid), then click on the Add Files button.



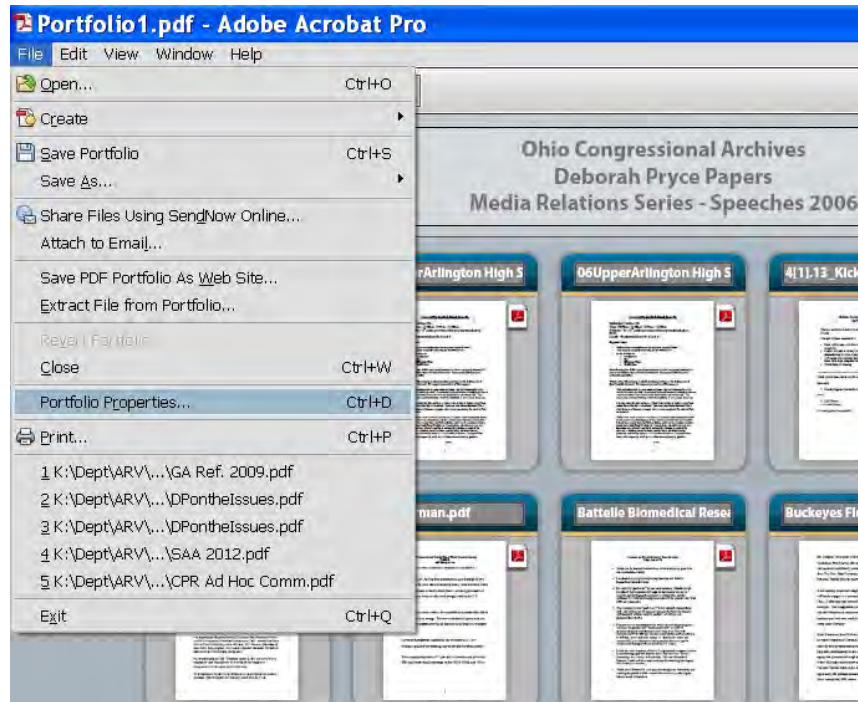
From the Look In box browse the server directory for the folder of PDF documents to use in the portfolio. The example shown above uses the 2006 PDF speeches file. Highlight the documents to add to the portfolio (all), and then click on the Finish button.



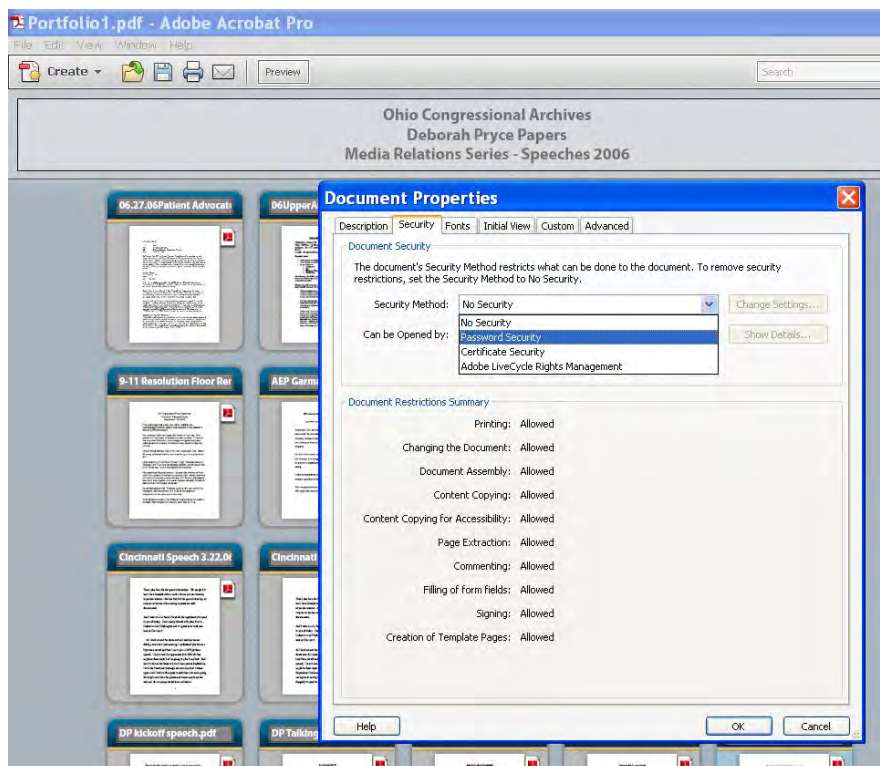
In the resulting screen add a header (basically a folder description) to the portfolio by clicking on the header space at the top of the window. The Header Properties box on the right contains various options to change the appearance of the header box and the font of the header text.



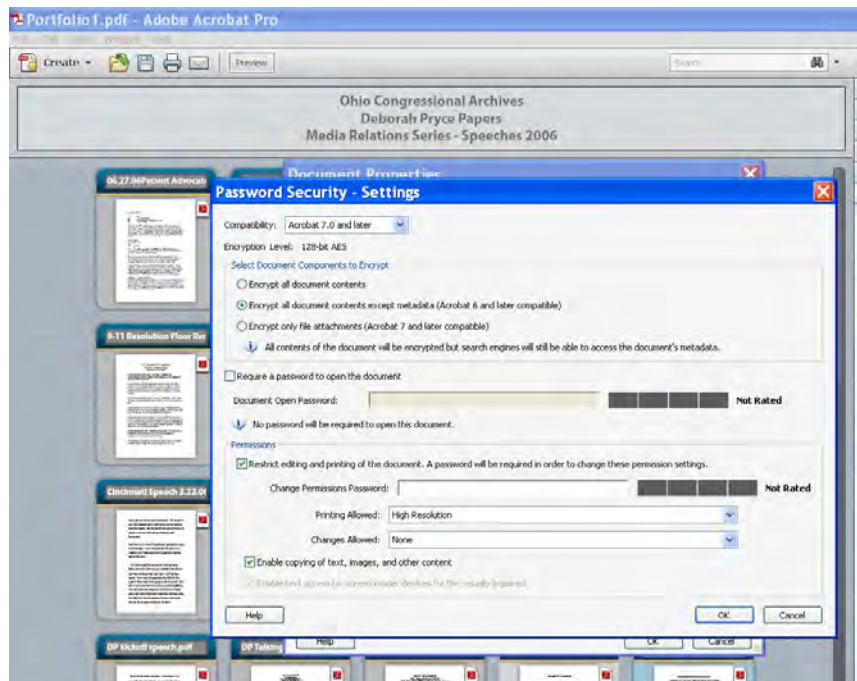
Also located in the right-hand box are drop down menus with templates providing different options to change the portfolio's background appearance, color scheme, and the thumbnail size of the documents.



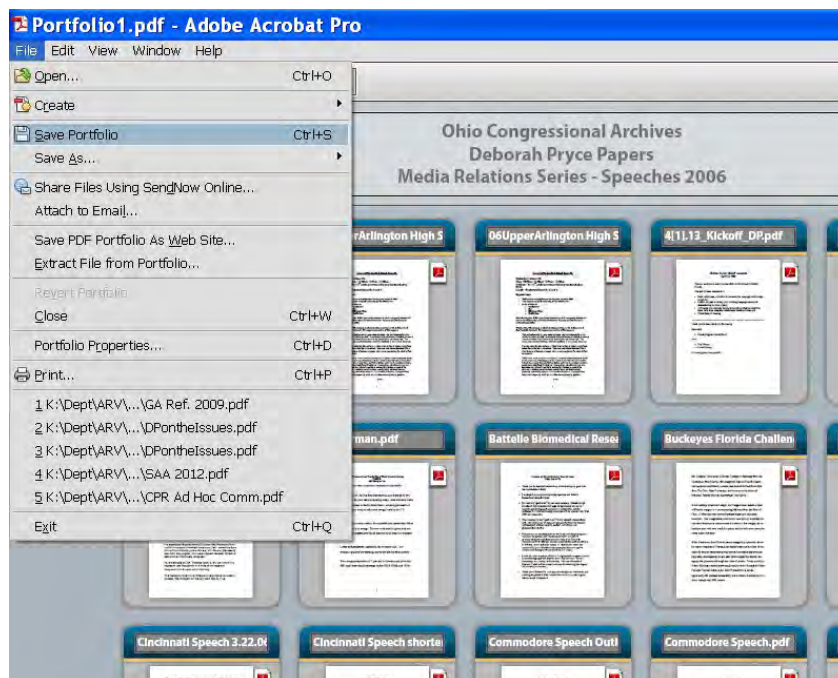
Restrictions on use of the portfolio and the ability to make changes to it can be put in place by going to Portfolio Properties in the File drop down menu.



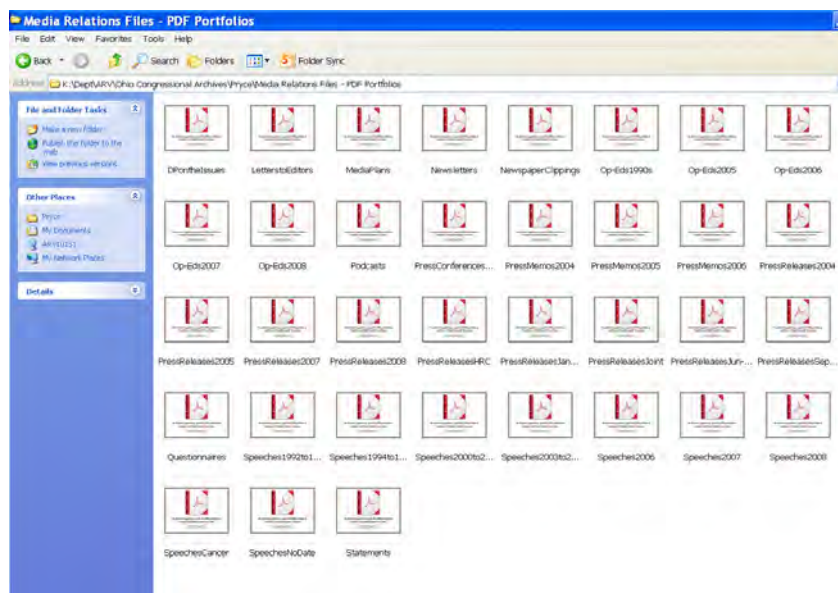
In the Security tab of the new window choose Password Security in the Security Method drop down menu, then click OK.



The resulting window provides encryption options, password protection for document changes, and the ability to set permissions for copying and printing documents in the portfolio.



When finished setting the security restrictions, save the portfolio by going to Save Portfolio in the File drop down menu. Again, I found it expedient to have an empty folder prepared in the server directory in which to place the portfolios.



After going through these steps for each sub-folder located within the DP Documents folder the end result produced the 35 portfolios listed above.

For further details on creating PDF portfolios using Adobe Acrobat Pro X go to http://help.adobe.com/en_US/acrobat/pro/using/WS8AC2CE72-864F-4d65-815A-4AFCAB0B46FA.html#WSA2872EA8-9756-4a8c-9F20-8E93D59D91CE

In working with the documents and folders contained within the main DP Documents folder, I did not hesitate to combine or split the original folders by document type. The speech files as originally obtained had separate folders for each year from 1992 to 2008. However, a number of folders contained just a handful of documents, so I combined some folders together. For example, I combined the years 1994 through 1999 into one folder in order to minimize the amount of folders and optimize the portfolio search feature.

Conversely, the press releases file for 2006 contained 260 documents, so I split the year into three folders in order to reduce the amount of time the portfolios take to download. I generally limited portfolios to no more than 8 megabytes.

Once completed, we placed the portfolios in the OSU Libraries' web server and linked them from the Deborah Pryce Papers on-line finding aid. The portfolios can be viewed at <http://go.osu.edu/oca-prycedigitalpress>. I developed the portfolios presently housed here using the Acrobat Pro 9 edition, so the appearance differs slightly from the example used in this article. However, there are no major differences between the two versions in the functionality of a portfolio. Clicking on a thumbnail image brings up a full screen view of the document. Key words placed in the search box results in a report window highlighting the location of the words within any of the documents in the portfolio.

As noted on the finding aid page, the portfolios work best with Adobe Reader edition 9 or higher, so the page contains the link <http://get.adobe.com/reader/> to obtain this free software.

A few observations gleaned from processing the digital documents in the Deborah Pryce Papers:

- **The Adobe Acrobat Pro software provides a simple “quick and dirty” method of processing electronic records on the folder level. It is adequate, it works, and I plan to use it on future acquisitions of electronic records until something better comes along.**
- **The processing, arranging, and access to electronic records must be undertaken at the folder level. The Deborah Pryce Papers contain about 3,500 digital documents, or approximately three to four cubic feet if printed out. A senate office easily creates more than this amount of electronic records in just one year. Given these numbers, providing metadata on the item level quickly becomes unrealistic.**
- **Processing digital documents consumes more time than paper records. Computer files simply take a lot longer to browse through than flipping through paper.**
- **Acquiring modern manuscript collections requires not just shelf space, but also server space. The digital documents within the Pryce collection required server space for a backup master copy and a working copy of the original files. Processing the collection produced newly created files of PDF formatted copies, folders of PDF portfolios, and a web copy of the portfolios.**
- **Processing work now requires flat monitor screens as well as flat table space. I highly recommend having two monitors per computer work station to compare and work with digital documents during processing.**
- **Processing work now more than ever requires a team effort across departmental lines with IT support and web support needed at a minimum. At times, the priorities of these departmental staffs may not coincide with your priorities.**
- **A priority must be placed on education and outreach to congressional office staff. At a minimum we, as CPR members, need to encourage congressional offices to routinely create electronic folders by bill, project, topic, or document type, both on the general office level and on the individual staff member level. Failure to do so will result in the equivalent of a box of paper documents without file folders.**
- **Discussions with office staff should include a conversation on file name conventions. In an ideal world all file names would be descriptive, without acronyms, and start with a date in yyyy-mm-dd format. Doing so automatically sorts files within a folder into chronological order.**

Processing the electronic records in the Deborah Pryce Papers proved to be an educational and rather enlightening experience. It certainly provided a glimpse into the future congressional archivists face as more and more records become strictly born digital. I hope this article proves helpful in some small way in managing the electronic records in your collections. Please do not hesitate to contact me at Thomas.1082@osu.edu or 614-688-8429 if you have any questions.

INSTITUTIONAL UPDATES

University of Kansas

New Senior Archivist at the Dole Archive

The Dole Archive and Special Collections is excited to announce that Audrey Coleman has joined the Dole Archive as the new Senior Archivist. Audrey brings professional experience from the museum, archives, library, and visual resources fields to her position, and looks forward to furthering the development of a robust digital, physical, and interactive community presence for the Archives' collections. Along with other Institute leaders, Audrey also participates in the strategic development of Institute programming and resources.

Audrey is a KU graduate, having earned a B.A. with distinction in Spanish, 2001, and an M.A. in Museum Studies in 2004. She served as KCAA's Publicity Co-Chair and Co-Chair from 2003-2005, and as Scholarship Committee Chair from 2005-2007. Currently, she is on the Local Arrangements Committee for the 2014 Midwest Archives Conference (MAC) being held in Kansas City, MO.

Dole Archives hosts 2012 Research Fellows

The Dole Archive and Special Collections hosted its 2012 Research Fellows in May and September. The fellowships are two awards of \$2,500 and \$1,500 which support scholarship using the Dole Archive, specifically projects that will be substantial contributions to the study of Congress, politics, or policy issues.

Dr. Prakash Kumar, \$2,500 awardee, is an Assistant Professor in the Department of History at Colorado State University, and a Fellow with the "Framing the Global Research and Publication Project" through the Center for the Study of Global Change at Indiana University. He is researching the science of genetically modified crops, globalization, and civil society resistance

in India for his book manuscript, *The Seed: GM Science, Globalization, and Social Movements in India* (under contract with Indiana University Press).

Dr. Zeb Baker, \$1,500 awardee, is a Temporary Instructor in the Department of History at Georgia Southern University. Baker came to the Dole Archives to research Title VI and IX legislation for his book manuscripts, *Forward Progress: Desegregating College Football, 1945-1975* and *A Long, Sticky Fight: Title IX, the Tower Amendment, and the Creation of Modern College Sports*.

- Sarah D'Antonio

Southern Illinois University Carbondale

The Special Collection Research Center (SCRC) of Southern Illinois University Carbondale's Morris Library is pleased to announce that retired U. S. Representative Jerry F.



Costello has chosen it as the repository for his congressional papers. SCRC received 705 boxes of materials from Rep. Costello's offices in Washington, D. C., Belleville and Carbondale.

Representative Costello was St. Clair County Board chairman when he was elected to Congress on August 9, 1988 to fill the vacant seat of the late Rep. Melvin Price. He was elected to his first full term that fall. His more than 24 years of service in the U. S. House of Representatives made him the longest serving member of the Illinois delegation at the time of his retirement. Costello's tenure in Congress covered a very important period in history of the southern Illinois region and the nation, from the end of the Cold War through the wars in Afghanistan and Iraq following the terrorist attacks of September 11, 2001. His work on behalf of his southern Illinois

(Southern Illinois, continued from page 25)

constituents stretched from the floods of 1993, through the May 2009 derecho, to the tornados that severely damaged Harrisburg and other parts of southern Illinois in February 2012.

Costello served on the Science, Space and Technology Committee and the Transportation and Infrastructure Committee, rising to the rank of chair of the aviation subcommittee. Through his committee work Costello was able to accomplish much to improve the infrastructure of Southern Illinois, from work on Mississippi River bridges, to bringing the Metro Link from St. Louis to Illinois, to finding new roles for Scott Air Force Base to preserve Illinois jobs.

“The donation of these papers is a great boon to researchers at SIUC,” said political papers archivist Walter Ray. “All of Costello’s work on national issues and on behalf of his constituents is well documented. From his work on the aviation subcommittee alone there are some 42 cubic feet of material, perhaps 100,000 pages of documents.”

Costello’s papers will join those of U. S. Senators Paul Simon and Roland Burris, U. S. Representatives Ken Gray and Glenn Poshard, St. Louis Mayor Clarence Harmon, Illinois State Senator Kenneth Buzbee, Illinois State Representative Jeanne Hurley Simon, and the records of a number of community groups, grass roots organizations and labor unions, which make up SCRC’s political papers unit. “SCRC is rapidly becoming an important center for the study of local, regional, and national political history,” said Ray. “Representative Costello’s papers will be an important addition because of his length of service and the significance of his accomplishments.”

Ray noted that Representative Costello’s papers are currently being inventoried. According to the terms of the transfer, parts of the collection will become available to researchers by the end of 2014.

-Pam Hackbart-Dean

Ohio State University

Now available through the Ohio State University Libraries’ website at <http://library.osu.edu/projects/friendship-7/>, “The 50th Anniversary of the *Friendship 7* Space Flight: A Digital Exhibit” features artifacts, documents, and audiovisual materials from the John Glenn Collection of the Ohio Congressional Archives. The digital exhibit commemorates John Glenn’s historic space flight on February 20, 1962, when he became the first American astronaut to orbit Earth. It replicates as closely as possible the original cases in the physical exhibit on display in Ohio State’s Thompson (Main) Library from February 1 to April 30, 2012.



A class of schoolchildren explore the Friendship 7 exhibit on March 1, 2012.

-Jeff Thomas

Troy University Dothan Campus

The Wiregrass Archives at Troy University Dothan Campus (Alabama) is pleased to announce the simultaneous opening of the Congressional Papers of Congressman Terry Everett (R-AL-2, 1993-2009) and the Congressman Terry Everett Reading Room.

Rep. Everett, a former newspaper publisher from Houston County, Alabama, succeeded Congressman Bill Dickinson in 1993. He served on numerous committees and subcommittees, and was

(Troy University, continued from page 26)

particularly interested in agriculture, atomic energy, military and veterans affairs, and national security. His tenure coincided with that of presidents Clinton and Bush, so his papers reflect not only his and his constituents' interests but also issues of national scope.

The collection documents Mr. Everett's official and political activities and his dealings with constituents. Organized into 5 series: 1. Subject Files, 161 cubic ft.; 2. Constituent Files, 11.5 cubic ft. (samples by files retaining 20 percent); 3. Media Files, 8.4 cubic ft.; 4. Congressional Publications Received, 100 items; 5. Miscellaneous, 12 cubic ft. (Subject and other files kept in Mr. Everett's office rather than the central filing system).

The Wiregrass Archives will post a complete finding aid at <http://trojan.troy.edu/community/wiregrass-archives/inventories/329.html>



A few awards given to Everett by military, space, and national security organizations .



In addition, Terry and Barbara Everett provided a generous grant that allowed the repository to move its shelving area and reading room. The Congressman Terry Everett Reading Room is now the public face of the Wiregrass Archives. We look forward to a grand opening of the entire facility in late 2012.

For more information on the Wiregrass Archives and its other holdings, see <http://trojan.troy.edu/community/wiregrass-archives/>



View of the Everett Reading Room, not quite completed but open for researchers.

-Martin T. Olliff