



Congressional Papers Section

NEWSLETTER

Society of American Archivists

Winter 2021/22

Technical Supplement Update

A Message from the Chair

Dear CPS colleagues,

It feels like it has been a long time since we've all been able to gather in person. Having joined CPS just prior to the lockdowns of 2020, I've enjoyed getting to know many of you via Zoom over the past 20 months. I look forward to the day we can gather in person. Stay tuned for messaging from SAA about the status of the upcoming Annual Meeting in Boston. Whether CPS Day 2022 is in person or virtual, please don't hesitate to reach out with any ideas or suggestions for programming.

Despite our physical distance, we've been able to do great work as a section. At CPS Day 2021 we dove into important issues we are all experiencing in our work—political polarization and reparative descriptive language. The planning for the publication of a technical supplement to Cynthia Pease Miller's *Managing Congressional Collections* is well underway. Thanks to those of you who gave input on the process in its various stages.

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In 2018, The Dirksen Congressional Center generously awarded the Congressional Papers Section a grant amounting to \$1,000 per year for three years to help defray expenses associated with publications or guides on topics congressional archivists regularly encounter.

In late 2020, CPS members identified a critical need to update Cynthia Pease Miller's *Managing Congressional Collections* to include guidance on the collection, preservation, and management of born-digital congressional collections. Since February 2021, a working group has been meeting to discuss planning, design, and content for a technical supplement to *Managing Congressional Collections*. The working group includes the following members: Sheridan Sayles, Kate Gregory, Danielle Emerling, Alison White, Carly Dearborn, and Mary Goolsby.

To date, the group has proposed a chapter outline and specific topics to be addressed. For more details, visit <https://tinyurl.com/mcctechsupplement>

Thanks to all of you who provided valuable feedback to this work following the update at CPS Day this past summer. Moving forward the working group is exploring joint publication models with SAA and other like-minded associations. Soon we will begin the call for authors and we hope to draw from this section's expertise. If you or anyone at your institution who works with digital congressional collections is interested in writing for the supplement, please do not hesitate to reach out with any questions.

Carly Dearborn
Ohio Public Policy Archives (OPPA),
The Ohio State University

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I want to take this opportunity to thank Steering Committee members who rotated off this year—Zachary Johnson and Rebecca Sherman—and welcome our two new members, Claudia Willett and Keri Myers. Also, thanks to the fearless leadership of Robert Lay, our immediate past Chair and welcome to our Vice Chair/Chair-Elect, Mary Goolsby. Thank you all for your efforts and contributions to CPS! This is such a great group of people.

I'm so thankful to our new Newsletter Co-editors, Dawn Sueoka and Kate Hujda and the great issue they have put together. During these times of political divisiveness and social upheaval, it is critical we stay connected to each other and our shared mission.

Looking ahead, we are due to update our section's Strategic Plan. Stay tuned for more ways to get involved.

Wishing you all a happy and hopeful holiday season.

*Carly Dearborn
Ohio Public Policy Archives (OPPA),
The Ohio State University*

CPS Electronic Records Committee Update

The Electronic Records Committee has added new members!

Mary Goolsby – co-chair
Sheridan Sayles – co-chair
Emily Graves
Kate Gregory
Steve Hussman
William Modrow
Marla Schleuder
Sara Stefani
Dawn Sueoka
Alison White

Special thanks for John Caldwell who is rotating off in December after many years of service.

In our fall meeting we discussed possible projects for us to pursue in service to CPS. An obvious one was updating our ERC website and making sure all items are posted. We will be creating a "working with allies" toolkit series, which could include ways to talk to chiefs of staff, staffers, library and congressional office IT personnel, library and upper-level administrators, development, deans, etc. to create allies through education about the purpose and needs of the archive. Contact us if you would like to contribute.

We will also be assisting the Managing Congressional Collections Working Group with their e-record supplement, as needed.

Please feel free to reach out to us if you have suggestions for CPS Day 2022 or an idea for a new ERC Module.

*Mary Goolsby (co-chair)
W. R. Poage Legislative Library
Baylor University*

CPS Day 2021 Recap

Our second all-virtual section meeting and pre-conference was held on July 13. This year's program explored several themes relevant to our current environment—challenges posed by rapidly changing technologies, a marked increase in political partisanship, and the growing social justice movement within archives.

In the first panel, Carly Dearborn and Mary Goolsby from the Electronic Records Committee delivered an update on the forthcoming supplement to Cynthia Pease Miller's *Managing Congressional Collections*. The supplement will focus on the technical challenges of handling electronic records, including advice for transferring such records, establishing physical and intellectual control, and providing access.

Our second panel was moderated by Karen Paul and featured Hope Bibens, Lori Schwartz, Jan Zastrow, and Robert Lay. These four veteran archivists shared examples of ways that a hyper-

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(CPS Day Recap, continued from page 3)

polarized political environment can affect the work of archives, including donor concerns about sensitive records, increased public pressure for access, and even where repositories should be located.

Our final panel featured a discussion between Blynn Olivieri and Robert Lay about reparative justice work at the University of West Georgia. The conversation touched upon harmful language warnings for archival description, cultural sensitivity training for archives staff, and other topics connected to reparative justice. Like the rest of the archives field, political and congressional archivists are discovering that we have a role to play in decentering whiteness and highlighting more diverse voices in our collections.

We had around forty-five people in attendance for the program this year, including some from outside of the organization. I would like, once again, to thank all our presenters and moderators and everyone who was able to attend.

*Robert Lay
Richard B. Russell Library
for Political Research and Studies
University of Georgia*

Repository News

Acquisitions and Anniversaries at The Ohio State University



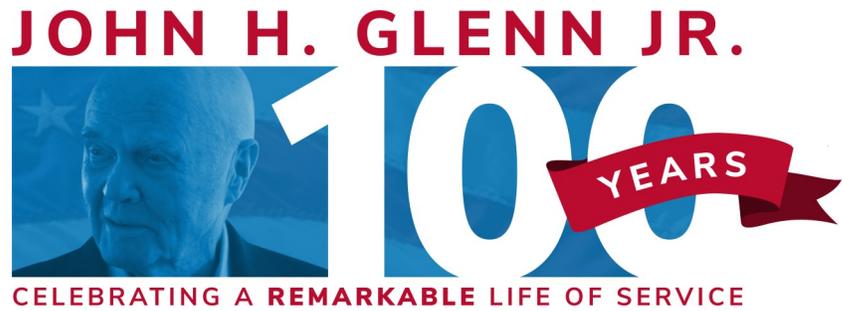
With the donation of the Steve Stivers papers, OPPA won the bet for which Ohio State special collections unit would be the first to receive masks in a donation. These (unused) masks are from President Biden's inauguration.

The Ohio Public Policy Archives (OPPA) at The Ohio State University acquired the congressional papers of U.S. Secretary of Housing and Urban Development Marcia L. Fudge and former U.S. Representative Steve Stivers in 2021. Fudge represented the people of the 11th Congressional District of Ohio in the U.S. House of Representatives from 2008 to 2021 and was confirmed March 10 as the 18th HUD secretary. Fudge's tenure in Congress is best remembered for her commitment to voter protections, childhood nutrition, and civil and human rights. Stivers represented the 15th Congressional District of Ohio from 2011 until May of 2021 when he resigned his seat to become the president and CEO of the Ohio Chamber of Commerce. While in Congress, Stivers focused on legislation related to economic development, fiscal responsibility, and combating the opiate epidemic in Ohio. Both Fudge and Stivers are alumni of The Ohio State University.

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2021 marked the 100th birthday year of Senator John Glenn who was born July 18, 1921. While campus celebrations were kept small, a three-day celebration occurred in Glenn's birthplace and childhood hometown in Ohio. Events included a parade, a Friendship 7-Miler run, lectures, and tours of the John and Annie Glenn Museum. The archives updated several displays in the John Glenn College of Public Affairs at Ohio State. A virtual exhibit tour was created to accompany the displays and can be accessed here: <https://go.osu.edu/jgc-exhibit-tour>. Glenn, who died in 2016, was the first American to orbit the Earth in 1962 and spent 24 years representing the state of Ohio in the U.S. Senate.



John Glenn Centennial celebration logo.

*Carly Dearborn
 Ohio Public Policy Archives (OPPA),
 The Ohio State University*

University of Delaware Completes Digitization Project

The University of Delaware's Library, Museums and Press has completed an 18-month grant-funded digitization project to make approximately 550 unique audio recordings from four political collections available to students and researchers at the University of Delaware and beyond.



Carper for Congress/State Fair, 1982." MSS 0399, Thomas R. Carper congressional papers, Special Collections, University of Delaware Library, Newark, Delaware.

Awarded as part of the seventh wave of the Recordings at Risk program, Principal Investigator John Caldwell, Associate Librarian and Coordinator of Political Papers and Electronic Records, processed and supervised the reformatting of the William Satterfield collection of Delaware political radio commercials and interviews, which documents the political environment in Delaware between 1970 and 1986. The voices of candidates and public officials, ranging from local politicians to the President of the United States, are now available for the first time since these commercials and interviews originally aired. Other notable recordings reformatted for this project include speeches and interviews from United States Senators John J. Williams (R, 1947–1970) and J. Allen Frear, Jr. (D, 1949–1961).

Acquisitions and Events at Baylor University

During the past 18 months, Poage Library staff have continued to move forward as we do the important work of preserving the history of Congress, Texas, and our community through the accessibility of Poage collections. In supporting the work of creating lesson plans, and our own research for two NEH grant proposals, and work to contribute to the Educating for American Democracy initiative, we have become very cognizant of the limited points of view held within Poage collections.

New Acquisitions

We are thrilled to have added the papers of longtime local activists and elected officials, former County Commissioner Lester Gibson and former Waco Mayor and City Council member Alice Rodriguez. For more than 30 years these leaders have diligently represented African American and Hispanic citizens, respectively, of Waco and McLennan County. We are actively looking for papers of elected officials and political organizations who can provide a variety of voices for researchers to discover.

Over the summer we brought in 548 record boxes from Joe Barton (TX-R 6th Congressional District), which we will start processing next summer. Late June in Texas is not the best time to transport boxes, but we were fortunate to have a spirited crew of staff and student assistants, including two summer interns supported by endowment funds.



Poage staff and students loaded in 548 records boxes from the papers of Congressman Joe Barton (TX-6), who did not run for reelection in 2018.



New Permanent Exhibit

The permanent exhibit, installed September 2020, is a beautiful and wonderful teaching tool on public service and civic engagement. This project, started under former director Debbie Davendonis, took three years to plan and install.

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After 3 years of work, the Poage Library installed a professionally produced exhibit about public service and civic engagement using archive materials.

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Panel Series

Right before and during the pandemic, we have been able to record three panel discussions dealing with important topics.

[Investigating Impeachment: Context, Congress, and the Constitution](#) Feb 6, 2020

[19: One Hundred Years of Preserving Voters' Rights](#) Sept 22, 2020

[Redrawing Texas: Who Chooses Whom?](#) Nov 1, 2021



[top left to right] Moderator Dr. Stephen Sloan of the Baylor Institute for Oral History relays questions from the audience to Stephani Swanson (LWV-TX, Issue Chair for Redistricting), Mike Morrison (Law Professor and redistricting consultant), [below, left to right] Former Congressman Chet Edwards, and Political Science Professor Patrick Flavin.

Processing Project Update

Since January 2020, we have completed processing 10 collections (approx. 1,200 boxes) for entry into CuadraSTAR. All our collections will eventually be re-processed and included in our Baylor Archival Repository Database (BARD) and the Texas Archival Resources Online (TARO).

Congressman Poage wanted the library to be a “living institution” that changed and grew with the times. We strive to make that a central part of our mission every day.

*Mary Goolsby (co-chair)
W. R. Poage Legislative Library
Baylor University*

Report from the Advisory Committee on the Records of Congress

The Senate Archivists have continued to telework and telemeet most of the time since our June meeting. We scaled back a planned September increase of staff on site in response to CDC guidance and increased Covid levels. In late summer, the Center’s return to Level 1 operating status and cessation of

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(Records of Congress Committee, continued from page 6)

archival transfers from the Senate resulted in over 550 boxes of new transfers accumulating in working offices. The Center resumed transfers when the extent of the backup became known.

Assistance to Senators Offices

Six senators have announced their retirement. They have received copies of *Preserving Senate History: Closing a Senate Office*, been briefed on best practices, and receive guidance as questions arise.

As called for by the FY 2020 Further Consolidated Appropriations Act, the Senate Committee on Rules and Administration and Senate Committee on Appropriations Subcommittee on the Legislative Branch directed the Secretary of the Senate to enter into a partnership with a public university in order to acquire information on best practices in the archiving of congressional papers. This information is derived from the experience and insights gained as a result of processing, preserving, and making available a senator's large collection and will be used to assist current and future senators with preserving their collections. Report 116-124 advised that in order "to gain insight into significant challenges, emphasis should be placed on a collection that, due to special circumstances or lack of available guidance from the Senator, required rapid closing, transfer, and processing."

In December 2020 the Committee on Rules and Administration and the Subcommittee on the Legislative Branch approved a memorandum of agreement establishing a partnership between the Secretary and Arizona State University, the repository of Senator John McCain's papers. As per the agreement, the University is filing quarterly reports on the processing of the McCain Senate papers, providing information in the following categories:

- Preliminary budget and final budget
- Processing plans for analog and digital records
- IT capability to support digital preservation activities such as storage and integrity
- Assessment of incoming digital records (location, functional type, format)
- Procedures to identify and protect sensitive information in digital and analog records
- Plan and budget for format migration, content preservation, metadata management, and/or other digital preservation needs
- Plan for cataloging and making the collection accessible
- Division of labor between contractors and the University
- Role of the University in direction, oversight, and approval of tasks performed by contractors
- Plan for identifying and returning Senate committee records inadvertently transferred with the senator's personal collection
- Other topics or issues as discovered during the course of the project, such as unexpected challenges posed by the collection, gaps in the collection, and preservation/conservation issues posed by the collection

The University will submit a final report to the Senate at the conclusion of the project in 2024.

The Legislative Branch Appropriations Act of 2021 explanatory statement assigned to the Secretary of the Senate the task of preparing a report for the Subcommittee on the Legislative Branch on ways to enhance records management and archiving services to senators to promote proper organization and preservation of their records so that their official papers will be ready for historical preservation when the senator leaves office. To better inform our report, we surveyed administrative directors and systems administrators. Over half of senators' offices responded. Results showed that more than 66 percent of respondents want short term, in-person assistance at the end of a senator's term to help office staff

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implement steps in *Preserving Senate History: Closing a Senator's Office*. More than 60 percent want help with creating a custom office records management policy. More than 55 percent want increased training in records management and archiving, both at the opening of an office and periodically thereafter. Nearly 50 percent want provision of short-term, in-person assistance with and periodic reviews of electronic records management. Around 48 percent want help preparing electronic records systems and data for extraction from Senate systems and deposit in the senator's designated archive. And 46 percent want periodic reviews of office management of electronic records and recommendations for processes and tools to assist with these tasks.

Armed with this data, we recommended the addition of two deputy archivists to the Senate Historical Office to assist with the archiving needs of senators' offices and other projects. We are pleased to report that this recommendation has been accepted and implementation is awaiting passage of the Legislative Branch Appropriations Bill. Other recommendations in our report were favorably received by the Legislative Branch Subcommittee and are in the development stage.

Committee Archiving

During FY2021, the Senate transferred 228 new textual accessions totaling 989 cubic feet from 17 committees/offices and requested 47 loans totaling 120.5 cubic feet. A transfer of electronic records on October 1 yielded 1.12 TB from 58 accessions and five committees. In addition, there were two electronic records loans back to the Senate totaling 227 GB.

In August and September there was a pause in new transfers to the Center due to the National Archives moving back to Level 1 operations. With the help of the Center, the Secretary's office, and the U.S. Archivist, that period turned out to be brief, and we have resumed sending out new accessions. The Center's staff has always been committed to serving loans, and they have always responded promptly and with understanding to the needs of Senate offices and committees. We continue to work with the Archives' pandemic pickup procedures set since March 2020.

Archiving the 116th Congress electronic records of committees that don't have archivists keeps Deputy Archivist Seelinger very busy. So far, out of 12 committees, we have received a complete set of records from seven, partial amounts from two, and three are in progress. The bulk of the paper and electronic records of both presidential impeachment trials have been processed and accessioned.

After a long hiatus, we resumed sending archival transfer paperwork to the Center using the Senate's secure Large File Transfer. The system was recently upgraded and improved. This allows us to easily provide transfer materials, at any time, without having to schedule in-person pickups with a separate drive. This is a positive development as we are looking at the Large File Transfer as one non-media dependent way to give staff access to loaned electronic records.

Digital Preservation Planning in the Senate

Closing a senator's office is a mammoth task that is further complicated by the number of terms that the senator served and the amount of time that the office has to plan for closure. Archivists in the Senate Historical Office have encouraged member offices to develop a digital preservation plan and to do so early in the senator's tenure. We advise staff that digital preservation is an iterative process that needs to be frequently revisited to assess whether the plan is meeting the goal of preserving the member's complete digital legacy.

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This year we updated our guidance to offer practical steps to discover, maintain, and preserve digital records created in Senate offices. The starting point of this guidance encourages offices to survey all electronic records that they are currently managing. We include information about older formats offices may encounter and ways to make sure these materials remain accessible. Digital preservation planning is equally important for Senate committees, and we meet at least once a Congress with chief clerks, committee archivists and their systems administrators to assess and assist with this process.

In support of our digital initiatives, Deputy Archivist White has met with eight member offices since June and with one receiving institution to discuss the “digital piece” of Senate collections and encourage assessment and communication between parties. To stay informed of best practices, she has attended numerous seminars on email archiving, preservation planning, and digital preservation policies. Deputy Archivist White has also participated in meetings with Sergeant at Arms staff addressing best practices for exporting and archiving records created in the Microsoft Teams and One Drive environments and email archiving of Microsoft accounts. The Senate Sergeant at Arms continues to work on an archives solution for Microsoft 365 and is in the midst of a proof of concept solution. There is hope to add to that a records management capability. We are also looking at a recently developed addition to Senate technology offerings called Quill, a digital letter sharing, signing, and searching solution that automates the signing of letters intended for leadership, committees, or outside agencies. We are creating and updating our guidance accordingly.

Social Media Archiving

We continue to work with Senate committees and ArchiveIt to archive committee social media accounts. Deputy Archivist White has recently completed the download of 49 social media accounts for 11 committees comprising approximately 1.4 TB of data and will be accessioning these materials with the Center.

Legacy Media

Digitization of Senate Republican caucus videos and creation of log sheets continues. Managing an ongoing project such as this has equipped us to better provide guidance to other Senate offices, and we have advised several member and committee offices on similar digitization projects.

*Karen Paul
U.S. Senate Archives*

Message from the Editors

We are excited to serve as your CPS Newsletter co-editors. The newsletter has been a wonderful way for us to strengthen our connections and share the work and programming that we've been doing in our various repositories, offices, and committees. We look forward to continuing this work!

For our summer 2022 issue we invite content in the following categories:

- **Activity Updates:** Summaries, reports, or updates on events, committees, and programs (500 words or less).
- **Repository News:** Project updates, small case studies, significant acquisitions, work in progress, etc. (photos encouraged!).
- **Brief Announcements:** Staffing changes, grants awarded, upcoming event/opportunity announcements, new acquisitions, newly processed collections, etc. (250 words or less).

Submission deadline for summer is May 15 Please send submissions to Kate Hujda (kathryn.hujda@mnhs.org) and Dawn Sueoka (sueokad@hawaii.edu).

To assist with your--and our!--planning, we hope to implement a regular annual production schedule. If you aren't able to make the deadline for this winter's issue, please consider submitting something for the summer 2022 issue. Here is the schedule:

Late May: Summer issue submission deadline

June: Summer issue published

Mid-November: Winter issue submission deadline

December: Winter issue published

Thank you very much, and please let us know if you have any questions.

Kate Hujda
Minnesota Historical Society

Dawn Sueoka
University of Hawai'i at Mānoa