

**Congressional Papers Roundtable
Annual Report for September 2008-August 2009
Submitted November 9, 2009**

CPR Steering Committee 2008-2009

Linda Whitaker, Chair
Brian Keough, Vice-Chair, Chair Elect
Christopher Burns
Kathleen Cruikshank – Chair, Nominations
Leigh McWhite
John Murphy
Walter Ray

Newsletter Co-Editors

Morgan Davis
Gary Spurr

Ex-Officio

Karen D. Paul, U.S. Senate Historical Office
Robin Reeder, Office of History and Preservation, House of Representatives
Matt Fulgham, Center for Legislative Archives, NARA

Note: The Steering Committee met via teleconference in advance of the SAA meeting. Steering Committee business was divided between the teleconference on 7-22-09 and 8-12-09. Minutes from both meetings follow.

**CONGRESSIONAL PAPERS ROUNDTABLE
STEERING COMMITTEE
Teleconference
July 22, 2009**

Participants: Betsy Pittman, Brian Keough, Chris Burns, Kate Cruikshank, John Murphy, Karen Paul, Robin Reeder, Matt Fulgham, Leigh McWhite, Lori Schwartz, Jill Severn, Linda Whitaker

Agenda and Action Items

- 1. Online Voting and Proposed Bylaws Change** – Kate Cruikshank reported the online voting numbers (32 total votes cast). Other sections and roundtables results won't be known until the end of July. It is not yet known how the CPR online voting numbers compare. This will be monitored. It was noted that the online votes cast this year were similar in number to those previously cast at CPR business meetings.

A change to the Nomination Committee bylaws was put forward. As currently written, the committee membership poses potential ethical conflicts. This minor change reflects how the bylaws were originally written. **It was unanimous that this change be**

submitted to the CPR membership for review via the CPR listserv as soon as possible and voted on at the CPR business meeting in Austin. Kate and Linda will coordinate the message to the membership.

There was further discussion for additional changes to CPR bylaws. These included changing the Chair term to two years, redefining areas of responsibility, and clarifying procedural details relating to minutes, program planning, and program endorsements. Because these changes would be significant, it was decided to discuss this further at the Steering Committee meeting in Austin. Note that this may require appointing a Bylaws Committee to study and recommend changes for 2010.

2. **CPR-E Survey** – Leigh McWhite outlined the survey process, contributors, preliminary results and goals of the survey. Number of respondents (23) was a concern re statistical reliability. Some early highlights: nearly 82% have no written standards for managing electronic records; 86% have no policy on collecting archival electronic records; nearly 77% say that electronic records in congressional collections are not available to researchers; nearly 92% say that there are no plans to outsource e-records for data conversion; 80% say no appraisal decisions have been made to discard e-records. Nearly 61% do not have job descriptions that include electronic records management.

Discussion followed re ways of moving forward. **It was unanimously decided to make this informal working group into a CPR Task Force.** It was suggested that the survey be re-posted on the CPR listserv before the SAA meeting to see if the respondent numbers could be increased. It was suggested that the results then be posted on the CPR website as well as in the CPR newsletter. This will be an agenda item for the general CPR business meeting with a call for those interested and with qualifications to participate. Task Force details re scope, goals, membership, survey analysis and strategies (i.e., contacting all repositories with congressional collections) to be discussed further at the CPR Steering Committee in Austin.

3. **CPR endorsements and SAA program proposals** – Linda Whitaker reported on the “flood” of emails seeking CPR endorsements this year. A number of inquiries were related to confusion about the new endorsement and proposal rules.

I. Report of Annual Meeting

CPR Pre-conference Activities

August 12, 2009

9:00-11:00 am: Behind the scenes tour of the LBJ library with host Claudia Anderson. Includes a “tape session” from the LBJ vault. Everything you wanted to know about Presidential Libraries, LBJ and more.

11:30-1:30 Networking lunch. 10th floor LBJ Library. Boxed lunches (sandwiches, wraps, chips, cookies, drinks). Cost is \$10. Pay at the door.

2:00-4:30 pm: Presentation and reception at the Arno Nowatny building, headquarters for the Center for American History with hosts Don Carleton and Patrick Cox. Note that the Nowatny building is the oldest structure (1859) on the UT Austin campus and served as General Custer’s HQ during Reconstruction. Both the setting and the gracious hospitality of our hosts offer a unique experience for CPR members and anyone managing political collections.

Business Meeting Agenda

1. Introductions and Acknowledgments
2. Tom Hyry - SAA Liaison
3. Sheryl Vogt – Association of Centers for the Study of Congress
4. Karen Paul – U.S. Senate
5. Robin Reeder – U.S. House
6. Matt Fulgham - NARA
7. Herb Hartsook – Chair, Government Affairs Working Group
8. Rebecca Johnson Melvin – Leadership Forum, *Political Archives Reader*, and more
9. Ben Primer – call for SAA program proposals
10. Bylaws Change
11. Leigh McWhite – CPR-E Survey (overview; results summary; moving forward)
12. Chair: Year in Review (brief)

CPR General Business Meeting Minutes

August 12, 2009, 5:30-7:30 p.m.

1. Number of Attendees = 52

2. Election Results

Jill Severn, Vice-Chair, President Elect Richard B. Russell Library for Political Research and Studies University of Georgia

Betsy Pittmam, Thomas J. Dodd Research Center, University of Connecticut

Lori Schwartz, South Carolina Political Collections, University of South Carolina

3. Ben Primer, SAA Program Committee, by giving a brief announcement regarding regarding the 2010 SAA annual meeting to be held in Washington D.C.

4. Tom Hyre, SAA Council Liaison, addressed the relatively new 50 member requirement for roundtables. In response to concern from CPR and other roundtables, this requirement was eliminated. Tom reported on the SAA Council meeting that had occurred earlier in the week. In that meeting the council adopted a charge for creation of a working group on cultural property and rights claims to property.

The council also discussed tightening regulations on elections in roundtables but decided against it. They did note that roundtables are bound to documenting their procedures for elections and that those procedures must be readily available to members. Lastly, Tom brought up the draft SAA strategic priorities document which had been circulated to membership and asked for comments to be submitted to council. Tom is available for any questions or comments which CPR members wish to convey to council.

5. Sheryl Vogt, ACSC President, gave an update from the 2009 Association of Centers for the Study of Congress (ACSC) meeting. At that meeting the ACSC membership engaged in a study of their expectations for the organization. They explored possible collaborations between CPR and ACSC and how the two organizations can compliment each other. It was decided that ACSC would keep a strong alliance with CPR but would also work towards differentiating itself.

A portion of the ACSC meeting was also devoted to advocacy issues. A number of new ideas were put forward including: defining new committees, obtaining 501c3 status, developing a grant program and seeking C-SPAN coverage of the next conference. Meeting attendees discussed the development of a “best practices” document for new congressional centers as well as various other education initiatives. Finally, the ACSC announced that a new website for the organization will debut in October.

6. Robin Reeder, Office of History and Preservation, U.S. House of Representatives, gave an update from her office. She introduced Heather Burke, newly appointed Assistant Archivist in the Office of History and Preservation. Robin discussed the transfer of committee records that occurred earlier in the year and her continuing work with Matt Fulgham of the Center for Legislative Archives to transfer electronic committee records. The Office of History and Preservation is now publishing weekly historical highlights on their website. These highlights can be viewed and searched through a Flash presentation.

Robin gave a brief overview of the continuing work of the Office of History and Preservation which included the oral history program, portrait commissions and consultations with House member offices and committees.

7. Karen Paul, Senate Historical Office, announced the retirement of Richard Baker, who has served as Senate Historian for 34 years. He will be replaced by Don Ritchie, Associate Senate Historian. Karen also reported that the Senate Historical Office is hiring a Deputy Senate Archivist.

H. Con. Res. 307, 110th Congress “Expressing Sense of Congress That Members’ Congressional Papers Should Be Properly Maintained” was briefly discussed. Karen reported that the unanimous passage of the resolution has helped gain members’ confidence in archives.

Secretary of the Senate Nancy Erikson was recognized for her knowledge of archives—she formerly worked in the Senate office of Tom Daschle where she witnessed the destruction of most of that Senator’s collection due to anthrax. Karen reported that Nancy has instituted several new programs highlighting the importance of archives including an orientation for congressional staff, a tour and reception in the archives, and meeting with the staff director at the Center for Legislative Archives.

Nancy has also begun a quarterly meeting for records managers and staffers assigned to records management or archival duties. In addition, there is a new list serv exclusively for archival and records management issues. Karen asked that CPR members forward her anything that may be of interest to that list serv.

Karen discussed the successful adoption of an e-mail preservation policy for congressional committees, although several committees are still non-compliant. Roll Call newspaper recently published an article concerning electronic records preservation. The Senate Historical Office is urging all committees hiring credentialed archivists, and currently four committees have archivists on staff. Karen used the example of the Senate Health Committee, which has had staff turnover of 53 people, to illustrate the importance of having an archivist on staff. Lastly, Karen showed an advance copy of *An American Political Archives Reader*.

8. Matt Fulgham of the Center for Legislative Archives (CLA) gave a brief report of the activities of that office. The CLA has 19 staff members responsible for 5,000 feet of new records each year as well as processing loans and return of records to committees. One of the challenges faced by the CLA is providing adequate description. The Advisory

Committee on the Records of Congress recently advised the CLA to look outside the National Archives models to find new ways to describe committee records and is instituting a task force specifically for this project.

The CLA is also taking in more and more electronic records, and currently hold somewhere between 20-40 TB of data. One of the biggest storage challenges will be keeping up with the House and Senate recording studios which are making the transition to recording in High Definition.

Matt gave an update on the recently opened Capitol Visitor Center. The CLA supplied about half of the documents on exhibit, and works with the Visitor Center to rotate documents, select new documents and prepare the documents for exhibit.

The CLA worked closely with the 9/11 Commission to meet their goal of opening the Commission records by 2009. Many of these records can be viewed on the CLA website. Matt reported that commissions are a new trend in Congress, and he gave several examples of new commissions.

9. Herb Hartsook reported as Chair of the SAA Government Affairs Working Group. This group has focused on two specific items, advocating for passage of H.R. 2256, Preserving the American Historical Record (PAHR) as well as advocating for the National Historical Publications and Records Commission. The group also investigated hiring a part time lobbyist to work on behalf of SAA. The working group compiled a draft advocacy agenda which is available on the SAA website and was open for commenting through July 2009.

10. L. Rebecca Johnson Melvin gave a report from the annual SAA Leadership Forum. Rebecca spoke to the forum about the NHPRC supported Congressional Guidelines publication as well as gave an update on other recent CPR activities. You can read Rebecca's full remarks to the Leadership Forum on the CPR website. Rebecca also gave an overview of an ACSC presentation entitled "Exploiting the Online World for Access to Collections."

11. Leigh McWhite reported as co-chair (with Betsy Pittman) of the Electronic Records in Congress Taskforce. The primary work of this taskforce has been the CPR-E Survey. Leigh shared some of the data from the survey: 70% of recent donations of congressional papers include electronic records but 83% of repositories have no electronic records policy in place. This task force is actively seeking new members.

12. Program: "Gov Docs in Motion: What You Don't Know Can Hurt You and Your Collections" by **Cass Hartnet**, the Government Documents Librarian at Washington State University and Chair of the Government Documents Roundtable (GODORT) of the American Library Association. See this link for her paper:
<http://www.archivists.org/saagroups/cpr/publications/hartnett-austin09.pdf>.

**CONGRESSIONAL PAPERS ROUNDTABLE
STEERING COMMITTEE MINUTES**

Austin, Texas
August 12, 2009

Present: Robin Reeder, Karen Paul, Matt Fulgham, Leigh McWhite, Chris Burns, Lori Schwartz, Jill Severn, Brian Keough, Linda Whitaker

1. **CPR-E Task Force Membership:** goal is to keep the group small, tight, responsive
 - Co-chairs by design are technically competent but not self-described “techies;” Why? Because there is an overarching need for translators, communicators, and educators
 - Members to be selected by co-chairs based on technical expertise, interest, and willingness to commit time
 - Announcement for member recruitment made at the CPR business meeting; this can be repeated via the CPR listserv at the discretion of the co-chairs
 - Encourage cross-pollination between roundtables and sections as deemed appropriate

2. **CPR-E Task Force Survey:** what to do and where to go from here
 - Post results and analysis summary as soon as possible to the CPR website
 - Submit a summary analysis of CPR results for the newsletter
 - Little need to re-survey or expand current survey as data appear sufficient to plan strategies
 - Use survey results as basis for Task Force charges

3. **CPR-E Task Force Charges:** priorities, timelines, outcomes to be determined by Task Force Co-chairs
 - Develop a “tiered approach” **timeline** - what can be done quickly vs. what requires more time
 - Submit an **article for Roll Call** outlining the e-records issues for repository archivists; include survey highlights; discuss this with **Matt Fulgham** who can facilitate
 - Assist CPR Steering Committee in **developing a CPR panel or workshop** for the 2010 meeting and/or...
 - Assist CPR Steering Committee in submitting an SAA panel proposal for 2010 meeting on this topic as deemed appropriate
 - Be aware of Bob Horton (local government documents), ERA, GAO, LOC re their digitization initiatives; see SAA’s strategic plan re electronic records; while CPR-E interests do not appear duplicative, this background may prove informative; who is doing what; see if this lends itself to a list of resources; summaries only; share findings with CPR membership via listserv, CPR website and/or newsletter
 - What constitutes “trusted” digital repositories? Explore this as it relates to congressional records repositories
 - Conduct focus groups; collect and analyze case studies, lessons learned or other methodologies for **CPR guidelines or best practices**
 - Develop an **electronic records policy template**
 - Develop **curriculum for CPR workshops**
 - Explore **NHPRC grants** to support workshops or publish a work product from this group
 - Submit progress reports to CPR Steering Committee
 - Develop CPR webpage for this task force; coordinate with Robin Reeder

II. Completed Projects/Activities

- Published two newsletters
- Submitted CPR Program Proposal: *Maximizing Access for Sustainable Archives* (not accepted)

- Endorsed SAA Program Proposal: *More Product, Less Process (MPLP) Revisited: Choosing the Right Processing Strategy for Your Repository and Collections* (accepted)
- Developed an Ad-Hoc Committee to develop a survey re electronic records found in Congressional collections; preliminary report submitted at general business meeting.
- Approved by-laws change
- Submitted names for the SAA Government Affairs Working Group
- Sent a CPR resolution in recognition of U.S. Senate Historian Emeritus Richard Baker upon his retirement
- Submitted letter of appreciation to SAA Council for Tom Hyry's advocacy and effective communication re the issues listed under **VI**.
- Used teleconferencing prior to SAA meeting to conduct business and promote transition from outgoing to incoming members
- Changed the election schedule and announced the results before the SAA meeting to promote a smoother transition between incoming and outgoing Steering Committee members
- Incoming and outgoing members were able to meet as a group to determine priorities and the agenda
- Participated in first online CPR elections
- Modified newsletter publication schedule for more timely announcements prior to the SAA meeting

III. Ongoing Projects/Activities

- Developed and updated content for CPR webpage
- Arranged pre-conference activities

IV. New projects/activities

- Creation of a formal CPR-E Task force. Lee McWhite and Betsy Pittman will co-chair. See above minutes for task force charges and membership.
- This paved the way for direct communications between the Electronic Records Section and CPR.
- Established contact with chair of GODORT re future collaborations on congressional records and collections. Joint program proposed for June 2011 at ALA.
- Identified 2011 pre-conference program content re electronic records. See above.

V. Diversity initiatives: none

VI. Questions/Concerns for Council Attention

- Questioned proposed minimum membership for roundtables to determine viability
- Submitted rationale to SAA Council Liaison for arguments against minimums
- Requested administrative access to CPR webpage to determine who were members and non-members
- Discussion with Brian Doyle about retrieving lost data re CPR membership during web site transition
- Discussion with SAA Council Liaison re roundtable/section websites potential for expansion and template

VII. CPR Steering Committee 2008-2009

Keough, Brian Chair

8/15/2009 - University at Albany,

			8/14/2010	SUNY
Severn, Jill	Vice Chair		8/15/2009 - 8/14/2010	University of Georgia
Davis, Morgan	Newsletter Co-Editor		-	University of Kansas
Spurr, Gary	Newsletter Co-Editor		8/30/2008 -	Tarleton State University
Reeder, Robin	Web Liaison		-	US House of Representatives
Whitaker, Linda	Immediate Past Chair		8/15/2009 - 8/14/2010	Arizona Historical Foundation
Burns, Christopher	Steering Committee Member		8/30/2008 - 8/14/2010	University of Vermont
McWhite, Sally	Steering Committee Member		8/30/2008 - 8/14/2010	University of Mississippi
Pittman, Betsy	Steering Committee Member		8/15/2009 - 9/1/2011	University of Connecticut
Schwartz, Lori	Steering Committee Member		8/15/2009 - 9/1/2011	University of South Carolina
Fulgham, Matt	Ex Officio		7/31/2007 -	National Archives and Records Administration
Paul, Karen	Ex Officio		-	United States Senate
Reeder, Robin	Ex Officio		-	US House of Representatives
Hyry, Thomas	Council Liaison	8/30/2008 - 9/1/2011		Yale University

Respectfully submitted:
Linda Whitaker, Outgoing Chair
11-09-09