

**Congressional Papers Roundtable Annual Report, 2009-2010**  
**December 31, 2010**

**I. Steering Committee, 2009-2010**

Brian Keough (Chair)

Head, M.E. Grenander Department of Special Collections & Archives, University at Albany,  
State University of New York

Jill Severn (Vice Chair/Chair Elect)

Head, Access and Outreach, Richard B. Russell Library for Political Research and Studies,  
University of Georgia

Linda Whitaker (Immediate Past Chair), Certified Archivist and Librarian, Arizona Historical  
Foundation, Hayden Library, Arizona State University

Christopher Burns, Curator of Manuscripts, Bailey Howe Library University of Vermont,

Leigh McWhite, Political Papers Archivist, Archives and Special Collections, J.D. Williams  
Library, University of Mississippi

Betsy Pittman, Interim Director, Thomas J. Dodd Research Center, University of Connecticut

Lori Schwartz, Special Projects Archivist, South Carolina Political Collections, University of  
South Carolina,

**Ex Officio Members of the Steering Committee**

Karen D. Paul, Senate Historical Office

Robin Reeder, Office of History and Preservation, U.S. House of Representatives

Matt Fulgham, Center for Legislative Archives, National Archives and Records  
Administration

**Newsletter Co-editors**

Morgan Davis, Senior Archivist, Dole Institute of Politics, University of Kansas

Gary Spurr, Collections Archivist, Tarleton State University

**II. Report on CPR Pre-Conference Activities, August 10, 2010**

Sixty-one members attended our preconference session. The program included:

**9:00-11:30 AM: CPR Program** *Location:* Jefferson Conference Room, National  
Archives

- Archivist of the United States David Ferriero kicked off the workshop by welcoming CPR attendees to the National Archives.
- Matt Fulgham, Assistant Director, Center for Legislative Archives (CLA), provided an overview of the Legislative Archives
  - Biggest growth area at CLA is e-records

- CLA loans records to congressional committees, more than a million page requests per year and conducts outreach such as Congressional tours and programs for schools on the history of Congress
- Collections highlights: 6-700 new accessions per year; 4000-5000 feet of new records; ½ billion textual records received. Screen records for privacy restrictions
- Increasing emphasis on congressional commission agencies vs. executive boards. Legislative committees are not subject to the open records act and making determinations doesn't mean that these records will be declassified by other agencies
- Ashley Smoot and Shannon Neal discussed the CLA records and the ERA
  - Provided overview of migration issues
  - ERA is meant to provide continuing access to the authentic electronic record – integrity of the original is maintained. There is separate instance for congressional records because of the differing access restrictions for congressional collections
  - GAO Reports of ERA available
- Jan Zastrow, Archivist for Senator Harry Reid, and Nan Mosher, Archivist for Senator Mitch McConnell
  - Speakers discussed their survey of Senate Archivists, reported on how they work and what a Senate Archivist can do for a repository
  - Differences between committee archivists and personal archivists
  - Types of files being created currently in Congressional Offices
- Tour National Archives Collections and Vault

**11:30-12:30: Networking lunch.** Jefferson Conference Room National Archives Building, 700 Pennsylvania Avenue.

**12:30-2:30 pm: CPR Business Meeting.** Jefferson Conference Room National Archives Building, 700 Pennsylvania Avenue. CPR Chair Brian Keough convened the meeting at 12:40 p.m.

- Chair's Report on major work of the past year:
  - Created e-records taskforce
  - Developed the preconference workshop
  - Wrote letters of support representing CPR
  - CPR Steering Committee introductions
  - CPR election results. CPR Steering Committee, 2010-2011
    - Jill Severn (Chair)
    - Ben Rogers (Vice Chair/Chair Elect)
    - Chrystal Carpenter (2010-2012)
    - Jacque Sundstrand (2010-2012)

- Senate Historical Office (Karen Paul)
  - New publications: Executive Sessions of the Foreign Relations Committee 1968; new brochure on the Kennedy Caucus Room in Russell Senate Office Building; Don Ritchie published *The U. S. Congress: A Very Short Introduction*; new online documentary of notable Senate investigations
  - Completed 3 new oral histories
  - Strengthening Committee Records Archives
  - Senate Banking Committee has hired an archivist
  - “What Can Archivist Do For You” Campaign mounted in celebration of Archives Month
  - *American Political Archives Reader* received the Waldo Gifford Leyland Award from the Society of American of Archivists
  - Closing of the Edward Kennedy office was a model office closing. The e-records are very thorough; Robert Byrd’s Office is also a model
  - Planning the new Senators’ orientation: opening an office handbook will be buttressed with an opening an office archival toolkit that can be physically dispersed in an office setting
  - Staff exit interview form and the need to do more staff exit interviews.
  - Classified records are voluminous –the new forms will help create pointers to these high volume files
  
- U.S House Office of History and Preservation (Robin Reeder)
  - Office has increased records storage capacity with compact shelving due to the expectation of lot of records
  - Committee Records Forum. 59 people attended an archive seminar for committees. Committees are very receptive to training and advice, particularly for e-records
  - 50 members are leaving the House in 2010. 36 have been contacted and are participating in administrative issue briefing. 31 consultations in records management
  - Heather Burke is organizing photographs for this office
- Center for Legislative Archives (Matt Fulgham)
  - Screening project is performed on demand. Great interest in 1950s material including with Kefauver and the 911 Commission
  - Preserving the audio from the 911 Commission including the tower recordings
  - Privacy questions come up with greater prevalence of records online and accessible via Google
  - Archivist of the U. S. wants to do brownbag with records managers on the Hill
  
- Bill Carpenter, Information Security Oversight Office, discussed a new Executive Order to officially provide assistance to repositories with classified records
  
- Association of Centers for the Study of Congress (Sheryl Vogt)
  - ACSC Still getting established. Recent activities:

- 501C3 status has been acquired
  - Committee structure redefined
  - Advocate for legislation and policy
  - Gain coverage from CSPAN
  - Develop a more comprehensive snazzy Web site
- Sponsored PAHR and National Coalition of History
- Working on Guidelines for establishing a congressional center
- Congress Week
  
- E-records task force report. Betsy Pittman reported:
  - Reviewed a survey on the presence of electronic records in congressional records
  - By late September documents of the Taskforce will be on the CPR site. These documents are living documents, for example managing social media is a new consideration and will certainly evolve
  
- “Envisioning the Future for the CPR Web site in the new Drupal Environment” (Jill Severn and Robin Reeder)
  - Taskforce includes Linda Whitaker, Jill Severn, Robin Reeder, and Morgan Davis
  - Need to find out how non –SAA CPR members will have access to Drupal Site
  - Will get the basics transferred over by deadline of 12/2010 and then explore possible enhancements
  
- CHARM (Capitol Hill Archivists and Records Managers) (Heather Moore)
  - Group established as a result of 911 and anthrax attacks--has been active for ten years.
  - Read and Share program
  - Back to Basics Program

**3:00-4:30 pm: Capitol Visitors Center tour with Curators**

**4:45 - 6:30 pm: CPR Steering Committee Meeting.**

- Future plans for e-records taskforce
- Survey of CPR members
- Session proposals for 2011 meeting
- Pre-conference/business meeting 2011 in Chicago

**III. Completed Projects/Activities**

- Published two newsletters

- Ad-Hoc Committee surveyed electronic records found in Congressional collections and provided a preliminary report submitted at general business meeting.
- Submitted letter of support for *An American Political Archives Reader* for Waldo Gifford Leland Award
- Arranged CPR pre-conference activities at SAA

#### **IV. Ongoing Projects/Activities**

- Electronic Records Task Force
- Appointed a working group to coordinate the content conversion of CPR webpage to Drupal

Respectfully submitted  
Brian Keough, December 30, 2010