

Congressional Papers Section (CPS)

DRAFT: Strategic Plan 2017 – 2020

Vision, Mission, Values, Goals, Strategies, and KPIs

VISION: The Congressional Papers Section of the Society of American Archivists (SAA) enables congressional archivists to achieve professional excellence and foster innovation to ensure the identification, preservation, and use of records documenting Congress and the legislative process.

MISSION: The CPS provides a forum for news, for discussion of issues and developments, and for promoting best practices in the acquisition, preservation, management, and use of congressional papers and records. Through its annual Forum held in conjunction with SAA's annual meeting, it provides an opportunity for members to develop leadership skills, exchange ideas, and develop best practices. Membership includes members of SAA and others who work with or have an interest in preserving the papers of members of Congress, the records of Congress, and records that document the development of public policy and the Democratic process. CPS serves as a principal communication and resource hub that promotes the value and diversity of archives and archivists both in its membership and its documentation goals.

CORE ORGANIZATIONAL VALUES

The Congressional Papers Section is committed to:

- Advancing the public standing of archivists generally and congressional archivists particularly.
- Ensuring the diversity of its membership, leaders, and the congressional and legislative archival record.
- Fostering a culture of creativity and experimentation across the roundtable.
- Providing an open, inclusive, and collaborative environment.
- Social responsibility and the public good.
- Transparency, accountability, integrity, and professionalism in conducting its activities.

The following Goals and Strategies represent areas of focus for the next three years. The Goals articulate the outcomes that CPS would like to achieve and answer the question, “What will constitute future success?” The Goals are not necessarily identified in priority order, but are numbered to enable easy reference.

<p>GOAL 1: ADVOCATING FOR CONGRESSIONAL ARCHIVES AND ARCHIVISTS</p> <p>Society and record creators value the vital role of archivists and archives in preserving Congressional history.</p>	<p>GOAL 2: ENHANCING PROFESSIONAL GROWTH</p> <p>Archivists have access to the professional resources they need to be successful and effective in their acquisition and preservation of congressional papers and records.</p>	<p>GOAL 3: ADVANCING THE FIELD</p> <p>Professional knowledge expands to keep pace with an increasingly diverse archival record.</p>	<p>GOAL 4: MEETING MEMBERS’ NEEDS</p> <p>CPS is an agile association that delivers outstanding service and fosters a culture of inclusiveness and participation.</p>
<p><i>CPS will</i></p> <p>1.1. Provide leadership in promoting the value of congressional archives and archivists to members of Congress, archival institutions, and diverse user communities.</p> <p>1.2. Educate and influence decision makers about the importance of Congressional archives and archivists.</p> <p>1.3. Provide leadership in ensuring adequacy of documentation and diversity of congressional record holdings as it relates to members and issues with</p>	<p><i>CPS will</i></p> <p>2.1. Provide content, via education and publications that reflects the latest thinking and best practices in the field.</p> <p>2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.</p> <p>2.3. Support the career development of members to assist</p>	<p><i>CPS will</i></p> <p>3.1. Identify the need for new guidelines, and best practices and lead or participate in their development.</p> <p>3.2. Foster and disseminate research in and about the field.</p> <p>3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.</p>	<p><i>CPS will</i></p> <p>4.1. Facilitate effective communication with and among members.</p> <p>4.2. Create opportunities for members to participate fully in the roundtable.</p> <p>4.3. Continue to enrich the section and the profession with greater diversity in membership and expanded leadership opportunities.</p>

<p>regards to gender, race, ethnicity, and LGBTQ identities as well as geographical representation within the United States.</p> <p>1.4. Strengthen the ability of those who use congressional sources to fully access and study Congressional resources.</p>	<p>them in achieving their goals.</p>		
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KEY PERFORMANCE INDICATORS:

The following Key Performance Indicators reflect what CPS views to be critical success factors in measuring progress toward the Goals. Activities are developed with the Goals and Key Performance Indicators in mind.

Key Performance Indicators			
<p>11.1 CPS through its website provides an increasing range of resources that are useful in articulating the vital role of archivists and archives in preserving the documentation of Congress.</p>	<p>22.1 CPS continues to seek innovative ways to communicate relevant guidance to its constituencies through use of online communications.</p>	<p>33.1 The Electronic Records Committee, established in 2012, identifies challenges of preservation and use of electronic records in congressional collections. It publishes case studies, best practices, lessons learned, and serves as a conduit to discuss and obtain answers to technology issues posed by the CPS membership.</p>	<p>44.1 Conduct a voluntary, anonymous survey of CPS program attendees to assess the quality of the meeting's promotion, services, and programming and to communicate ideas for future meetings.</p>
<p>11.2 Congressional archivists successfully advocate for increased resources and report their successes to the membership.</p>	<p>22.2 CPS organizes panels for the CPS preconference Forum.</p> <p>22.3 CPS continues to strengthen its semi-annual newsletter and share institutional news about collections acquisition, funding, processing, and access issues.</p>	<p>33.2 The Constituent Services Systems Task Force, established 2016, studies the access, preservation</p>	<p>44.2 Examine CPS website content to determine what it says and whether it communicates what CPS intends.</p>

11.3 Support and promote House Concurrent Resolution 307 from the One Hundred and Tenth Congress (2008), which urges the preservation of congressional members' papers.

11.4 CPS works effectively with partners on advocacy and public relations activities.

11.5 CPS organizes an advocacy activity during its 2018 meeting in Washington, DC with congressional members and staff.

11.6 Public awareness and use of Congressional collections and archives are documented and increase.

11.7 CPS members are available and eager to speak on behalf of preserving Congressional documentation.

11.8 CPS actively fosters activities

22.4 CPS proposes panels for SAA conference.

22.5 Encourage CPS members to submit news, events, educational programs, and exhibits to the listserv, website, and newsletter.

22.6 Member participation in CPS annual Forum continues to strengthen.

and potential use of the data managed by these systems. The Task Force will evaluate Constituent Services System data as a source of documentation for underrepresented and understudied groups and consider applying for a grant to create an open source database to hold and analyze the data extracted from proprietary systems.

33.3 Build upon the model provided by the CPS Electronic Record Committee to publish (online or in the newsletter) case studies or best practices for advocacy and outreach efforts.

33.4 Promote preservation of elected officials' social media content by publishing case studies or best practices.

33.5 Provide guidance/case studies on how to develop a congressional/public policy center or how to adopt Congress and the legislative process as a documentation goal.

44.3 Increase the diversity of CPS membership with regards to race, ethnicity, geographical representation and other identifying characteristics to better reflect the American population.

44.4 The CPS Diversity Task Force will organize a panel for the 2017 CPS program.

44.5 Research the possibility of making audiovisual recordings of CPS annual meeting programs available online to members.

44.6 Hold a vote on the issue of changing the CPS name and mission to reflect the interest of members in ancillary and bridge collection on politics and government beyond those of congressional papers to include

<p>that result in diversity of and increased access to the historical records of Congress by diverse communities of users.</p> <p>11.9 CPS 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 CPS.</p> <p>11.10 CPS endorses 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.</p>		<p>33.6 Revise and update the Managing Congressional Collections publication originally published by SAA in 2008. Consult SAA on the possibility of offering the 2008 publication as an e-book for free or reduced cost.</p> <p>33.7 Compile information about state sunshine laws that could impact access to closed Congressional collections in order to help congressional archivists be better prepared to respond to FOIA or other requests for access to restricted material.</p> <p>33.8 Provide links to the Association of Centers for the Study of Congress (ACSC) site and the Congress Week site to encourage collaboration with ACSC and Congress Week exhibits and programs.</p> <p>33.9 Monitor potential change to the gift tax as it impacts donations of congressional collections.</p>	<p>the collections of governors and state legislators, federal and state judges, and other related material.</p> <p>44.7 Monitor the types of research being done by users and share information about research trends with CPS membership.</p>
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