

**ADVISORY COMMITTEE  
ON THE  
RECORDS OF CONGRESS**

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## Preface

Six years ago, the Advisory Committee on the Records of Congress's *Third Report* identified three trends in the world of congressional documentation: the increasing volume and complexity of the records of individual Members of Congress, the conversion of electronic records in Member and committee offices, and the dispersal of Members' papers to numerous institutions within each state. In this *Fourth Report*, the Advisory Committee documents the substantial progress made in addressing the trends raised in the *Third Report*. Records management practices in offices of Members of Congress, long-term preservation of electronic records, the establishment of the Association of Centers for the Study of Congress, completion of renovations to the National Archives Building in Washington, D.C., the planning and construction of the Capitol Visitor Center; and the continued exhibits and outreach projects of the National Archives and the Center for Legislative Archives are all discussed at length in the following pages.

Significant, unforeseen events have also affected the work of the Advisory Committee on the Records of Congress during the past six years. The 9/11 attacks, and the establishment of the *National Commission on Terrorist Attacks Upon the United States* to review the events surrounding these attacks, resulted in the creation and transfer of the commission's records to the Center for Legislative Archives. The discovery of anthrax in mail addressed to Members of Congress led to the disruption of mail delivery and the irradiation of all mail coming to Capitol Hill, and has permanently altered procedures for processing mail sent to Capitol Hill. Further strides in capturing and preserving electronic records are evident in the establishment of Electronic Records Archive (ERA) at the National Archives, as well as NARA's web harvesting project, which for the first time in 2004 captured, preserved, and made accessible web sites of all government agencies, including the legislative branch.

Recommendations for continued work by the Advisory Committee are outlined in the following Executive Summary. These recommendations build on the successes documented in this *Fourth Report* regarding records management, access, and preservation, as they relate to the records of Congress and to the private papers of Members of Congress. As we look ahead at the next six years, we are confident that these recommended tools will ensure the long term management, preservation, and access to congressional records and Members' private papers. While there is much to do, much has been accomplished.

## Executive Summary

The Advisory Committee was formed in 1990 to focus increased attention on the status and use of the official records of the House and Senate and Members' personal papers. Over the past fifteen years, the committee has served as the single, national forum where the concerns of the broadly dispersed congressional papers community and its Washington partners can be given voice. Every six years this committee assesses the progress made and challenges that confront us. This *Fourth Report* documents how much has been accomplished; it also shows that change is the only constant in the record-keeping world. The committee will continue to monitor, guide, and support our records partners as they face a challenging future in documenting the history of representative democracy.

In its *Fourth Report to Congress*, the Advisory Committee on the Records of Congress highlights four critical developments: progress made in providing guidance in records management and support for the preservation of official and personal papers; advances in electronic record keeping and archiving; the establishment of the Association of Centers for the Study of Congress to facilitate access to congressional records and advance public understanding of Congress; and, through the completion of the Capitol Visitor Center, the transformation of the Capitol into a visitor friendly environment.

The first two reports of the Advisory Committee focused on developing the official records of Congress at the Center for Legislative Archives at the National Archives and Records Administration (NARA), while the *Third Report* turned its attention to preserving Members' papers. This report reflects the trend within the community of congressional archives, fostered by the Advisory Committee, to take a more coordinated and collaborative approach to both types of records.

- Chapter I presents new guidance and outreach efforts to promote better records management practices on the Hill. It highlights the 2001 anthrax attacks and the impact of irradiation of government mail and the long-term preservation of records. The accessioning of the permanent records of the 9/11 Commission at the National Archives gives the Center unique responsibilities and resource challenges to preserve these complex and important records and provide access to researchers.
- Chapter II chronicles the rapid change of technology and its impact on document retention for the House, Senate, and congressional support services. The continued progress of NARA's Electronic Records Archives (ERA) project, and the promising alliances formed with a variety of top-tier public and private partners, demonstrate the advances made in the development of solutions to overcome dependencies on current hardware and software programs. NARA's capture of information posted on federal government websites within the last six years preserves another valuable and ever-changing form of digital information. Also featured is a description of the Senate Homeland Security and Governmental Affairs Committee electronic archiving project.

- Chapter III covers Members' papers and ongoing issues described in the *Third Report*. Of particular importance is the establishment of the Association of Centers for the Study of Congress, a newly created organization that brings together archivists, historians, political scientists, and others from congressional and public policy centers interested in advancing public understanding of Congress.
- Chapter IV summarizes the completion of renovations of the National Archives Building.
- Chapter V details the planning and construction of the Capitol Visitor Center (CVC), which will provide many opportunities to present the story of the Capitol to visitors, researchers, and students.
- Chapter VI highlights the new exhibits at the National Archives and the Center for Legislative Archives' outreach projects featuring congressional records.
- Chapter VII updates the progress made in areas targeted in the first three reports.

In the 15 years since its inception, the Advisory Committee notes substantial progress in the following areas:

- Establishing a strongly staffed Center for Legislative Archives and completing the renovation of the Center's facilities.
- Establishing better archival, administrative, and intellectual controls over the records of congressional committees and improving committee records management guidance through publications and seminars.
- Providing Members' offices records management guidance through publications and briefings.
- Initiating cooperative activities amongst the Center for Legislative Archives, the Congressional Papers Roundtable of the Society of American Archivists, and the Association of Centers for the Study of Congress.
- Establishing a strong preservation/conservation program for the Center for Legislative Archives' holdings and investigating new preservation challenges such as the irradiation of congressional mail.
- Initiating a program of electronic records management and preservation.
- Establishing educational resources and exhibits using the archival holdings of the Center.
- Improving access to congressional archives through the publication of finding aids, historical and biographical publications, and additional print and web resources.

- Monitoring the planning, design, and construction of the Capitol Visitor Center.

To improve the management, preservation, and access to Members' papers and committee records, the Advisory Committee recommends the following:

#### Records Management and Collections Development

- *Encourages committees to manage and preserve significant e-mail in light of the "lessons learned" by the Senate Homeland Security and Governmental Affairs Committee.*
- *Encourages the Center to collaborate with other organizations to sponsor conferences and symposia on congressional records management and improving scholarship.*
- *Recommends that legislative support agencies review and update records schedules as needed to reflect new records formats and technologies.*
- *Recommends revision and updating of the report entitled "The Documentation of Congress" (S. Pub. 102-20) to reflect new types of documentary sources and to assess the extent to which the initial recommendations have been fulfilled. In December 1992, the Advisory Committee adopted a resolution accepting the recommendations of the report as "providing a model framework for discussion and planning of future coordinated actions among the Congress, the Center for Legislative Archives, and the hundreds of archival repositories across the nation that specialize in preserving the historical documentation of Congress." The report outlined a comprehensive, coordinated approach to improving documentation of the legislative branch. Many of these recommendations are reflected in the list at the end of the "Fourth Report."*

#### Preservation

- *Encourages the Legislative Mail Task Force to use findings provided by the National Institute of Standards and Technology to consider alternative means of irradiation which would cause less damage to the archival materials.*
- *Recommends further study of the most effective ways to preserve and promote the use of Members' papers.*
- *Encourages committees to transfer a copy of executive session transcripts at the end of each Congress to the Center.*

## Access

- *Encourages the House, Senate, and Center to use the World Wide Web to expand access to a wider community users to a growing body of congressional information and documentation.*
- *Requests the Center to expand the Committee Resource Guides (CRG) of the Standing Committees History Project within the next three years to include all 19 standing committees of the House and the other 15 standing committees of the Senate. To reach this goal within the next three years, the Center will employ the combined efforts of the archival and outreach staffs and interns.*
- *Requests the Center to provide updates on the status of the records of the 9/11 Commission, including the effect on Center staff resources.*
- *Requests a study and report by the appropriate congressional office on current gift tax law and its effect on the donation of Members' papers.*
- *Encourages the Association of Centers for the Study of Congress (ACSC) to attract member organizations from all states in pursuit of the goal to establish at least one congressional center in each state and to collaborate on the development of programs and products to advance scholarly research on Congress and promote public understanding of representative government.*
- *Supports the collaborations of the Center and congressional centers to continue and expand educational workshops promoting teaching about Congress in United States history and government classes.*
- *Encourages partners to continue to collaborate on the exhibits and educational programs in the CVC.*
- *Requests the Center to develop a pilot project to evaluate the feasibility of scanning microfilmed records of Congress in order to make them available to researchers on the National Archives website.*

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## I. PRESERVATION OF AND ACCESS TO OFFICIAL RECORDS OF CONGRESS

### A. Records Management Guidance

Two committee issues related to official records have persistently challenged the Advisory Committee since its creation in 1991. The first issue involves Members' private papers and their retention in an appropriate facility. Some Members have regarded their committee records as personal property either to be shipped to their archival repositories when they leave Congress or to be destroyed. The second relates to the records and papers of committee staff. Since staff turnover rates continue at high levels, this situation deprives committees of their long-term institutional memory and erodes practices designed to promote systematic record-keeping. Both actions threaten the continuity of congressional history.

The Senate and House archivists, working through the Congressional Papers Roundtable (CPR) of the Society of American Archivists, have informed repository archivists about the statute law and standing rules of their respective congressional bodies that prohibit Members from transferring original committee records to any institution other than the National Archives and Records Administration (NARA). This communication has led to the retrieval of misdirected records.

During the past six years, both the House of Representatives and the Senate have continued to encourage committees to improve the records management practices of their staffs. The House has worked towards updating records management guidelines for committees. Originally the House Legislative Resource Center consulted with committees on archival matters and the transfer and retrieval of records with the Center for Legislative Archives, NARA. When the Office of History and Preservation (OHP) was created in 2002, it became the entity designated to work with committees regarding archival matters.

OHP compiled and published an updated manual for committees titled *Records Management Manual for Committees of the U.S. House of Representatives*. The manual retains much of the same information as the former manual, titled *Archiving Committee Records*. Committee records still are identified by the following series: legislative, oversight and investigative and administrative records. Additional information targets specific archival topics for committees. These topics include preparation of committee records for transfer to OHP, retrieval of retired committee records from OHP and NARA, handling of classified committee records, and preservation of electronic committee records. More detailed guidelines describe the types of records typically kept by a committee with recommendations on their proper disposition. Blank copies of forms for committee use in transferring records are provided as well as for authorizing staff access to records. OHP created separate brochures on several of the topics mentioned to provide committees with the information they may need concerning their records. This year the

committee manual and brochures have been professionally published and distributed to all committees and are available on the Intranet website for the Clerk of the House.

OHP continues to conduct a yearly workshop for committee staff on how they should create, maintain, retire, and retrieve records. Representatives from the Center for Legislative Archives participate in the workshop and describe the services they provide.

The Senate Archivist revised and reissued the *Records Management Handbook for United States Senate Committees* in 2005. In an effort to provide additional guidance to chief and minority clerks, a new section delineates their vital role in overseeing records management. This guidance represents a combination of “best practices” of several committees. It encourages the chief and minority clerks to:

- Direct records retention and disposition activities throughout the committee and subcommittees.
- Transfer non-current records directly through the Senate Archivist, and if the chief clerk/minority clerk does not retain a master set of transfer documentation, designate an archivist/records manager to do so.
- Ensure that the staff are briefed *when they are hired and periodically thereafter* about their responsibilities to maintain complete and well organized records.
- Designate individuals at all levels to assist in the preparation of committee records for transfer to the Center for Legislative Archives, NARA, at the end of each Congress and at other times when necessary.
- Ensure the retention and timely archiving of all transcripts of committee hearings, business meetings, nomination files, and official communications.
- Ensure that a set of briefing books prepared for hearings are routinely archived by majority and minority staff.
- Ensure that records of significant legislation, oversight issues, and investigations are properly managed and routinely archived.
- Ensure that material prepared for archival retention includes all relevant files, especially electronic versions of documents.

In addition, the Senate handbook encourages committees to hire people with archival/records management expertise or provide staff training. A sample job description is included in the 2005 edition of the handbook for the committees’ use. During 2000 two committees (Finance, and Homeland Security and Governmental Affairs) hired archivists to assist with records management and archiving. By 2003, the Senate Judiciary Committee hired two full-time archivists, one each for the Republicans and Democrats, and in 2005 the Senate Budget Committee employed an archivist part-time. The implementation of the training and archivist recommendation has resulted in a significant improvement in the record keeping practices of these committees.

Electronic recordkeeping is re-emphasized by highlighting the experience of the Senate Committee on Homeland Security and Governmental Affairs (See Section II - Homeland Security and Governmental Affairs Electronic Archiving Project). In August 2004, a protocol was developed with help from NARA that facilitates archiving of

electronic documents from the committee. Staff is reminded that committee servers must not be deleted and wiped clean before committee documents have been archived. Chief clerks, minority clerks, and committee archivists are advised to work with the systems administrators to provide adequate guidance to all committee staff. It stresses that staff should be guided in:

- Naming and grouping documents into folders on internal network drives.
- Creating archive folders in email and grouping all relevant communications into the appropriate folders.
- Segregating and deleting irrelevant files of departing staff.
- Archiving all pertinent electronic documents of departing staff.
- Ensuring the security of information.
- Transferring the permanent electronic documents to NARA.

To encourage increased attention to recordkeeping, the Senate Committee on Rules and Administration asked each committee to submit a report on its archiving activities in 2004 as part of the committee's 2005 appropriations request. Committees were given reports prepared by the Senate Archivist with help from the Center for Legislative Archives staff detailing accessions sent to the Center during 1998-2004. The plan is to repeat this reporting requirement at each budget cycle. The reports serve to reveal important shortcomings and gaps in document retention, which can be addressed during individual meetings between the Senate Archivist and committee clerks. Special emphasis will be placed on ensuring that mark-up transcripts, briefing books, nomination files, and records of major legislation and investigations together with the relevant e-mail are being sent to NARA.

In 2004 the Senate Archivist discovered a wide variety of practices by committees in sending their mark-up transcripts to the Center. As a result, all committees were urged to follow the lead of the Senate Finance Committee and create a security backup version of the transcripts. Some committees have used the OnBase document management system operated by the Senate Imaging Lab to save the electronic transcripts on microfilm and CD-ROMs. Others scan the transcripts in-house and send the paper version to the Center for security storage. All committees currently have copies of their transcripts stored off-site at the Center.

The Senate Archivist conducts an annual records management seminar for committee staff and individual office briefings upon request. Prior to the conclusion of each Congress, committee chief clerks and assistant clerks are invited to the Center for Legislative Archives for a briefing and tour.

The 2004 revised edition of *Records Disposition Procedures for the Offices of the Secretary of the Senate* presents guidelines for identifying and transferring the principal records to the Center for Legislative Archives. It establishes paper-quality standards for permanent records, and identifies critical records, which should be duplicated and stored off-site at the Center for Legislative Archives for security reasons. The offices of the

Secretary and Sergeant at Arms oversee and administer the plans of individual offices in order to maintain vital records and continuity of operations.

In 2000 and 2001 the Senate Archivist worked with staff in the office of the Sergeant at Arms (SAA) to draft a comprehensive records schedule that was presented by the retiring SAA to the Senate Appropriations Committee as part of the SAA's accomplishments package.

During 2004 and 2005 the Senate Archivist worked with officials in the Capitol Police headquarters to draft a comprehensive records schedule, *Records Management Policy and Procedures and Records Disposition Schedule*, which was adopted in February 2005. The schedule represents a first for the Capitol Police and facilitates the use of the Washington National Records Center for the storage of their temporary records.

## **B. Anthrax and Mail Irradiation**

In October 2001 the office of Senator Tom Daschle in the Hart Senate Office Building received an unidentified letter containing anthrax. Additional letters laced with anthrax arrived at other Members' offices a few days later. The Hart Senate Office Building and several other congressional facilities were closed for extended periods of time during testing and decontamination.

In November and December 2001 the U.S. Postal Service began to irradiate mail coming to Capitol Hill. Irradiation works by disrupting the DNA of hazardous microorganisms and preventing their growth and reproduction. As a result of the anthrax incidents, mail delivery has been adversely impacted and the use of e-mail and faxes has become a preferred method of communication.

The House and Senate Archivists attended a briefing at NARA in June 2002 regarding the irradiation of congressional mail and its long-term effects on paper. Discussions were held about what to do with historically valuable documents, such as certificates of election that irradiation would damage. Alternative means of delivery for these items have been implemented.

In December 2002 NARA conservators reported on the impact of irradiation on archival materials to a Mail Irradiation Interest Group, which included the House of Representatives, Senate, Center for Legislative Archives (NARA), White House, Library of Congress, NARA Preservation Programs, Document Conservation Laboratory, Presidential Materials Staff, National Institute of Standards and Technology (NIST), and the Department of Commerce. NARA has posted a "Frequently Asked Questions" section on its web site offering initial guidance to records managers in handling irradiated documents.

NARA has maintained a liaison with NIST and the Armed Forces Radiobiology Research Institute (AFRRI) concerning the U.S. mail irradiation program and its long-term implications for archival records. In order to deactivate potential biohazards, such as anthrax, the U.S. Postal Service continues to irradiate first-class business and letter-size envelopes and flats, Express and Priority mail, and other packages that are addressed to specific government offices in Washington, D.C., containing Zip Codes 20200 through 20599, which include the buildings on Capitol Hill and the National Archives in Washington, D.C.

Future refinements of the mail irradiation protocol might exploit a combination of lower-dose irradiation and other antimicrobial processes to provide broad-based and effective sanitation with less degradation of treated materials. NARA will continue to monitor developments and provide updates to the Mail Irradiation Interest Group.

NARA is investigating the effect of irradiation on archival materials. In October 2004, NARA released a memorandum outlining the implementation of a proposed new process developed by the White House Office of Science and Technology Policy Task Force on Mail Irradiation and supported by NIST. Ultimately, consideration of new protocols and processes would be the responsibility of the Legislative Mail Task Force. The Legislative Mail Task Force is a joint entity created in January 2002 and comprised of representatives from medical and scientific agencies tasked to study methods to ensure safe and timely mail delivery to the House and Senate.

### **C. Public Records in Private Hands**

In 2002 the Clerk of the House raised the issue of “alienated records” for discussion with the Advisory Committee. Certain documents from the Forbes Collection auctioned by Sotheby’s, Inc., had come to the attention of the Clerk’s Office. The auction inventory included two messages from the president, which were nominally congressional documents, including the president’s 1812 war message to the U.S. House of Representatives.

The Sotheby’s auction raised a number of complicated issues regarding the care and history of congressional documents that date from an earlier era before statutes and House and Senate rules defined archival practices and mandates. Some documents have long ago been separated from their institutional origins and now reside in private collections and repositories.

The Advisory Committee identified the following questions as being central to the issue of public records in private hands:

- How should these records be identified?
- Under what circumstances should an agency of the government attempt to recover these records? How should current holders of the documents be approached?
- What institutional entity should be responsible to identify and pursue acquisition of these records?

After a series of discussions with representatives from the manuscript community, the National Archives assigned selected staff members in 2004 to monitor the public sale of federal documents and records. If records were identified for sale or auction, the monitors would contact the custodial agent and the Office of the Inspector General when appropriate. In the case of legislative documents, the monitors contacted the director of the Center for Legislative Archives (NARA), who in turn alerted the House and Senate archivists.

In late 2005 the National Archives signed a cooperative agreement with the National Coalition for History (NCH), a non-profit organization composed of more than 70 archival and historical organizations, to establish a pilot project to systematically monitor manuscript markets and identify documents that appear to have been stolen or otherwise alienated from archival and historical collections. NCH will make regular reports to the National Archives on its activities and findings.

The House enjoyed a recent success when a former staff member who worked on both House and Senate committees made an inquiry about records he possessed. When it became clear that the records were official committee records covered under both House and Senate rules, the former staff member graciously donated the materials to the House and Senate and the papers now reside with the records of the appropriate committees at the Center for Legislative Archives (NARA).

The Advisory Committee also discussed the possibility of encouraging private collectors to loan significant national documentary treasures to be displayed in the exhibitions in the Capitol Visitor Center (CVC). Scheduled for completion in 2007, the CVC provides Congress with the opportunity to tell its story to the millions who visit the Capitol each year, and for private collectors to consider the loan of documents for display in a world-class exhibit.

## **Center for Legislative Archives, National Archives and Records Administration (NARA):**

### **D. 9/11 Commission Records**

The Center for Legislative Archives, National Archives and Records Administration (NARA) is the custodian of the permanent records of the National Commission on Terrorist Attacks upon the United States (the 9/11 Commission), which was defined by a 2002 statute as a legislative commission. Conducting one of the most important investigations in the nation's history, the Commission produced a best-selling report, a frequently-visited website that featured digital versions of its public hearings and reports released to the public, and an archive comprised of 600 cubic feet of textual records and more than one terabyte of data in electronic form.

The commissioners strongly encouraged NARA to maintain an operational version of the Commission's archived website so that the public would have uninterrupted access to the open hearings, unclassified reports, staff monographs, and other materials made available by the Commission. NARA has preserved the website and maintains a public access version at the original URL ([www.9-11commission.gov](http://www.9-11commission.gov)).

Currently, 20 percent of the Center's archival staff time (from a total of six full-time archivists on staff) is devoted to processing the 9/11 Commission records. The Center estimates that it will require a minimum of six full-time staff beginning in FY 07 to review and process the unclassified records by the opening deadline of January 2009. Since there are no plans to expand the size of the Center staff, additional assistance will be sought from other National Archives units, which themselves are under pressure to meet other processing deadlines.

The Commission's extensive and varied electronic records pose their own unique challenge. Typical of modern records, they include a document management system, e-mails with attachments, digital audio and video files, web records, databases, and word processing files. The Electronic and Special Media Records Services Division at NARA is responsible for the preservation of the electronic records and will also assist in providing access to these in the future.

## **E. Accessions and Loans**

Over the last six years, the Center accessioned 21,443 cubic feet of House and Senate records, a 39 percent increase over the 15,396 cubic feet of records accessioned in the period covered by the *Third Report*.

This impressive growth of legislative records reflects in part Congress' response to some landmark events that have distinguished the recent past—including the response to the attacks of September 11, major shifts in tax policy, a government reorganization, and the reorientation of national security policy. Total holdings at the Center currently exceed 185,000 cubic feet of records.

The most critical function performed by the Center is the prompt and timely response to House and Senate committee requests for archived records to conduct urgent business. Working closely with House and Senate Archivists and committee staff when necessary, the Center processed a total of 1,006 separate committee requests for records over the last six years, a 27 percent increase over the 791 loans processed and documented in the Advisory Committee's *Third Report*.

NARA's promise to deliver records to committees within 24 hours of receiving a request is contingent on the availability of drivers and trucks from the Facilities Division. For additional logistical support to meet this goal, the Center has recently made arrangements with the Metro Courier Service at the Washington National Records Center to supply additional transportation options. Metro Courier Service is responsible for

records transportation to and from federal agencies throughout the Metro area, so they are well equipped to provide service to the House and Senate.

## **F. Reference Trends**

The reference staff has continued to provide high-quality service to meet the needs of a diverse research clientele. During the last six years, staff responded to a total of 14,362 telephone inquiries; 4,960 letters, emails, and reproduction orders; and 3,966 walk-in researchers. They retrieved a total of 22,287 items (boxes, trays, and bound volumes) for researchers to view in the research room. Researchers have requested assistance on such diverse topics as legislation designating federal lands as wildlife refuges, government assistance to African American Civil War veterans, tariff legislation during the Woodrow Wilson administration, salaries of Senate clerks, and the House Judiciary Committee investigations of the Justice Department during the 1950s.

The Center has become increasingly active in providing support to scholars working on a variety of path-breaking works on Congress, including biographies of Lyndon Johnson and Stuart Symington, major works on Congress and World War II, congressional reform in the 1960s and 1970s, congressional oversight of the intelligence community during the Cold War, Congress and environmental policy, Congress and the Korean War, a history of the Senate in the 20<sup>th</sup> century, and a history of the House of Representatives. Political scientists have used House and Senate records to explore a variety of topics, such as committee assignment requests, the Senate confirmation process, the gate-keeping function of the House Rules Committee, and the 20<sup>th</sup> century use of discharge petitions in the House.

The staff responds to the shifting interests of the public, trends within academia, and the influx of researcher demands for records that recently have become publicly available. All of these forces converged to create a spike in researcher interest after the 2001 opening of the House Un-American Activities Committee (HUAC) records. The Center released more than 400 cubic feet of HUAC records to the public in accordance with public access provisions for non-current permanent records outlined in House Rule VII. The Center will continue to screen the remaining closed records on a case-by-case basis and release them in accordance with House Rule VII. Researchers have been especially interested in executive session transcripts and notable figures, such as Alger Hiss and the “Hollywood Ten.”

## **G. Preservation of House and Senate Records**

Central to the Center’s mission is the physical preservation of the records of Congress. Preservation of House and Senate records is continuous and pervades many of the Center’s projects and initiatives. The Center has worked with NARA’s Document Conservation Lab in the preparation of House and Senate documents before they go on public display. The Document Conservation Lab also created custom housings for the valuable and voluminous Senate collection of political cartoons created by Clifford K.

Berryman. The primary focus of the Center's holdings maintenance staff remains the copying of thermofax records onto archival bond for permanent preservation.

As an added precaution during the renovation of the National Archives Building, the Clerk of the House and the Secretary of the Senate directed the Center to relocate the records of the first 14 Congresses and the Center's vault collection of the most historically valuable records to a secure vault in another location. A new state-of-the-art vault has been constructed in the National Archives Building, with improved fire detection, fire suppression, and electronic security systems to provide the most secure and safe environment for irreplaceable House and Senate documents. The legislative treasures were returned to the vault in 2006, and on September 21, 2006, Speaker of the House, J. Dennis Hastert joined Archivist of the United States, Allen Weinstein, and Director of the Center for Legislative Archives, Richard Hunt, for a special viewing of legislative treasures and for a brief press event.

## **H. Records Description**

The Center's records description activities have been driven by NARA's commitment to complete the Archival Research Catalog (ARC), the agency's online catalog of records descriptions. In the last two years the Center has entered more than 750 series descriptions covering 49 percent of its holdings. The agency-wide goal of providing access to 80% of NARA's total holdings by 2008 through ARC means the Center will continue to devote significant staff resources to this endeavor. This labor-intensive project will consume additional resources when more detailed descriptions are added to the series level entries for the online catalog.

The Center prepared a "Committee Resource Guide" for the records of the Senate Committee on the Budget, which is available on the Center's website. The "Committee Resource Guides" supplement and update the records descriptions included in the 1989 *Guide to the Records of the United States Senate at the National Archives*. Due to the creation of the Budget Committee in 1974 and the 20-year access rule for Senate records, the new resource guide provides the first description of Budget Committee records available to the public.

## **I. National Archives Website and Center for Legislative Archives Website**

On July 20, 2005, NARA unveiled its newly designed website, <http://www.Archives.gov>, which recently won a "Best Practices, Best Web Design in 2005" award for federal government websites. This redesign, the second one completed in the past five years, was undertaken to improve the website's ease of use, provide access points for important customer groups, help users more easily access the vast resources of NARA, and improve its overall appearance and functionality. Among the many new features on NARA's website, one of particular note is a "Legislative Branch" records portal displayed on the main page that provides a direct link to the Center for Legislative Archives website and information concerning House and Senate records.

The Center's website, <http://www.Archives.gov/legislative>, has undergone two major redesigns since 2001 and provides the user with a range of options and search tools. The first page is entitled "Center for Legislative Archives," which provides the user with information on the Center, its publications, and reports to Congress. The Center's main holdings can be accessed through "Researching Congress." This link affords the public access to finding aids to the Center's congressional records, the 9/11 Commission Report, and the Advisory Committee Reports and meeting minutes. For researchers who would like to view a broad-range of congressional topics, the feature "Resources" affords an invaluable online access to the Center's collections.

New features have also been added to increase usability and content offerings. The "News and Events" section provides information on recent and up-coming events at the Center for Legislative Archives and NARA. The "Featured Document" section highlights a historically significant document from the records of the House and Senate and provides contextual information as well as printable high-resolution digital images. A search feature for the on-line House and Senate *Guides* has been added, and a Center-specific email address can be accessed directly from the Center's web page ([legislative.archives@nara.gov](mailto:legislative.archives@nara.gov)).

Another addition to the Center's website is a section on the 9/11 Commission records, which features the *Staff Monograph on the Four Flights and Civil Aviation Security*, released after the Commission expired. Users can also gain access to the archived version of the original 9/11 Commission website through the Center's web pages.

In 2002 the Center assumed responsibility for the "Congressional Collections at Archival Institutions" website formerly hosted by the University of Delaware. This portal to congressional papers collections dispersed around the country is one of the most heavily used features on the Center's site. The "Congressional Collections" pages aid researchers by providing a centralized listing of the location of Members' personal papers, links to the repositories' websites, and finding aids when available. Access is provided alphabetically by state, hosting organization, and Member's name. There are over 86 participating institutions listed that collectively house the personal papers of thousands of Members of Congress.

Another major online recourse was the "Our Documents" project, completed in 2003. "Our Documents" was an effort to make available online the top 100 most influential documents in American history from 1776 to 1965. The project was created by NARA and National History Day in collaboration with USA Freedom Corps to give Americans a better understanding of the records that shaped our country. Fourteen of these documents are from the records of the House of Representatives and the Senate and many others reflect the work and influence of Congress. The Center played a key role in acquiring high-resolution images of these documents online and accessible to the public.

## II. ELECTRONIC RECORDS

### A. National Archives' Electronic Records Archives (ERA)

The Electronic Records Archives (ERA) is NARA's response to the challenges inherent in the diverse, complex, and enormous volume of electronic records being created today, as well as the rapidly changing systems used to create them. ERA will be a comprehensive, systematic, and dynamic means for preserving virtually any kind of electronic record free from dependence on specific hardware or software. When operational, ERA will support NARA's mission by making it easy for the public and government officials to locate and access the original records of our government and by facilitating NARA's presentation of those records in convenient formats.

Since the onset of research contributing to ERA development in 1998, NARA has included congressional electronic records collections in tests to ensure that specific technical characteristics and requirements assigned those collections continue to be considered in ERA planning and development. The inclusion of test collections from the 104<sup>th</sup> Congress provided significant contributions to the 1999 results in collection-based preservation. In addition, a test collection of Senate records from the 106<sup>th</sup> Congress contributed to the 2001 breakthrough results in highly rigorous formal logic-based preservation.

Other records in the Center's custody, such as the 9/11 Commission records, incorporate a multitude of record formats including streaming video files, databases, digital photos, audio recordings, office automation documents, email with attachments, web pages, and paper records. The variety of file formats included in these records pose new preservation challenges and will contribute to the further development of ERA.

Much of the information used today to secure our borders, protect our citizens, coordinate relief efforts, and make the laws of the land will be needed long after the computers and software that created them are obsolete. The day-to-day operation of what we now refer to as our e-Government depends on reliable management of the rapidly increasing amount of electronic records created every hour by Congress, the courts, and the Executive Office of the President. ERA will make it easier for these entities to transfer their electronic records to NARA.

ERA holds the promise of preserving all the important work of Congress that is created and preserved electronically. ERA will also provide the functionality to enable committee staff access to records stored in ERA to conduct current business.

On September 8, 2005, the Archivist of the United States announced the award of a \$308 million, six-year development contract to Lockheed Martin to build ERA. On September 8 the ERA Program Director announced the formation of a high-level committee to advise and make recommendations to the Archivist of the United States on issues related to the development, implementation, and use of the ERA system. This 20-member committee is named the Advisory Committee on the Electronic Records Archives (ACERA). ACERA will provide an ongoing structure for bringing together experts in computer science and information technology, archival science and records management, information science, the law, history, genealogy, and education.

Currently Lockheed Martin Corporation is actively building the system which will be available to schedule and transfer electronic records beginning in the fall 2007.

## **B. Web Harvesting**

In the fall of 2004 NARA conducted a systematic harvest (i.e., capture) of federal agency public websites. Web harvesting is the process of automatically copying and organizing unstructured information from pages and data on the World Wide Web. The harvest produced a public reference copy of websites for the purpose of determining the continuity of availability to the public and produced a recorded copy to be preserved in the holdings of NARA.

The 2004 harvest collected approximately 6.5 terabytes of information, roughly 75 million web pages from approximately 50,000 ".gov" and ".mil" unrestricted federal web sites active between October 14, 2004 and November 19, 2004. Websites included in the harvest were identified from information provided by the U.S. General Services Administration's (GSA) ".gov" Internet Domain Registry. The harvest included 52 specific sites from the legislative branch, including the Senate and House web domains from the 108<sup>th</sup> Congress, and legislative branch agencies' websites.

After the harvest of federal agency websites in 2004, NARA planned to conduct similar harvests every four years to coincide with the cycle of presidential terms. The Senate Archivist, however, raised the concern that harvesting at four-year intervals would not adequately document significant changes in congressional web content driven by the two-year congressional election cycle. NARA and Center for Legislative Archives staff, in consultation with the House and Senate Archivists, IT Support Services staff under the Senate Sergeant at Arms, and the House Information Resources staff under the Chief Administrative Officer of the House, concluded that the harvest schedule of congressional records needed to be modified to capture changes in each Congress. As a result, NARA plans to harvest Senate and House websites at two-year intervals and will use web lists provided by the House and Senate.

The first Congress-specific harvest, at the conclusion of the 109<sup>th</sup> Congress in the fall of 2006, will include approximately 615 websites and the capture of an estimated 120-160 gigabytes of information. The harvested “snapshot” of the congressional websites will be suitably documented as a historic record and made accessible to the public. Each page will be properly labeled as a NARA record with its date of capture, and all external links blocked, so users do not confuse the historical record with current, live web content maintained on active congressional websites.

### **C. Electronic Records Transfer Guidance**

As a part of President George W. Bush’s Electronic Records Management e-Government initiative, NARA has worked with the federal records management community to expand the types of record formats it accepts for the transfer of permanently valuable electronic records. These new transfer standards reflect priorities articulated by the records management community and will provide improved guidance to House and Senate archivists and records managers responsible for the preservation of legislative branch electronic records.

Since 2002, NARA has worked to expand its guidance to include dozens of formats in six crucial areas: emails with attachments, scanned images of textual records, Portable Document Format (PDF) files, digital photographs, Geographic Information Systems (GIS), and content from the World Wide Web. The new guidance now undergoing testing and review represents a marked improvement over the three types of electronic records formats currently accepted for transfer (ASCII, EBCDIC, and SGML-markup). No further expansion of transfer formats is planned until after the development of the Electronic Records Archives (ERA).

### **D. XML Project in Senate and House**

#### **Senate Legislative Information System (LIS)**

The LIS is a mandated system (Section 8 of the 1997 Legislative Appropriations Act, 2 U.S.C.123e) to provide a “comprehensive Senate Legislative Information System” to capture, store, manage, and distribute Senate documents. The Advisory Committee has monitored this project since its inception to ensure that the information is in formats that can be transferred to NARA for preservation. Since publication of the Advisory Committee’s *Third Report* in 2000, major enhancements have been developed towards implementing a system for authoring and exchanging legislative documents in a standard format (2 U.S.C. 181).

In keeping with the goals of preserving information free from a proprietary format, a major focus has been to establish a procedure whereby the legislative information is created within an Extensible Markup Language (XML) structure. The procedure must be convenient to use and allow the document creators to draft bills according to the structure and style of laws as they have evolved over the years. The application is called the Legislative Editing in XML Application, or LEXA. Following

requirements analysis in 2001, LEXA was developed throughout 2002 and 2003 and deployed in the Office of the Legislative Counsel in January 2004. In addition, records (bills, resolutions, and amendments) from the 106<sup>th</sup> through the 108<sup>th</sup> Congresses (1999-2004) were converted to the new XML format but with much technical difficulty. The conversion software cannot produce a historically accurate version of the documents, but it can create the XML so that the whole or parts of documents can be used to draft a subsequent document in XML.

In 2005 approximately 80 percent of introduced and reported bills were produced in XML. Other documents and engrossed and enrolled bills are still produced utilizing the old software. LEXA will be introduced to other offices including the Enrolling Clerk and committees, probably beginning with the Senate Appropriations Committee. More document types will be added, such as committee reports, hearings, and eventually work from the clerks who prepare the journals, calendars, and *Congressional Record*. The LEXA system does maintain various versions of bills allowing easy tracking of the evolution of a bill.

The production and exchange of XML documents is a joint effort of the Senate, House of Representatives, Government Printing Office (GPO), and Library of Congress. Legislative branch XML standards are still evolving and each organization is handling individual needs while collaborating on the common standards so that documents can be exchanged. The electronic XML document goes to GPO where the paper copy is produced by converting the document back to the old format for composition through Microcomp, GPO's proprietary software. All electronic documents are sent to the Library of Congress where they are processed for the LIS system, which is internal to the legislative branch, and then to the Library of Congress' THOMAS system where it is available to the public. The Library produces a Hypertext Markup Language (HTML) document and pairs it with the Portable Document Format (PDF) document that GPO produces.

Ultimately, when all documents are in XML, they will be displayed on the web and accessible to the public. When all data is in XML and when the search engine for XML is perfected, the public's ability to search the data as a single system will be greatly enhanced. At some point, the database could become so large that the search process could slow. At that point, selected files may be saved and archived at NARA.

### **House Document Management System Initiative**

The House Document Management System (House DMS) Initiative represents an enterprise-wide approach to the creation, distribution, and maintenance of legislative information. Managed by the Office of the Clerk's Legislative Computer Systems department, it endeavors to make improvements in the cost, accuracy, timeliness, efficiency of the process, and establishment of common data standards for the exchange of legislative information. The primary focus to date has been the transformation, creation, and exchange of House documents using the industry-based standards approach of Extensible Markup Language (XML). This includes customizing an XML editor for

the creation of bills, resolutions, and amendments. The system also allows the transmission of documents in XML format to the Government Printing Office (GPO) and the Library of Congress (LOC). The initiative is rooted in a 1996 directive from the chairmen of the Committee on House Oversight (the Committee on House Administration) and the Senate Committee on Rules and Administration to the Clerk of the House and Secretary of the Senate, who work together toward establishing common data standards for the exchange of legislative information. (See also Public Law 104-197).

Following the “1999 House-Senate Bills, Resolutions, and Amendments XML Feasibility Study,” the Clerk’s DMS project team extensively customized an XML editor for use by House staff. The editor was first made available to the House Office of Legislative Counsel (HOLC) in December, 2001. In the earlier phases of the project, the editor was used to draft simple House bills and resolutions. As the operation progressed, congressional documents with more complex formats that conform to current and historic styles for laws have been added to the editor’s functionality. HOLC drafts over 98% of their introduced and reported non-appropriations-related bills, resolutions, and amendments in XML. In 2005 the XML editor was deployed to the Enrolling Clerks and Bill Clerks in the House Office of Legislative Operations. The Enrolling Clerks prepare engrossed and enrolled measures in XML, and the Bill Clerks are able to make hand-corrections to introduced measures before they are exchanged with GPO. All XML documents are exchanged and processed by GPO and LOC. When the XML editor cannot be used, documents are drafted or edited in the original GPO proprietary system.

As described under the Senate Legislative Information System (LIS) section of this report, the production and exchange of legislative XML documents is a joint effort. Collaboration on common standards is part of an ongoing effort to utilize the same tools, such as those employed for converting files from XML to the GPO proprietary format and creating and editing tables.

A common style sheet is used to display XML measures on the Web. As of October 2005, more than 6,200 XML measures are on the LOC’s websites (THOMAS/LIS). Before the XML documents are transferred from GPO to the LOC, metadata is added to the XML document to provide better search and retrieval capabilities. The current metadata standard used is Dublin Core (<http://dublincore.org>).

Work has begun on formatting requirements to produce the House portion of the *Congressional Record* in XML. To date, House Roll Call data in XML is transferred to GPO for inclusion in the *Congressional Record*. Future plans include the creation and exchange of additional legislative documents in XML, including conference report language, appropriation amendments, committee reports and hearings, House calendars, and journals.

An additional goal of the House DMS Initiative is to integrate document information (House DMS) with the House legislative tracking system (LIMS) in order to reduce redundant data entry and improve the quality of information that is exchanged

among the various organizations and systems during the legislative process. Internally, the interface between DMS and LIMS is called “Legislative Transfer, Reuse, and Document Exchange,” or LegisTRADE.

To begin these efforts, the Bill Clerks’ component of LegisTRADE was developed and deployed in 2002. This system has decreased the amount of time needed for the nightly processing of introduced measures, improved accuracy of data entry into LIMS, and eliminated the need for GPO to rekey information. The second effort was the development and deployment of the *Daily Digest* in XML in 2005. The new application utilizing the XML editor retrieves data from LIMS to create an almost automatic *Daily Digest*. This new application eliminates the manual processes used to create the *Daily Digest*, allows the Digest Clerk to concentrate on content as opposed to format, increases the accuracy of the information, and reduces the dependency on external sources of information to validate the *Daily Digest*.

#### **E. Senate Committee on Homeland Security and Governmental Affairs (HSGA) Electronic Archiving Project**

During August 2004 history was made when the Homeland Security and Governmental Affairs Committee determined to embark on an electronic archiving project. Prompted by the daunting task of conducting ten hearings during the August recess to prepare for the Homeland Security legislation, the committee worked with NARA to develop a protocol for electronic document archiving to accommodate the staff who would not have time to print and file documents. Because of the compressed time span and the numerous individuals detailed to the committee for the hearings, it was feared that significant documents could be lost.

The Chief Clerk, committee archivist, and systems administrator devised a strategy to capture the e-mails, attachments, and other electronic documents. The staff and detailees were briefed and encouraged to move significant messages to the archives folder where the archivist would convert the emails to HTML and categorize them by topic. Personal emails were not included. The archivist also accessed the network drives of majority and minority staff to archive relevant memos, analysis papers, power point presentations, and spreadsheets, which ordinarily would not be saved. The staff arranged and combined these documents with emails to provide a full spectrum of issues concerning homeland security and intelligence reform. After reviewing all the files, the archivist transferred them to CD-ROMs, and the discs were transferred to NARA. In 2024 and 2025, when the documents will be opened, the public should not experience any difficulty in seeking and accessing the pertinent materials due to the exemplary work performed by the HSGA Archivist. It is hoped that other committees will adopt these procedures. On the recommendation of the Advisory Committee, a “lessons learned” report was distributed to all Senate committees (see Appendix A).

## **F. Senate Document Management System for Senate Offices**

The Senate Document Management System is responsible for printing, graphics, and direct mail operations within the Office of the Senate Sergeant at Arms and provides archiving services to the Senate community. The office recently added a web-based system that allows offices to search and retrieve documents right from the desktop. At present the system is retaining electronic data for twenty Senate offices, with fourteen using the system on a daily basis. Large amounts of data can be stored in the document management system. When a senator retires, the office data is saved on CDs or DVDs and can be sent to the Member's designated repository for preservation and access to researchers.

The system is an open-source system fully secured and maintained by the Senate Computer Center. Documents containing metadata and indexing terms that include pointers to the actual documents can be scanned and placed into the system. The system also can generate microfilm in addition to CDs thus creating long-term preservation copies of documents, which complies with NARA standards for transporting databases to NARA.

The Senate Historical Office is using the system to produce security back-up copies of its historical subject files. Committees have used the system to produce security copies of their mark-up transcripts and other documents.

### **Other Senate Committee Electronic Archiving**

In August 2005 the Senate Judiciary Committee experimented with electronic archiving of emails relating to the first Supreme Court nomination of the Internet age. Senate and committee archivists and systems administrators devised a filing scheme for emails whereby the archivists and systems administrators setup pre-designated filing categories for the staff to follow. Once the nomination had been completed, the protocol called for staff to archive relevant emails in electronic format. The design of the operation facilitated the review of the nomination and streamlined staff filing of relevant documents.

### III. PRESERVATION OF AND ACCESS TO MEMBERS' RECORDS

During the past six years the Advisory Committee has focused attention on improving the preservation of and access to Members' records and has served as a catalyst for several significant projects.

#### A. **Congressional Papers Roundtable of the Society of American Archivists and the Advisory Committee Task Forces**

Following the publication of the *Third Report* of the Advisory Committee in December 2000 containing recommendations aimed at strengthening the management and preservation of Members' papers, the Congressional Papers Roundtable (CPR) of the Society of American Archivists held a forum at the U.S. Capitol on August 29, 2001. The forum looked at two of the Advisory Committee's recommendations: "Improving Archival Practices on Capitol Hill" and "Developing Public Policy Research Centers." Two panels of experts in each of the areas presented commentary and insights. The audience and panelists then broke into two focus groups to devise recommendations. The forum was very well attended by both archivists and congressional staff.

##### Final recommendations included:

- First: To facilitate significant improvements in archival/records management.
- Encourage offices to add professional archivists or records managers to their staffs, or train current staff to perform the duties.
  - Provide Members with a sample archivist/records manager job description to facilitate hiring such professionals.
  - Enlist the support of Members with staff archivists to generate interest among other Members.
  - Devise records management baseline criteria for offices to use to evaluate their effectiveness.
  - Provide records management briefings to new offices.
  - Urge Members to designate a repository early in their careers in order to commence a cooperative relationship designed to strengthen records management and preserve important records.

Second: To promote a better understanding of the vital role that public policy centers play in making congressional collections available for researchers and in providing public programs.

- Develop a working definition of "public policy center."
- Create a roster of such centers.
- Enlist the help of state historical records advisory boards to encourage the development of centers in states that lack them.
- Produce a pamphlet for new Members explaining their role in preserving their papers.
- Create a task force to explore ways to fund preservation of congressional and public policy documentation.

In December 2001 the Advisory Committee responded by creating two task forces. One group reviewed records management recommendations while the other examined public policy center proposals. The task force leaders reported to the Advisory Committee in June 2002. The records management task force produced a sample position description for a congressional staff archivist/records manager, a baseline records management standards checklist, and a pamphlet for new Members. All of the recommendations have been incorporated into the records management guidance provided to Members during orientation and subsequently to staff through the handbooks and briefings. The public policy task force put forth the proposal that a nonpublic entity outside of the Advisory Committee would be better suited to devise a definition and roster of public policy centers, and it felt that the Congressional Papers Roundtable (CPR) would be the suitable organization to work on these projects.

Subsequently, the CPR produced a working definition of public policy centers that was incorporated into the guidance given to Members regarding selecting an archival repository. The CPR also is working on management guidelines for congressional collections, the purpose of which is to present standards by which a repository can measure its success in acquiring, preserving, and making use of congressional collections. A roster of repositories specializing in congressional documentation was created and is used to identify likely repositories for deposit of Members' papers.

## **B. Member Records Management Guidance**

The Office of History and Preservation (OHP) in the House of Representatives has revamped the records management manual distributed to Member offices. Previously the manual was titled “Closing a Congressional Office.” OHP wanted to have a records management manual that would incorporate all facets of a Member’s career. Additional topics covered include setting up a filing scheme and the availability of courtesy storage facilities for sitting Members. The title of the manual is *Records Management Manual for Members of the U.S. House of Representatives*. Separate brochures for Members have been developed on specific topics, for example, selecting a repository library and preparing a deed of gift. These publications are currently being reviewed by the Clerk of the House’s Office of Publications Services. Once approved, the manual and brochures will be professionally printed. The current records management manual for Members is available in hard copy and on the Clerk’s internal website.

As an additional service, OHP provides consultations with Member offices upon request. Members receive a letter from the Clerk offering archival assistance when they announce their intention to leave the House or have not been re-elected. Enclosed with the letter is OHP’s records management manual for Members and contact information for follow-up discussions. The House Archivist has participated in the Chief Administrative Officer’s (CAO) Transition Briefings for departing Member staff as well as a session for departing Members titled “Life After Congress” organized by the U. S. Association of Former Members of Congress. For the first time at the beginning of the 109<sup>th</sup> Congress, the Clerk sent letters and a copy of the records management manual to new Members offering archival assistance and consultation sessions if requested.

The Senate continues to publish the *Records Management Handbook for United States Senators and Their Archival Repositories* together with an accompanying pamphlet, *Senators’ Papers: Management and Preservation Guidelines*. These basic resources are complemented by an *Opening a Senate Office Checklist* that is distributed to newly elected Senators during orientation. Additionally, when a Member announces retirement, the office and the repository receive a *Closing a Senate Office Checklist* that provides comprehensive guidance including a time-line, detailed instructions and forms for archiving electronic records, and other information concerning scheduling, electronic document archiving, and equipment returns. The Senate Archivist meets with individual offices to review the procedures and conducts a basic records management seminar.

The Consolidated Appropriations Act of 2005 contains a provision whereby departing Senators can request funds to pay expenses for transporting their official records and papers from the District of Columbia to any location designated by the Senator in his/her home state. These procedures are in conformity with those employed by the House and encourage the preservation of records. Since the expense to ship the collection does not come from the individual office account, Senators no longer need to choose between shipping their papers and paying office staff.

### **C. The Association of Centers for the Study of Congress (ACSC)**

The Center for Legislative Archives Director suggested in 2002 that a conference of congressional policy centers be held. The Director met with an eager audience of congressional policy centers directors and members of the Congressional Papers Roundtable (CPR) who were thinking about establishing their repositories as congressional policy centers. It was a natural evolution of ideas and projects of the Advisory Committee, CPR members, and a growing number of congressional policy center directors looking for ways to connect with and learn from each other. The Advisory Committee has followed the development of this organization with much interest because it had long regarded Members' papers as worthy of preservation due to their value for the study of Congress' role in the creation of public policy.

The initial gathering was held during May 2003 in Shepherdstown, West Virginia, at the Robert C. Byrd Center for Legislative Studies. Meeting attendees discussed possible goals of the organization.

These included:

- Collaborate on educational programs.
- Collaborate with American Political Science Association, U.S. Association of Former Members of Congress, Congressional Papers Roundtable, American Historical Association, Organization of American History to produce standards for Members papers.
- Sponsor a research conference.
- Identify research topics and jointly build a collection of on-line documents.
- Encourage former Members of Congress to be speakers.
- Create a web site with links to other centers.
- Support broad policy studies.
- Explore ways to find more resources for the community of congressional centers.
- Promote the value of centers to Members of Congress and inform them of the mission and programs offered by centers.
- Participate in programs that take advantage of the Capitol Visitor Center.

At the annual meeting of the Congressional Papers Roundtable (CPR) in 2003, CPR members also discussed possible areas where an association of centers could be effective.

These included:

- Encourage the development of centers in every state because congressional collections at present are not geographically dispersed to all areas of the country.
- Compile guidelines on how to develop a center in the event there are institutions interested in developing congressional resources.
- Assist with improving funding sources, or become involved with seeking funds, because funding for preservation of congressional collections is so uneven and irregular.

- Collaborate on specific educational programs.
- Investigate integrating the CPR congressional repository guidelines into an association's programs.

Participants at the Shepherdstown conference established a steering committee which was charged with six tasks:

- Develop a mission statement (reproduced in Appendix X).
- Recommend a name.
- Establish a listserv.
- Set goals and objectives.
- Develop a business model.
- Create a website.

The steering committee formulated a mission statement during the initial meetings and named itself the Association of Centers for the Study of Congress (ACSC). During the initial meeting, the committee adopted a set of by-laws, and at a second conference held in May 2004 at the Woodrow Wilson Center in Washington, DC, the committee elected a slate of officers. The committee also created a new website (<http://www.congresscenters.org>), and defined goals and objectives. By the third conference, held in May 2005, the membership had grown from 29 at the initial meeting to 47 registrants representing 29 centers. A committee of the ACSC is pursuing filing with the IRS for 501c(3) tax exempt status, and a second committee is investigating the implementation of a dues structure to fund future conferences and other activities. A third committee is compiling a list of educational products available from member centers in an effort to organize various resources. The conferences have been notable for bringing together the finest historians and political scientists writing and teaching congressional history and giving them the opportunity to apprise ACSC of ways to improve access to resources.

One very high priority of the ACSC is to work on ways to improve funding both for the preservation of congressional collections and to improve access to them. To further these goals, officials from the National Endowment for the Humanities (NEH) were invited to brief conference attendees on various types of grants. An ACSC committee is investigating the universe of NEH grants and will make a recommendation on how to proceed. Beginning in 2005 the ACSC has established itself as a viable organization that will play an important role in promoting a better understanding of Congress through the preservation and use of the actual records of Members of Congress. By the third conference, held in May 2005, the membership had grown from 29 at the initial meeting to 56 registrants representing 42 centers. Committees were established to investigate implementation of a dues structure and pursue filing for 501c(3) status. Another committee is compiling a list of educational products available produced by member centers that could be used by other centers -- a pooling of resources. The conferences have been notable for bringing together the finest historians and political scientists writing and teaching congressional history today and giving them the opportunity to tell us what they need in terms of sources and how we might improve access to them.

The ACSC met for the first time outside of the Washington DC region, at the University of Connecticut in Storrs during May 10-11, 2006. Conference sessions covered topics such as grants available to research repositories, hidden riches in congressional collections, secrecy and classified records in Members' papers, research value of constituent correspondence, processing backlogs of collections, donor relations, online exhibits, and online finding aids. The business meeting of the ACSC focused on conference registration fees, membership dues, how conferences will alternate between Washington, DC and a host institution, and how ACSC is filing for non-profit status.

## IV. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### A. Building Renovation

The renovation of the National Archives Building was essentially completed by the end of Fiscal Year 2005. The work included the replacement of all major building systems (HVAC, ductwork, plumbing, electrical distribution, fire alarm, security systems) and upgrades to the exhibit, public, research, and staff areas. The building was brought into compliance with fire and safety codes through installation of required fire dampers, as well as the sealing of hidden open shafts located behind walls. The completion of the project also brought the Archives building into compliance with accessibility requirements for all public, research, and staff areas, and the security status of public entrances was upgraded to current standards.

Six major construction projects were required to complete the renovation. The construction started with the award of the initial demolition and swing space construction contract in February 2000, and was completed in September 2001. The main renovation contract was awarded in May 2001, and ran through September 2005. In addition, other contracts included the design and construction of the security vaults for the Charters of Freedom; the removal, restoration, and re-hanging of the murals in the Rotunda; the construction of two electrical vaults under the Constitution Avenue lawns to facilitate the electrical modernization; design and installation of fiber optic lighting for the Rotunda exhibit cases, and the lighting in the Rotunda and the East and West Foyers. With the exception of the main renovation contract, all other contractors have finished their portion of the project.

With the completion of the renovations, the public spaces and research rooms have been reopened and the staffs have reoccupied their offices. The contractor is working on correcting the "punch list," minor construction items that were identified during the inspection and acceptance process. In addition, the contractor is completing a \$4.25 million change order that was issued to replace all of the stack lighting. This work had not been included in the base renovation because of cost issues, but NARA used repair and restoration funding provided on a yearly basis to support facility needs. The lighting change order is projected to be completed in the third quarter of Fiscal Year 2006.

The replacement of the bronze tops in the Rotunda for the Charters of Freedom and replacement of the 14 side cases were deleted from the base renovation contract due to difficulties in meeting aesthetic and performance standards for these cases. The work is now proceeding on a separate track. The design of the new tops and their opening/closing mechanisms, as well as the supporting sub-frames, has been completed and is open for bids prior to manufacture and assembly. The initial top for the Declaration of Independence is projected to be finished early in the 2nd quarter of Fiscal Year 2006 with the remaining tops being completed in the 3rd quarter of Fiscal Year

2006. The installation will be scheduled sequentially so as not to interfere with NARA's public programs and high visitor seasons.

The renovation significantly improved the storage environments for records throughout the building. The changes to the mechanical systems will permit the records to be stored at the conservation recommended temperature (72°F with a maximum range of +/- 5°F) and humidity (a set value between 35% and 50% relative humidity, with a maximum range of +/- 5% from the set value) levels. All of the storage stacks now have a chemical filtration system.

Congress, researchers, and the public will all benefit greatly from the renovated National Archives Building. The records of Congress are stored in an environmentally controlled records storage area with greatly improved fire and security systems. The modern technical infrastructure means more reliable elevator service and a vastly improved electronic access system for the public. The modern research and consultation rooms enable researchers to utilize all the newest research resources available on the Internet. Opportunities for exhibits, workshops, and other outreach initiatives are greatly expanded, and NARA can reach a wider public interested in learning about the importance of records and our nation's history.

#### **B. Report on Summer 2006 Flood**

On the evening of Sunday, June 25, record-breaking rainfall in the Washington, DC area caused flooding in several buildings along Constitution Avenue. Floodwaters entered the National Archives Building in the basement levels and theater. Emergency response, buildings maintenance, and security crews worked around the clock to clean, repair damage, and secure the building during the three-week building closure. During this time, National Archives Building employees reported to alternate work locations.

No records were damaged during the flood, and immediate actions were taken to maintain temperature and humidity levels within acceptable ranges while electrical crews worked to restore power and air-handling equipment. Stack doors remained closed to prevent humid air from entering records storage areas. Center for Legislative Archives staff were allowed limited access to process emergency loans to the Senate. Public exhibit areas reopened July 15; staff reoccupied the building on July 17; and researchers were allowed to return on July 19. Building systems and operations returned to full-service by late August.

## V. THE U.S. CAPITOL VISITOR CENTER: HISTORY, EDUCATION AND INNOVATION

The U.S. Capitol with its stately dome is recognized as an architectural treasure and an international symbol for our form of government. As the nation has grown in size and complexity, the Capitol has undergone numerous architectural alterations and technological improvements that have been incorporated into the building to improve congressional operations and better serve the people.

The Capitol has been built and re-built many times. George Washington laid the cornerstone in 1793. The original Capitol building consisted of only the Senate wing that was first occupied by Congress in 1800. During the War of 1812 British troops burned the House and Senate wings, but by 1819 the Congress reconvened in the newly restored Capitol. The building was enlarged and the present dome built in the 1850s and 1860s. Subsequent enlargements included the Frederick Law Olmsted west terrace in the 1880s and an extension to the east front in the late 1950s and early 1960s. From the conversion of gas to electric lighting in the 1890s to the implementation of modern computer technology, the staff at the Capitol has attempted to modernize the building and keep pace with the technological needs of Congress and a growing nation.

Throughout its constantly evolving history, the Capitol has always attracted visitors. In the 19th century no one could have anticipated the current number of tourists from the United States and other countries from around the world who would come to the nation's capital to witness democracy in action. More than three million people visited the Capitol in 2000 alone, a three-fold increase from the one million that visited in 1970. It became evident by the 1990s that no 19th century building that serves as a working office for hundreds of Members and their staffs was equipped to accommodate an ever increasing number of tourists.

Prior to initiating the construction of the visitor center, people waited in long lines in order to tour the Capitol, had to endure adverse weather conditions, and lacked access to basic amenities. Visitors needed better services, better accessibility, more opportunities for education, and after the events of September 11, better security.

A proposal for a visitor center began to crystallize in the mid-1970s with the issuance of a report entitled, "Toward a Master Plan for the United States Capitol." In 1991 Congress authorized funding for conceptual planning. The need to upgrade and provide security was underscored by the tragic shooting of two Capitol police officers in 1998. An updated plan was submitted in 1999 that led to some preliminary funding. The events of September 11 provided the impetus for additional funding from Congress and the groundbreaking ceremony took place in 2002.

The architects of the CVC carefully avoided disrupting the vistas around the Capitol and sought to restore the original landscape design of Frederick Law Olmsted. The architectural plan by RTKL calls for a 580,000 square foot space to be constructed under the Capitol's east plaza. This enormous underground building on three levels includes the Great Hall, a 600-seat cafeteria, a 17,000 square foot exhibition gallery, two orientation theaters, an auditorium for Members addressing large groups and for after-hours programs, gift shops and bathrooms, and a long-needed secure, underground truck delivery tunnel. The CVC also includes meeting and committee rooms for the House and Senate. The public portion of the facility is capable of handling up to 4,000 people at any given time and 15,000 or more visitors a day during peak season.

The facility affords visitors three different ways to learn about Congress and the history and architecture of the Capitol. Visitors can avail themselves of the opportunity of watching a 12-minute orientation film by Donna Lawrence Productions. The public also can take a 40-minute Capitol tour and visit the exhibition gallery designed by Ralph Appelbaum & Associates. Both resources are designed to give the visitor a richer appreciation for the operations and responsibilities of the legislative branch in our governmental system. However, the Capitol itself with its collection of American art and the building's rich architectural history is really the crowning element of the whole experience. It is considered by many to be the single most important artifact of the United States.

The exhibition gallery highlights the workings and history of Congress and the Capitol with original artifacts, 3-D models, videos and interactive programs. The heart of the exhibition gallery is a long, curving marble wall with inset, climate-controlled cases that feature the precious documents of America's national heritage retained by NARA and the Library of Congress. The area, called the wall of National Aspirations, will house historic documents that highlight the ways Congress enabled the country to achieve its goals in the areas of Unity, Freedom, General Welfare, Common Defense, Exploration and Knowledge. Due to the delicate nature of many of the documents, they will be rotated with other documents every four to six months. The first showing includes such amazing pieces as the Compromise of 1850 as introduced by Henry Clay, James Madison's Notes on the Bill of Rights, and the Day of Infamy Speech delivered to Congress by President Franklin Delano Roosevelt on December 8, 1941. The rotation of documents in the exhibits would not be possible without the generous cooperation of the Center for Legislative Archives (NARA) and the Library of Congress. To enhance the experience of the public, the gallery will include two virtual theaters, one each for the House and the Senate, where visitors will be able to see live activities on the floor, as well as experience short programs on the functions and cultures of the two bodies.

Planned to open in 2007, the CVC is now entering its final construction phase. Crews are busy installing mechanical, electrical and plumbing systems, erecting interior walls, and installing utility lines and connections to all fire and life safety systems. Masonry block work is nearly complete and stone masons can now be seen throughout the facility installing some of the \$35 million worth of finish stone. The installation of the finished stone in the Great Hall is nearly complete and stonework is progressing in

both orientation theaters. Later this fall, scaffolds will be erected throughout interior spaces to allow crews to complete work on ceilings, skylights and fire protection systems. In conjunction with the work inside, historic preservation contractors are re-installing the original Olmsted-designed lanterns, fountains and seat walls that were carefully disassembled and removed in 2002 to clear the way for excavation of the project site.

When completed, the U.S. Capitol Visitor Center will welcome and be accessible to millions of visitors in a secure, educational, and convenient 21st century environment. The CVC will provide a dignified and gracious entrance to a building steeped in history where Members fulfill their oath and duties as set forth in Article I of the Constitution.

## VI. OUTREACH PROJECTS

### A. **American Originals: Traveling Exhibit**

From 2001 to 2003 a major traveling exhibit from NARA, *American Originals: Treasures from the National Archives*, toured the country while the Rotunda of the National Archives Building was undergoing renovation. The exhibit included such milestone documents as the Louisiana Purchase Treaty, Thomas Edison's patent for the light bulb, and John F. Kennedy's notes on his inaugural address. With the generous permission of the Clerk of the House and the Secretary of the Senate, the exhibit also included House and Senate treasures such as George Washington's First Inaugural Address and a petition from Susan B. Anthony. The exhibit toured nine cities nationwide and was visited by 485,939 people. During the three years the exhibit traveled, it appeared at the following venues: New York Public Library New York, New York; Peggy Notebaert Nature Museum, Chicago, Illinois; Ohio Historical Society, Columbus, Ohio; Jimmy Carter Presidential Library, Atlanta, Georgia; Union Station Kansas City, Kansas City, Missouri; Witte Museum, San Antonio, Texas; Los Angeles Public Library, Los Angeles, California; Museum of American Political Life at the University of Hartford, Hartford, Connecticut; and Bank One Center at Riverfront, Wilmington, Delaware.

### B. **The National Archives Experience: Public Vaults**

One of the major accomplishments of the National Archives in the last six years has been the creation of the National Archives Experience. The new NARA museum programs links the five major public spaces of the National Archives Building: The Rotunda for the Charters of Freedom, which reopened in September of 2003; the William G. McGowan Theater, reopened in September, 2004; the "Public Vaults," opened in November, 2004; the Lawrence F. O'Brien Gallery for temporary exhibits, opened in December, 2004; and the Learning Center, scheduled to open by September, 2006. All of these resources were created through congressional funding and authorization to renovate the National Archives building. The project also benefited from the infusion of funds from public/private partnerships. The Foundation for the National Archives has raised more than \$18 million for components of the National Archives Experience, including the restoration of the Rotunda murals and the construction of the theater and exhibits. The physical result of this expansion was the addition of more than 20,000 square feet of usable exhibit and program space.

The benefit of these investments goes well beyond their measure in size and cost. Attendance in FY 2005 was 1,003,014, which was a 40% increase from previous years and marked the highest level of attendance in a decade. According to three separate surveys, the length of visits nearly tripled in comparison to a similar 1990s study and more than 90% of the visitors rated their experience as "very satisfied" or "extremely satisfied."

The new National Archives Experience has already accomplished a number of important educational objectives for NARA:

- The renovation of the Rotunda allowed NARA to continuously display all four pages of the Constitution for the first time.
- The renovation provided NARA the space to build an exhibit that gives context for the Charters of Freedom, showed milestones in the creation of the Declaration of Independence, the Constitution and the Bill of Rights, and focused on key developments affecting the interpretation of the Charters following the Federal Period.
- The McGowan Theater has become an important venue for providing free public lectures, programs illustrating the works of authors and filmmakers, and for NARA partnerships aimed at improving civic literacy. Over 130 programs were held in FY '05 with an audience of over 6,000. NARA was particularly proud to host Senator Robert C. Byrd, Congressman Roy Blunt, and Congressman Steny Hoyer as the centerpiece of its Constitution Day programs.
- The O'Brien Gallery has already been the site of three exhibits: an exhibit on presidential photography, an outreach exhibit on teaching with primary resources, and an exhibit on Paris' place in American history, created as part of the citywide presentation of "Paris on the Potomac."

The most important innovation in the National Archives Experience was the creation of the "Public Vaults," NARA's first permanent, interactive exhibit. This 9,000 square foot, award winning venue allows visitors to journey into the stacks and vaults of the National Archives to see the nation's original documents and appreciate their importance in our history. Visitors can browse over 1,100 records from all three branches of government and all of NARA's records centers and Presidential libraries across the nation. Important original records on display include George Washington's letters to Congress, the Acts of the First Congress, Abraham Lincoln's telegrams to his generals, and surrender documents from World War II. The exhibit cases give the visitor the sense of being immersed in the stacks and vaults of the Archives. Twenty-two computer kiosks allow visitors to have a hands-on experience with records, search immigration records like a genealogist, make a D-Day documentary, or become a historian and examine important congressional debates. With the addition of the "Public Vaults," the National Archives has truly become a destination for visitors of all ages and all interests.

### **C. Exhibits and Films at the Capitol Visitor Center**

One of the highest priorities of the Center for Legislative Archives is to develop and support the educational content featured in the public exhibition spaces in the Capitol Visitor Center (CVC). The CVC provides the most visible and meaningful setting for the display of House and Senate records preserved at the Center.

Center staff collaborated during the past six years with the staffs at the CVC, Senate Historical Office, House Office of History and Preservation, Office of House Historian, Library of Congress, Architect of the Capitol, the Smithsonian, Ralph Appelbaum and Associates, and Donna Lawrence Productions on this extraordinary project. The Center's major contribution has been to identify House and Senate documents and appropriate federal records at NARA that best illustrate the history and accomplishments of representative government in America.

Many others at NARA have provided support for the CVC exhibits including the conservators in the Office of Preservation and the museum specialists in the Center for the National Archives Experience. They reviewed case designs, mounting systems, and other technical exhibit issues, and their assistance will continue to be critical to the preparation, transport, and mounting of documents from NARA in the CVC.

#### **D. Educational Publications and Workshops**

The objective of the Center's educational programs is to provide enrichment materials for instructional programs focusing on the history of Congress. The Center's publications feature facsimile copies of historic House and Senate records and provide contextual material to facilitate their use. With assistance from a network of expert teachers and congressional scholars, and the growing expertise at the Center, the publications have developed into an invaluable resource covering congressional history over a broad expanse of time.

The first publication, *The Presidency of Thomas Jefferson*, highlighted the significant issues and events during Jefferson's tenure in office. The second publication, *Our Mothers before Us: Women and Democracy, 1789-1920*, focused on women's petitions to Congress and their active engagement in the nation's civic life before they gained the right to vote. The current publication in development, *Congress and the Shaping of American History*, a two-volume resource covering more than two hundred years of history, explores Congress' role in the history of representative government and new perspectives on the nation's history.

The Center's publication, *Our Mothers before Us: Women and Democracy 1789-1920*, was first published in 1998 and the initial print-run sold out almost immediately, and a second printing was released in 2001. More than 4,000 copies have been distributed to public and private high schools in Texas, Tennessee, Mississippi, Louisiana, the District of Columbia, and the metropolitan areas of Cleveland, Philadelphia, and Boston. It also has been distributed to community colleges in Mississippi (see Appendix B for a list of funders for both publications).

The Center organized high-profile events in Louisiana and Mississippi to promote the distribution of *Our Mothers before Us*. The Louisiana event was held in late 2000 at the Old State Capitol in Baton Rouge through the gracious support and assistance of Senator John Breaux and Lois Breaux. The 2001 event in Mississippi was held in

conjunction with the annual Oxford Conference for the Book on the campus of the University of Mississippi. The university's Chancellor served as moderator for the well-attended event.

The Center's major outreach program has focused its efforts in researching and drafting the first volume of *Congress and the Shaping of American History*. The six-chapter work will explore the history of the House and Senate, congressional powers and Congress' relationship with the executive and judicial branches of government, and seminal events in American history through the Reconstruction Era. The goal of the publication is to provide teachers resources with a resource written from a congressional perspective.

The publication features facsimiles of House and Senate records selected for their use in high school classrooms. Visual resource materials included in the publication consist of maps, charts, graphs, photographs, and reproductions of period art. The book incorporates contemporary accounts from newspapers, memoirs, and diaries to enable students to interact with primary documents. A narrative history of events, biographical information, and definitions of congressional processes and procedures provide general overview of the subject and helps place events and artifacts in historical context.

Volume one is slated for printing in 2006 and will include a variety of instructional materials for teachers. The Foundation for the National Archives has secured funding for a minimum print-run for volume one (3,000 units) and is actively seeking state and national partners to distribute the publication as widely as possible.

In conjunction with the preceding projects, the Center conducts teacher workshops to provide instructors with methods and aids to incorporate the Center's congressional resources into existing curriculum programs. A draft of the publication was the featured educational resource at the 2004 "Institute on Congress and American History," a "We the People" initiative supported by the National Endowment for the Humanities, hosted by Humanities Texas at the Lyndon Baines Johnson Library and Museum. The chapter on the War of 1812 was highlighted at the 2005 conference on "Teaching Congress and the Presidency," held at the Howard H. Baker, Jr. Center for Public Policy at the University of Tennessee, to explore the Constitutional responsibilities and inherent tension between the legislative and executive branches over shared powers. The instructional unit on the Compromise of 1850 was featured at the "The Coming of the Civil War" 2005 teaching institute hosted at the University of Virginia and supported by the NEH. The publication also was previewed at the 2004 annual meeting of the National Council for the Social Studies in a session on "Teaching about Congress."

The Center has hosted visits from Washington-area teachers who receive training in the use of primary documents in the classroom as part of their professional development programs. In the November 2005 issue of *Social Education* devoted to "Using Primary Source Documents to Teach Civics" staff members contributed an article to help teachers and students better understand Congress' legislative procedures.

## **E. Conferences**

During the last six years the Center has participated in a number of conferences on Congress. In 2003 the Center was one of the principal organizers of the meeting where the Association of Centers for the Study of Congress (ACSC) was formed at the Robert C. Byrd Center, and in 2004 Center staff attended the second ACSC conference at the Woodrow Wilson Center.

In 2005 the Center hosted sessions for the third annual meeting of ACSC. The ACSC promotes the preservation of material documenting the work of Congress and the personal papers of Members of Congress. ACSC also supports programs that make materials available for research and teaching. The ACSC currently has 42 member organizations located around the country and 47 representatives from 29 member organizations attended the conference.

The two-day conference focused on collaborative approaches to the scholarly and educational communities to promote awareness and use of records relating to Congress. The Archivist of the United States welcomed the group and encouraged the association to support an educational mission. Panelists included historians and scholars from Boston University, The George Washington University, Yale University, and Ohio University, as well as the Robert C. Byrd Center for Legislative Studies, the Howard H. Baker Jr. Center for Public Policy, The John Glenn Institute for Public Service and Policy, The Humphrey Forum, and the Richard Russell Library for Political Research and Studies. Panelists included representatives from the Senate Historical Office, NARA and the Center for Legislative Archives, the National Endowment for the Humanities, the Architect of the Capitol, and the Capitol Visitor Center.

As part of the 2005 annual meeting of the American Political Science Association, the largest gathering of political scientists in the world, the Center for Legislative Archives hosted a professional development session entitled "Using Archival Sources in Legislative Research: Choosing the Road Less Traveled." As part of their formal training, political scientists generally receive little if any instruction in the use of archival resources. In order to address the lack of instruction, the session provided an orientation to both the records of the House and Senate held at the Center as well as records held by various congressional archives throughout the country. Center staff participated in a panel entitled "Locating Materials and Collections: Center for Legislative Archives and Member Paper Collections." Other panelists included the Senate Historian, the Chief of the House's Office of History and Preservation, and archivists from the Congressman Moakley Archives and the Arizona Historical Foundation.

Political scientists from several universities including The George Washington University, Niagara University, California State University, Suffolk University, Villanova University, Loyola College, and The College of William and Mary participated in the 2005 panel discussions. They provided examples of instructors in a variety of subject areas who successfully used archival collections, research strategies, the use of finding aids, archives as a teaching tool, and funding archival research projects in their classrooms. The group consensus was that congressional archives represent an untapped source of data for political science research.

## **F. Anniversaries and Special Facsimile Packets**

To observe special anniversaries, the Center has reproduced facsimiles of historic documents from House and Senate archives and distributed them to Members of Congress and media outlets. Facsimile packets have been created to commemorate the 125th anniversary of Colorado statehood in 2001, the bicentennial of Ohio statehood in 2003, and the 175th anniversary in 2003 of the establishment of the Capitol Police. In addition, the Center has produced a number of specially-created facsimile packets for Members and committee staff, which feature House and Senate archival collections and underscore the importance of modern record-keeping.

## **G. Internships**

For more than a decade, the internship program at the Center for Legislative Archives has provided opportunities for college students to work in a professional setting, develop a wide range of research skills, hone their writing abilities, and contribute to the Center's educational programs. In addition to working with the Center's official records of the House and Senate, interns gain experience doing research in original federal government records at NARA, the manuscript collections at the Library of Congress, and other repositories holding congressional collections. They gain an understanding of the multiple sources of documentation on Congress and the topics on the congressional research agenda requiring further study, which has led some to develop topics for Master's theses and Ph.D. dissertations.

The Center has developed partnerships with a number of universities and internship programs to expand the scope and visibility of the Center's outreach projects. In 2005 Stanford University established a "Stanford-in-Government" fellow at the Center, which is one of eleven Washington-based institutions where these formal programs have been launched. Stanford University competitively chooses its fellows and funds the internships, as well as evaluates their professional experiences at the Center. In 2005 the first Stanford University fellow served at the Center and conducted original research to support the development of *Congress and the Shaping of American History*. Due to the success of Stanford's program, the Center looks forward to hosting new fellows in the coming years.

In recent years the Center has maintained close ties with the John Glenn Institute for Public Service and Public Policy at Ohio State University, the Washington Center for Academic Internships, and the Washington Internship Program. Representatives from the Center have attended intern fairs at the University of Tennessee and George Mason University to promote the Center's internship opportunities.

Since the last Advisory Committee report in 2000, the Center has hosted 30 interns from a variety of colleges and universities, including undergraduates from Columbia University, University of North Carolina at Chapel Hill, Yale University, Aurora College, Grinnell College, Muhlenberg College, Mount Holyoke College, University of California at Santa Cruz, McGill University, University of Texas at Austin, Princeton University, Bryn Mawr College, Johns Hopkins University, Bates College, University of California at Los Angeles, Hiram College, Cornell University, Brown University, Stanford University, and Duke University. Graduate students from the University of Wyoming and the John Glenn Institute at Ohio State University also have volunteered as interns. Information about the Center's internship program can be found on the Center's website.

## VII. STATUS OF RECOMMENDATIONS FROM THE FIRST THREE ADVISORY COMMITTEE REPORTS AND ANALYSIS OF RESOURCE REQUIREMENTS

### A. Maximizing Documentation of the Legislative Process.

1. Assess the informational and evidential values of congressional committee records.

*Status:* The Center for Legislative Archives, the House Office of History and Preservation, and the Senate Archivist are exchanging information concerning modern congressional records to ensure adequate documentation of committee activities. As part of this process, the Center prepares an annual compilation of records transferred from Senate committees for the Senate Archivist, and this annual accounting identifies any gaps in records series. The Center's records description project provides periodic opportunities to evaluate the quality of documentation in records housed at the Center.

In 2004 the Senate Committee on Rules and Administration asked each committee to submit a report on its archiving activities as part of committees' request for appropriations. These reports provide a timely opportunity for the Senate Archivist and committee clerks to address records issues to ensure full and adequate documentation of committee activities.

2. Evaluate the archival impact of technology on congressional documentation.

*Status:* The National Archives Electronic Records Archives (ERA) will ensure the long-term preservation of electronic records free from hardware and software dependency. The 9/11 Commission records present a challenge of preserving records in a variety of formats that include document management systems, e-mails with attachments, and digital video and audio records.

3. Identify and survey congressional electronic records systems.

*Status:* Offices in the Senate and House will continue to inventory congressional electronic records systems. The National Archives will harvest websites from the 109<sup>th</sup> Congress in 2006.

4. Develop electronic records guidelines and standards.

*Status:* The National Archives and other agencies have developed electronic records guidelines and standards, which have been included in House and Senate congressional records management manuals. The National Archives has expanded the records formats it will accept for transferring historically critical electronic records.

5. Assess value of e-mail.  
*Status:* As part of the National Archives' e-Gov initiative and in cooperation with other Federal agencies, the National Archives has issued guidance intended to supplement existing requirements for transferring electronic records to NARA. This guidance expands currently acceptable formats to allow the transfer of e-mail messages and their attachments.
6. Work closely with the Electronic and Special Media Records Services Division to preserve and copy electronic records to stable media.  
*Status:* The Center for Legislative Archives collects and inventories electronic records received from House and Senate committees. The staff of the Electronic and Special Media Records Services Division analyzes the records for conversion to more stable media. The ERA will assure their long-term preservation.
7. Develop on-site capability for electronic access and reference.  
*Status:* On-site public access to the Internet is available at workstations in the new Robert Warner Research Center at the National Archives.
8. Survey, schedule, and accession records from Legislative Support Agencies.  
*Status:* From 2001 to 2006, the Center for Legislative Archives accessioned 370 cubic feet of records from legislative branch support agencies (Congressional Budget Office, Government Printing Office, and Government Accountability Office). The Center currently preserves and makes available 45,505 cubic feet of records from these agencies. In addition, the National Archives is working with the Congressional Research Service to create a records schedule and will transfer records in the future.
9. Provide records management assistance and obtain records from political party policy committees, congressional campaign committees, Legislative Support Organizations, and key caucuses.  
*Status:* The Center for Legislative Archives will assist these organizations on records issues to ensure the preservation of their permanently valuable records at the appropriate repository. In 2004 the Center accessioned over 600 cubic feet of textual records and over a terabyte of electronic data from the National Commission on Terrorist Attacks Upon the United States, the 9/11 Commission.
10. Solicit records from prominent congressional committee staff members.  
*Status:* The Center for Legislative Archives assists the House and Senate Archivists in the review and evaluation of the papers of prominent staff members to recommend their preservation at the appropriate archival repository.

11. Encourage development of Congressional Oral History Projects by archival institutions for purposes of documentation and collections develop and collect oral history interviews and research interviews, and make them available on the Internet.  
*Status:* The Center has placed online 116 oral history interviews of Members and staff conducted by Distinguished University Professor Emeritus Richard F. Fenno, Jr. of the University of Rochester. The Center will continue to accept and place online valuable research notes and oral history interviews conducted by congressional scholars who wish to donate their interviews to the Center.
12. Acquire interviews from U.S. Association of Former Members of Congress at the Library of Congress.  
*Status:* The Center encourages and supports the efforts of the Association of Centers for the Study of Congress to place oral history interviews of Members online, including the interviews deposited at the Library of Congress.
13. Encourage Members of Congress, prior to retirement or after six years of service, to begin devoting specific and dedicated resources to strengthen records management and establish preliminary intellectual controls over the records prior to their transfer.  
*Status:* The Senate and House Archivists continue to work with Members of Congress to improve records management within Members' offices.
14. Endorse the development of statewide Public Policy Centers that include a strong archival component with a focus on political and public policy documentation.  
*Status:* The creation of the Association of Centers for the Study of Congress (ACSC) has contributed greatly to bringing historians, political scientists, and archivists together to focus on the preservation of Members' papers and their use by scholars and educators.
15. Encourage congressional committees to hire professional archivists to assist with records management and archiving projects.  
*Status:* A job description for archivists was produced as a result of the Advisory Committee's Third Report. Since that time, four Senate committees have hired professional archivists to manage records and provide archival expertise.

B. Preservation Priorities.

1. Irradiation Issue.

*Status:* The Advisory Committee recognizes that the irradiation of congressional mail is a continuing preservation problem and encourages the Legislative Mail Task Force to investigate new technologies which properly irradiate but cause less damage to congressional mail.

2. Ensure preservation of records in all formats.

*Status:* The Center for Legislative Archives works with the preservation, special media, and electronic records offices in the National Archives to ensure that congressional records are preserved in all formats.

3. Work to preserve and transfer to the Electronic and Special Media Records Services Division special media records found in textual records and create a special media data base for those records.

*Status:* Center for Legislative Archives regularly transfers special media records such as audio, video, and DVD to the Electronic and Special Media Records Services Division at the National Archives. The Center maintains a detailed finding aid for transferred records.

4. Monitor technical issues related to videotapes of floor proceedings.

*Status:* The Center for Legislative Archives and other units in the National Archives, including the ERA project, are involved in planning for digital transmissions of floor proceedings and committee hearings from the House and Senate.

5. Systematically locate, segregate, and perform conservation work on valuable congressional records.

*Status:* The National Archives Document Conservation Lab continues to provide essential preservation services to the Center and professional guidance and assistance to the CVC project staff. The Conservation Lab played a critical role in the move of the legislative treasures from Archives I during the renovation. It continues to examine and treat documents selected for exhibition in the CVC exhibits, including some of the most valuable records in House and Senate holdings such as George Washington's first Inaugural Address and the Monroe Doctrine. The lab has also created special boxes and housings for bound volumes and the Clifford Berryman political cartoon collection.

6. Complete filming of the records of the first fourteen Congresses.  
*Status:* In 1995, the Center temporarily halted this microfilming project to explore whether digitization would be a feasible and cost-effective alternative. The Center concluded that digitization of this volume of records was beyond its means and resumed the microfilming project in 2001. To date, the Center has completed filming the records of the first nine Congresses, House records from the 10<sup>th</sup> Congress, and Senate records from the 11<sup>th</sup> Congress. The records from the 10th Senate are currently being filmed. The Center's digitization efforts have been focused on creating digital images of all treasure vault items and of documents that will be displayed in the CVC and other venues.
7. Holding maintenance work should focus on records of the 84<sup>th</sup> to 91<sup>st</sup> Congresses (1955-1971) and the thermofax records in those series.  
*Status:* Over the past six years, the Center has performed holdings maintenance and replaced thermofax copies within 4,800 cubic feet of House and Senate records. In total, Center staff has screened over 8,500 cubic feet of records since 1996 to address the problem of rapidly deteriorating and unstable media in records from the 84<sup>th</sup> to the 91<sup>st</sup> Congresses, when the thermofax process was in use. The staff is currently working its way through the 90th Congress records and the records of the House Un-American Activities Committee, which were opened in June 2001 and have become one of the most highly used series by researchers.
8. Have preservation work done on oversized records.  
*Status:* Conservation work at the National Archives continues on oversized congressional records, focusing on maps and other large-scale items found among textual holdings that require flattening and placement in appropriate housings. The Conservation staff has recently created custom housing for the Clifford K. Berryman cartoons from the U.S. Senate Collection.
9. Have preservation work done on bound volumes  
*Status:* Postponed. Because of the demands on the conservation laboratories during the renovation of the National Archives Building, preservation work on bound volumes has been postponed until the completion of the renovation.
10. Develop a check-list of preservation criteria for Members who wish to donate their papers to a research institution and recommend that these criteria be made available to grant-making agencies to give them a standard for assessing grant applications they may receive for preserving particular congressional collections.  
*Status:* A checklist was developed as a result of the Advisory Committee's *Third Report*.

11. Continue to develop Document Type Definitions (DTDs) for legislative documents and Extensible Markup Language (XML) for data exchange throughout the legislative branch and as a means for preserving electronic records.  
*Status:* The production and exchange of XML documents is a joint effort of the Senate, House of Representatives, Government Printing Office (GPO), and Library of Congress. Legislative branch XML standards are still evolving and each organization is handling individual needs while collaborating on the common standards so that documents can be exchanged.
12. Have a GS-12 conservator and conservator aid hired and dedicated solely to congressional records preservation work.  
*Status:* Complete. The National Archives Preservation Office has dedicated one full-time equivalent position to work on holdings of the Center for Legislative Archives. Conservators with a wide range of expertise and special skills work on the records of Congress as needed.

C. Access and Reference.

1. Digitize selected parts of the holdings and make available on the Internet.  
*Status:* A selection of congressional records is digitized and has been posted on the Center for Legislative Archives website. Additional digitized images are available to researchers by request.
2. Work with congressional offices to document and preserve Members' websites.  
*Status:* The National Archives' web harvest is becoming the most standardized way to capture the websites of congressional offices at two-year intervals.
3. Continue the Standing Committees History Project.  
*Status:* The Center for Legislative Archives has completed short committee histories for every standing and select committee for which records are open. These are available on-line in the National Archives' Archival Research Catalog (ARC). The Committee Resource Guides (CRG) series is the online successor to the *Guide to the Records of the United States House of Representatives at the National Archives* and the *Guide to the Records of the United States Senate at the National Archives*. For each standing committee, the CRG includes a concise history, descriptions of recently-opened records, names of chairmen and dates of tenure, a list of subcommittees, and a bibliography of recent publications relating to the committee. The CRG enable House and Senate committees to monitor open archived records, provide researchers a preview of available committee records, and are the primary means for the Center to maintain intellectual control of recently-opened committee records.

4. Prepare documentary publications.  
*Status:* The Senate Historical Office has an active program to produce documentary publications including the recently issued *Executive Sessions of the Senate Permanent Subcommittee on Investigations of the Committee on Government Operations* (McCarthy Hearings 1953-54), 2003.
5. Declassify records.  
*Status:* The Center responds to researcher requests for access to classified information in congressional records by referring records to the appropriate executive branch agency for declassification review under the provisions of Executive Order 12958 as amended.
6. Create an information clearinghouse for the history of Congress.  
*Status:* The Center for Legislative Archives maintains the “Congressional Repositories at Archival Institutions” web pages, an alphabetical listing of repositories and congressional collections with links to repositories’ websites and finding aids.
7. Develop a Congressional Research Center with links to off-site websites and databases with information about Congress.  
*Status:* The renovated Congressional Research Center will provide Internet access for researchers to congressional resources and repositories housing Members’ papers.
8. Acquire book collections on congressional history.  
*Status:* Beginning with the acquisition of the collections of John Elleff and Roger Davidson, the Center has built a library of approximately 3,000 books on congressional history. With the completion of the National Archives Building renovation, the library is located adjacent to the Central Research Room and the Congressional Research Center. The Center will continue to pursue acquisition of other collections of retired congressional scholars through its ties with the academic community and with the assistance of members of the Advisory Committee.

#### D. Outreach.

1. Create an educational resource project on the history of Congress utilizing document facsimiles.  
*Status:* Volume one of “Congress and the Shaping of American History” is underway. Completed units have been reviewed by historians, congressional scholars, and educators; and the units have been featured at teaching institutes and workshops. This resource is slated for publication in 2006.

2. Encourages development and expansion of on-line exhibits documenting congressional history by NARA, the CVC, the Library of Congress, and other archival repositories.  
*Status:* The newly redesigned National Archives website features an ever-increasing number of on-line exhibits. The Center for Legislative Archives regularly features on its website significant legislative records under “Featured Documents.” Plans are under development at the CVC to feature exhibits and education activities on their website. ACSC member institutions are exploring a collaborative approach to create an on-line collection of congressional materials including official records and personal papers.
3. Create Center webpage.  
*Status:* Completed. Although this project was completed prior to the Advisory Committee’s *Third Report*, NARA’s webpage underwent two redesigns.
4. Continue to search and catalogue the records of Congress for state and local history.  
*Status:* Reference and outreach activities continue to identify significant documents related to the history of states and localities. Selected documents have been featured on special tours of the Center for Legislative Archives and reproduced as facsimiles for Members of Congress and other guests.

## **APPENDIX A: The Governmental Affairs Committee Electronic Archiving Project Report of Elisabeth Butler, Archivist, Committee on Governmental Affairs**

When the Committee on Governmental Affairs began a national intelligence overhaul in late July 2004, Senate Archivist Karen Paul and I discussed the fact that because of the short time span allotted to this major legislation, staffers and temporary assistants would probably use and produce more electronic records such as emails than paper records. Archiving electronic records has been a longstanding challenge, but the historic intelligence reform effort brought this problem into greater focus.

At a meeting with the Chief Clerk, it was determined to alert all staff to the need to file all relevant emails and attachments into archive folders on Microsoft Outlook. Further, staff was asked to file all relevant documents on their H drives into folders. All staff members were notified at the termination of their committee service that the material on the H drive would be appraised and arranged by the archivist in preparation for its transfer to the Archives.

The committee's Systems Administrator gave me a small software program to convert emails saved by staffers to HTML so I could read, appraise, and transfer them to CDs. The National Archives came to review our procedures and requested that we convert the word processing files, which were in many different software formats, into PDF. This has established an electronic record format "protocol" for Senate committees to follow.

The committee's archiving project has reinforced the fact that new technologies have expanded the definition of "record" beyond the traditional paper sources. The material I found in the emails, attachments, and on staffers' H drives documented issue analysis, staff/agency relationships, and input that does not consistently appear in personal papers. This reveals that staff increasingly prefer to use computers for most of their correspondence and memos, and that a great deal of official Senate records remain in computer files. Since this trend will continue to increase, it will become more problematic to rely solely on printed documents to record the work of committee staffers.

The archiving system for electronic records as developed by the Committee on Governmental Affairs and approved by the Archives is not complicated and is an extension of traditional archiving procedures. The program requires a staff orientation process, staff teamwork with email and word processing management, regular follow-ups with staffers, the oversight by a Systems Administrator, and optimally a professional archivist on staff. It was also helpful to have staff familiar with the concept of archiving their records. My committee had two previous archivists, and we have a Chief Clerk whose influence is critical.

I think other committees can learn from my experience. Chief Clerks, as non-designated personnel, should understand how committees use and produce records in order to determine the best archiving strategies. They should help staffers understand their obligations to preserve all types of documents. Systems Administrators are essential because of their knowledge and daily interactions with staff concerning email storage and document conversions.

Electronic archiving is necessary to comply with law 44 USC 2118 and Senate Standing Rules XI and XXVI. As the Governmental Affairs Committee project has demonstrated, proper records management is essential to preserve committee history, and the protocol is a practical computer space management system. Archiving emails and electronic documents saves critical computer space and allows staff to create new files for subsequent congressional sessions. Additionally, properly archived electronic records afford staffers an organized reference tool that improves office efficiency. The committee wants to stress the need to have a knowledgeable, responsible individual on staff in order to ensure the preservation of all relevant and substantive records. Some committees might require separate record managers for Republican and Democratic staffers. Such an arrangement ultimately brings credit to the committee as a responsible, orderly, and efficient organization.

## APPENDIX B: FUNDING SOURCES

### *The Presidency of Thomas Jefferson, 1801-1809*

The Center's first educational document publication has had two printings totaling 6,000 units, and has been distributed to public and private high schools in ten states: Arizona, Delaware, District of Columbia, Mississippi, New Jersey, Oregon, Pennsylvania, Tennessee, Texas, and Virginia. This publication is currently out of print.

#### FUNDING SOURCES

Thomas Jefferson University  
Jefferson Bank  
U.S. West Foundation  
Clark Foundation  
ARCO Foundation  
TRW Foundation  
PacificCorp  
Western Communications  
JCPenny  
Frito-Lay, Inc.

Wells Fargo Foundation  
Tremont Trust  
Cafritz Foundation  
Steele Foundation  
Samuel S. Johnson Foundation  
Harold Simmons Foundation  
Phil Hardin Foundation  
Ms. Jeannette Cantrell Rudy (Individual)  
Mr. and Mrs. Albert Small (Individual)

### *Our Mothers Before Us: Women and Democracy, 1789-1920*

The Center's second educational document publication is in its second printing and has been distributed to public and private high schools in Boston, Massachusetts; Cleveland, Ohio; the District of Columbia; Louisiana; Mississippi; Philadelphia, Pennsylvania; Tennessee; and, Texas. Approximately 1,800 copies from the second printing are available for sale or distribution.

#### FUNDING SOURCES

Fannie Mae Foundation  
Southwest Airlines  
Ms. Foundation  
Michigan Federation of Teachers  
Thomas Jefferson University Hospital  
Brielle Galleries  
Nestlé USA, Inc.  
Oracle Corporation  
State Street Bank and Trust Company  
Brown Foundation  
LBJ Family Foundation  
George Gund Foundation  
Cleveland Foundation  
Cafritz Foundation  
GMAC Mortgage  
Entergy Services, Inc.  
Long Law Firm, LLP

Acadian Ambulance & Air Med Service  
United Parcel Service  
The ESOP Association  
Ms. Jeannette Cantrell Rudy (Individual)  
Ms. Edna Hibel (Individual)

## **APPENDIX C: BIOGRAPHIES OF COMMITTEE MEMBERS**

**KAREN HAAS** was nominated to be the 33<sup>rd</sup> Clerk of the House of Representatives to replace Jeff Trandahl effective on November 18, 2005. Prior to this nomination, Haas served as a Floor Assistant to the Speaker of the House, Dennis Hastert, and has served Speaker Hastert in that role since June of 1999. Her career in the House of Representatives began in 1984, and she served ten years as the Executive-Legislative Assistant to then-Minority Leader Bob Michel (R-IL). She became the Director of Government Affairs for ABC/Cap Cities in January of 1995 and later became the Senior Policy Analyst for Disney in August of 1998.

**JEFF TRANDAHL** was appointed Clerk of the House of Representatives on January 1, 1999, during the 105<sup>th</sup> Congress and elected Clerk by the House of Representatives for the 106<sup>th</sup> Congress. He resigned as Clerk on November 18, 2005. A native of Spearfish, South Dakota, he began his professional career in 1983 as an aide to U.S. Senator James Abdnor (R-SD). In 1987 he served Representative Virginia Smith (R-NE) and the House Committee on Appropriations. He served on the staffs of Representative Pat Roberts (R-KS) and the Committee on House Administration from 1990 to 1995, when he was appointed Assistant to the Clerk of the House. In 1996 he was appointed Acting Chief Administrative Officer of the House until his appointment in 1997 as Deputy Clerk of the House. Trandahl is a graduate of Spearfish (SD) High School and received a B.A. from the University of Maryland.

**EMILY J. REYNOLDS** of Nashville, Tennessee, was appointed the 31<sup>st</sup> Secretary of the Senate on January 7, 2003. Prior to her appointment as Secretary, Reynolds was the chief of staff for Senator Bill Frist. She began her career in politics in 1980 as a special assistant to Senator Howard H. Baker, Jr. In 1985 she worked on the successful Senate campaign of then-Governor Kit Bond of Missouri. She joined the Bush/Quayle presidential campaign in 1992 as deputy director of national coalitions. Ms. Reynolds returned to her home state of Tennessee in November 1993 to serve as deputy campaign manager and finance director for Dr. Frist's Senate campaign. During Senator Frist's first term in the Senate, Reynolds became his state director. She then managed his successful reelection campaign in 2000. She became chief of staff for Senator Frist in January 2001 supervising Senator Frist's Washington, D.C. and Tennessee offices. Reynolds received a B.A. in political science and television/radio/film from Stephens College in Columbia, Missouri in 1978.

**ALLEN WEINSTEIN** was appointed Archivist of the United States in February 2005. Weinstein is an accomplished historian, and prior to this appointment, he served at the IFES (International Foundation for Election Systems). From 1985-2003, he served as President of The Center for Democracy, a non-profit foundation that he created in 1985 to promote and strengthen the democratic process, based in Washington, DC. He was University Professor and Professor of History at Boston University from 1985-89, University Professor at Georgetown University from 1981-1984 and, from 1981 to 1983, Executive Editor of *The Washington Quarterly* at Georgetown's Center for Strategic and International Studies. From 1966-81 he was Professor of History at Smith College and Chairman of its American Studies Program. Weinstein was a founding member of the Board of Directors of the United States Institute of Peace and Chairman of its Education and Training Committee in 1985, remaining a Director until 2001, and now serves on the Chairman's Advisory Council. He was a founding officer of the International Institute of Democracy in Strasbourg from 1989 to 2001. Weinstein has authored numerous scholarly books and articles, but is especially known for his ground-breaking work on Soviet espionage in the U.S. His most applauded work to date is titled *Perjury: The Hiss-Chambers Case*.

**RICHARD A. BAKER** has directed the U.S. Senate Historical Office since its creation in 1975. He holds a Ph.D. in history from the University of Maryland and masters' degrees from Columbia University and Michigan State University. Baker has taught courses in congressional history for Cornell University and the University of Maryland. Before joining the Senate's staff, he served as a specialist in American history at the Library of Congress. He is the author of many articles related to Senate history and several books, including a biography of New Mexico Senator Clinton Anderson and a one-volume history of the Senate. An occasional guest on C-SPAN, Baker most recently assisted that network with its 25<sup>th</sup> anniversary special programming on the history of the Capitol. He also served on the content development team for the exhibition gallery of the Capitol Visitor Center.

**ROBERT REMINI** was appointed Historian of the U.S. House of Representatives in 2005. He is both a Professor of History Emeritus and a Professor of Research Emeritus at the University of Illinois at Chicago. He received his doctorate degree from Columbia University in 1951 and has taught at Fordham University and Columbia University. Since 2002, he has served as the Distinguished Visiting Scholar of American History in the John W. Kluge Center at the Library of Congress. In addition to his three-volume biography of Andrew Jackson, he is the author of biographies of Henry Clay, Daniel Webster, John Quincy Adams, and Joseph Smith. A recognized authority on the Jacksonian era, Remini has completed a history of the House of Representatives that was mandated by Congress. The book is entitled *The House: The History of the U.S. Representatives* which was published in April 2006.

**JOSEPH COOPER** is Professor of Political Science at Johns Hopkins University and has served in this position since 1991. He has previously served as Autrey Professor of Social Sciences and Dean of Social Sciences at Rice University, Staff Director of the U.S. House Commission on Administrative Review (Obey Commission), and Provost at Johns Hopkins University. His publications include several books and numerous articles on the development of congressional structures and processes, congressional elections, party voting in Congress, legislative-executive relations, changing patterns of congressional leadership, and the decline of trust in Congress. He also has served as an Associate Editor of the Encyclopedia of the *American Legislative System* and an Advisory Editor of *The Congress of the United States, 1789-1989*.

**PAUL GHERMAN** is University Librarian and Director of Central Library at Vanderbilt University in Nashville, Tennessee. He has served in this capacity since 1996. Prior to this position he was Director of Libraries at Kenyon College in Gambier, Ohio. He has written extensively on digital libraries. He holds a bachelor's degree in English and history from Wayne State University and a master's degree in library science from the University of Michigan.

**TIMOTHY JOHNSON** is Associate Librarian and Curator of Special Collections and Rare Books at the University of Minnesota. Prior to this position he directed archives and college libraries in Chicago and Lake Forest, Illinois. He serves on the governing board of Metronet, a Minnesota multi-type library system, is a past member of the Steering Committee of the Government Records Section of the Society of American Archivists (SAA), and former editor of the Government Records Section newsletter. In addition to SAA, he is a member of the American Library Association (ALA), its Rare Books and Manuscripts Section, and the Minnesota Library Association. He holds a masters degree in theological studies from North Park Theological Seminary (Chicago) and a master's degree in library science from the University of Minnesota. His research interests are varied and he has published works in library, immigration history, and church history fields and produced a number of exhibits in the areas of art, literature, religion, and politics.

**ALAN C. LOWE** is Executive Director of the Howard H. Baker, Jr., Center for Public Policy at the University of Tennessee. Prior to this position, Lowe served in the Office of Presidential Libraries at the National Archives and Records Administration where he helped to oversee 12 presidential libraries and projects throughout the nation. During this time, Lowe also served as interim Director for the Franklin Roosevelt Presidential Library in Hyde Park, New York. Before joining the Office of Presidential Libraries, Lowe was an archivist at the Ronald Reagan Presidential Library in Simi Valley, California.

**SUSAN PALMER** is Professor of History at Aurora University. Recently she was appointed curator of the university's Jenks Memorial Collection of Adventual Materials. She received her Ph.D. in history from Northern Illinois University in 1986. Her teaching experience and research interests span the various fields of cultural, social, and religious history, and she has published in immigration history. She served as a commissioner on the Historic Preservation Commission for Aurora, Illinois, 1981-1986, and as president of the Aurora Historical Society, 1990-91. She is currently writing a book on the early decades of Aurora University and its connections to the nineteenth-century Millerite Movement.

**GUY L. ROCHA** is the Nevada State Archivist and has served in that position since his appointment in 1981. From 1976 to 1981 Rocha worked with the Nevada Historical Society in Reno. He was awarded his master's degree in American Studies from San Diego State University in 1975 and completed his post-graduate work in history at the University of Nevada at Reno.

## **APPENDIX D: STATUTE ESTABLISHING ADVISORY COMMITTEE**

**Public Law 101-509 November 5, 1990**

### **"CHAPTER 27 ADVISORY COMMITTEE ON THE RECORDS OF CONGRESS**

"Sec.

"2701. Advisory Committee on the Records of Congress.

"2702. Membership; chairman; meetings.

"2703. Functions of the committee.

"2704. Powers of the Committee.

"2705. Compensation and travel expenses.

"2706. Administrative provisions.

#### **§" 2701. Advisory Committee on the Records of Congress**

"(a) There is established the Advisory Committee on the Records of Congress (hereafter in this chapter referred to as the Committee).

"(b) The Committee shall be subject to the provisions of the Federal Advisory Committee Act (5 U.S.C. App.), except that the Committee shall be of permanent duration, notwithstanding any provision of section 14 of the Federal Advisory Committee Act.

#### **§" 2702. Membership; chairman; meetings**

"(a)(1) The Committee shall consist of the eleven members including---

"(A)(i) the Secretary of the Senate; "(ii) the Clerk of the House of Representatives;

"(iii) the Archivist of the United States;

"(iv) the Historian of the Senate; and

"(v) the Historian of the House of Representatives; and

"(B) six members of whom one shall be appointed by each of the following:

"(i) the Speaker of the House of Representatives;

"(ii) the Minority Leader of the House of Representatives;

"(iii) the Majority Leader of the Senate;

"(iv) the Minority Leader of the Senate;

"(v) the Secretary of the Senate; and

"(vi) the Clerk of the House of Representatives.

" (2) Each member appointed under paragraph (1)(B) shall have knowledge or expertise in United States history, archival management, publishing, library science, or use of legislative records.

"(b) The Secretary of the Senate shall serve as Chairman during the two-year period beginning on January 1, 1991, and the Clerk of the House of Representatives shall serve as Chairman during the two-year period beginning January 1, 1993. Thereafter, such members shall alternate serving as Chairman for a term of two years.

"(c)(1) Members of the Committee referred to in subsection (a)(1)(A) shall serve only while holding such offices. Members appointed to the Committee under subsection (a)(1)(B) shall serve for a term of two years, and may be reappointed without limitation. The initial appointments for such terms shall begin on January 1, 1991.

"(2) Any vacancy on the Committee shall not affect the powers of the Committee. Any vacancy in an appointed position on the Committee shall be filled in the same manner in which the original appointment was made.

"(d)(1) No later than thirty days after the date on which the first session of the 102d Congress begins, the Committee shall hold its first meeting. Thereafter, the Committee shall meet semiannually or at the call of a majority of its members.

(2) Seven members of the Committee shall constitute a quorum, but a lesser number may hold hearings.

### **"§2703. Functions of the Committee**

The Committee shall

"(1) review the management and preservation of the records of Congress;

"(2) report to and advise the Congress and the Archivist of the United States on such management and preservation; and

"(3)(A) no later than December 31, 1991, conduct a study and submit a report to the Congress on

"(i) the effect any transfer of records of the National Archives and Records Administration from facilities located in Washington, DC, to any location outside of Washington, DC, shall have on the management and preservation of the records of Congress; and

"(ii) the five year plan for the management and preservation of the records of Congress; and

"(B) no later than December 31, 1995, conduct a study to update the report submitted under subparagraph (A)(ii), and submit a report to Congress.

### **"§2704. Powers of the Committee**

"(a) For purposes of carrying out the duties referred to under section 2703, the Committee or, on the authorization of the Committee, any subcommittee or member thereof, may hold such hearings, sit and act at such times and places, take such testimony, and receive such evidence as is appropriate.

"(b) The Committee may secure directly from any department or agency of the United States such information as the Committee may require to carry out the duties referred to under section 2703. Upon request of the Chairman of the Committee, the head of such department or agency shall furnish such information to the Committee.

### **"§2705. Compensation and travel expenses**

"A member of the Committee may not be paid compensation for service performed as a member of the Committee. However, members of the Committee shall be allowed travel expenses, including per diem in lieu of subsistence, at rates authorized for employees of agencies under subchapter 1 of chapter 57 of title 5, United States Code, while away from their homes or regular places of business in the performance of service for the Committee.

### **"§2706. Administrative provisions**

"(a) Upon request of the Committee, the head of any Federal agency is authorized to detail to the Committee, on a nonreimbursable basis, any of the personnel of such agency to assist the Committee in carrying out the duties referred to under section 2703 and such detail shall be without interruption or loss of civil service status or privilege.

"(b) For purposes of supporting the Committee, the Archivist may obtain the services of experts and consultants in accordance with the provisions of section 3109 of title 5, United States Code, but at rates for individuals not to exceed the daily equivalent of the minimum annual rate of basic pay payable for GS-16 of the General Schedule under section 5332 of such title."