



# Congressional Papers Roundtable

## NEWSLETTER

Society of American Archivists

February 2004

### From the Chair

L. Rebecca Johnson Melvin

*THINK* [www.archivists.org/saagroups/CPR/!!](http://www.archivists.org/saagroups/CPR/!!) Under the able leadership of Web Liaison Sarah Keen, members of the Roundtable's Web Task Force have been planning our presence on SAA's server. We're there now! Please bookmark this URL in your brain —it's a logical one—and use it. The new home base represents new information and communication opportunities for the Roundtable. The Web Task Force will continue its work to review and add value content to our pages. The Projects/Publications page will record our task forces, and the list of publications is begun with Cynthia Pease Miller's Congressional Archives Bibliography and Jim Cartwright's bibliography of standard reference sources for a congressional archive. The Congressional Resources page is a quick gateway to biographical and legislative sources for Congress, news from the Hill, and the official web sites of the House and Senate. Please review these pages and share your suggestions with the Web Liaison. Your feedback will help us build useful information tools for congressional archivists. (And don't forget to report your online collection descriptions to Kate Snodgrass Mollan at the Center for Legislative Archives.)

*COMMUNICATE* with your colleagues! Katie Senft and Glenn Gray present this, their first issue of the CPR newsletter, after substantial transitional

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### Congressional Papers and Committee Records

#### *Private vs. Public Ownership*

During the past year, a problem came to light that must be much more conscientiously addressed by archivists who accept congressional papers collections—that of official committee records being transferred to the repository along with the personal papers of the member. House and Senate committee records are defined by law and by House and Senate Standing Rules as public records. As such, they must remain in Washington, D.C. and become part of the archival holdings maintained at the Center for Legislative Archives at the National Archives. Ignorance of the law or “donor relations” is no excuse for accepting and maintaining committee records that either have inadvertently or deliberately been transferred back to the state and out of the custody of the respective body. Members of Congress cannot donate such records to a repository because they do not own them.

Additionally, committee staff, out of loyalty to a particular member or out of ignorance, will occasionally make a decision to send his or her papers along with those of the member. **When either of these situations occur, it is the professional and ethical duty of the receiving archivist to inform both the donor and either the Office of History and Preservation (202-226-5200), if the records belong to the House, or the Senate Archivist (202-224-3351), if they belong to the Senate.**

Information about congressional ownership of committee records has been widely disseminated through the Congressional Papers Roundtable. Yet we are seeing evidence that some institutions continue to disregard this information by accepting and holding records to which they have no legal

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**Update your CPR Newsletter subscriber information!! See page 13 for details**

## Chair (cont.)

assistance from Liz Scott, former co-editor with Alan Haeberle. This Roundtable has long had a newsletter of substance - with important institutional news from individual repositories; reports from the House, Senate, and Center for Legislative Archives; and feature articles, meeting reports, or collection profiles. An archive of previous newsletters will be available on the Web, and a new Web calendar of events is available to announce Roundtable dates as well as institutional exhibits, programs, and publications related to congressional collections. Collecting, posting, and distributing this information reflect a new level of cooperation between the Web liaison and the newsletter editors. Please contact them with news and queries. Additionally, please provide feedback on changes in delivery of information. SAA has announced its intention to move all group newsletters to electronic delivery and is in the early stages of considering server space use and management. Does this work for you?

*LET SAA HEAR* from CPR. SAA is also considering hosting electronic discussion lists for SAA *sections* to

facilitate peer discussion and conduct of section business. This sounded like a great idea to me, until I realized that roundtables, by technical difficulties/administrative default, would not be offered this beneficial service. The SAA membership database includes data on section membership. Roundtables may include non-SAA members, so roundtable membership is not recorded by the organization. The proposed electronic list idea is driven by the potential of SAA to dynamically generate and maintain the electronic lists. Roundtables, if they wish to create discussion lists, must take this on and manually maintain the lists. Can you recommend a solution?

*BE THINKING* about guidelines for congressional repositories, a document in progress under the leadership of Jeff Suchanek, chair of the Guidelines Task Force. The group is reviewing and actively discussing a first draft of guidelines to assist members of Congress in selecting a repository. Other major parts of the document include guidelines for repositories to consider in the archival work of acquiring, appraising, processing, describing, and providing

access to congressional collections. The guidelines undoubtedly will be on the agenda in Boston.

*LOOK FORWARD* already to August. It's been a cold winter for many of us, so set your hopes on a warm week with colleagues at the annual meeting. I am sorry to report that two program proposals submitted by the Roundtable were not accepted as sessions for the annual meeting. Our proposal on establishment of research centers to promote the profile of collections and repositories will be worked into our Roundtable program - more news on that in the next newsletter. Jan Zastrow will try again next year with a proposal related to practical dispatch of backlogs - an everlasting archival issue.

*GREAT KIND REGARDS* to all CPR members mentioned here - and everybody else, too. Let us know what else should be on the agenda or remind us what we haven't gotten to yet. The value of having ready access to old newsletters online is that you can review them and wonder what ever happened to that idea .... more to do, more to do.

# Annual Congressional Roundtable Meeting

## SAA Conference, Los Angeles, CA August 2003

### Meeting Minutes

Jeff Suchanek opened the meeting and introduced the members of the steering committee. He commended Rebecca Johnson Melvin for her efforts in helping to plan the meeting, and Alan Haeberle and Liz Scott, outgoing CPR newsletter editors, for doing an outstanding job. Ballots for the election of officers were distributed. Jeff also welcomed two guests from the National Archive of Mongolia. Liz Scott passed out the newsletter mailing list for updates. Jeff then introduced guest speaker Steve Gilheany of Archive Builders.

Steve distributed a petition to form a **Permanent Digital Archive Liaison Roundtable**. The purpose behind the formation of the roundtable is to give members of the archival profession who have some familiarity with digital archives a community where they can develop ideas and provide guidance to other archivists. Steve displayed an animated virtual index to the city of Los Angeles developed at UCLA. He described the index as a 3-D way of locating records and as a "video game version of a finding aid." He demonstrated how the index can be used to retrieve building records, and

noted that this finding aid will be difficult to put into EAD.

Steve commented that the permanence of digital archives is assumed, but doesn't exist. Meanwhile, records are being converted to digital form, as are all output and backup. GIS in LA ceased making historic maps 10 years ago. The problem of permanence of digital archives is compounded by the fact that at most institutions, IT people are on the move every 2 years and are not committed to long-term retention of archives. Despite moving to an increasingly digital environment, there

## Minutes (cont.)

is also the problem that some loss of data is inevitable. The proposed Roundtable will attempt to deal with these assumptions.

Steve discussed how some media are better than others, and some formats (e.g., pdf & tif) are better than others. He recommends that when archivists accession floppy discs, it is best to copy them right away onto your own media which you can control and backup in-house. In the process of attempting to copy these, you may discover errors immediately. He also suggests that all archivists get their hands dirty and do a digital project immediately, rather than taking a wait and see approach.

The proposed roundtable is going to avoid becoming a design group, and the effort is to emphasize connections between people, not prescribing particular activities or technology. Steve described how all media has errors embedded in it – the average CD has between 50,000 – 500,000 bit errors. The average DVD has up to 5 million bit errors. Error correcting codes resolve these errors in the short-term, but over time the functionality of the discs declines and they need to be copied. Unfortunately, standard CD/DVD burners don't make perfect copies. Archivists know that paper becomes brittle and to handle it carefully. The same principle applies to media – even after 3-9 months on a hard drive, a document will read a little differently. The performance of discs that are dropped, left in cars, or stored in less than optimal conditions will also be affected.

Todd Kosmerick announced the **election results**. Naomi Nelson was elected the new Vice Chair/Chair Elect. The new steering committee members are Liz Scott and Jeff Thomas. Todd expressed his thanks to everyone in CPR for making it such a great group. Sara Keen, the new web liaison,



**Meeting of the CPR Steering Committee, Los Angeles:** (L-R) Rebecca Johnson Melvin, Sarah Keen, Liz Scott, Karen Paul, Jeff Suchanek, Alan Haeberle, Kate Snodgrass Mollan, Glenda Stevens, Robin Reeder, Carla Summers and Jim Cartwright.

reported on the **CPR web page**. The CPR web page (<http://www.archivists.org/saagroups/cpr/index.asp>) is being redesigned to be compatible with the new SAA site. The old content areas will still be present, such as the back issues of the newsletter, the leaders, bylaws, and congressional resources. New content areas will include a list of projects and a calendar of events, both roundtable events and events at congressional repositories, possible expansion of the resources list and a direct link to the Congressional Collections at Archival Institutions hosted by NARA.

Kate Mollan from the Center for Legislative Archives at NARA reported on the Congressional Collections at Archival Repositories site which debuted in February 2003. There is an index by member's name and repository's name. There is also an alpha sort function and a page when you can add your institution's collections. The site includes Kate's contact information. Since late February 2003 there have been 162 collections added from 11 different institutions.

Liz Scott announced that the **new**

**newsletter editors** are Glenn Gray, archivist for the Central Valley Political Archive at California State University, Fresno, and Katie Senft, Project Archivist for the John Brademas papers at New York University. She thanked all who expressed interest in serving as editors. Jeff Suchanek asserted that we sometimes take for granted the editorship of the newsletter, a difficult and time-consuming task, and said that CPR has been blessed the past several years with the efforts of Liz and Alan, which he very much appreciated.

Karen Paul requested feedback on the **Congressional Centers Initiative**, the full report of which was printed in the summer's newsletter. In May of 2003, 30 individuals representing 26 congressional centers met at the Robert Byrd Center in West Virginia. A steering committee was formed to develop a new association based in Washington, D.C., and called the Association of Centers for the Study of Congress. A mission statement was drafted, which reads as follows: "The Association supports a wide range of programs designed to educate students, scholars, policy-makers and members of the general

## Minutes (cont.)

public on the history, legislative process and current issues facing Congress. It encourages the preservation of material that documents the work of Congress including the papers of representatives and senators and supports programs that make those materials available for educational and research use." The steering committee is going to meet again in November to consider bylaws and a business structure.

Jeff Suchanek commented that the meeting was a mixture of archivists and academicians, and that his understanding was that the thrust of this association was a marriage of the two, which is very important for archivists involved in CPR. He recognized Karen's work in bringing this effort to fruition over the course of many years. Jeff also mentioned that in the CPR steering committee meeting earlier in the day it was noted that there are a number of institutions that are on the cusp of this effort, such as the Glenn Institute, the Russell Library, and the Dole Institute, and that this is the time for the archivists to give their input on the shape of the Association or the academicians are going to take over.

Karen listed the activities of the Association as

- a) collaborating on Center programs, such as producing online collections of documents relating to particular public policy issues or events, sharing teaching packets, and exploring ways to integrate use of collections into educational programs.
- b) collaborating on research conferences in Washington. This would involve members of Congress and their staff, various interested parties such as the Legislative Studies and Undergraduate Teaching sections of AAPSA.
- c) collaborating with Former Members of Congress, CPR, and AHA to produce standards for members' papers.
- d) attracting former members of congress as speakers and supporters.
- e) establishing links to each others' web sites.
- f) providing a reference desk function.
- g) supporting broader policy studies.
- h) approaching Congress in a bipartisan and bicameral way seeking support for the work we do (a lobbyist effort).
- i) seeking authorizations and appropriations and grants as a group in recognition that neither the Advisory Committee on the Records of Congress nor CPR alone can do. Congress's reluctance to fund what appears to be another benefit to themselves needs to be linked to an educational function.

A suggestion was made for the Association to provide a consultant for institutions thinking about developing Centers. Karen stated that at a minimum it would be ideal to have at least one Center in every state, with some states needing more. The current roster of participating institutions is at about 30 states.

The lobbyist function and educational component were agreed to be particular strengths of the Association. Karen also mentioned that perhaps the Association could have a presence in the new visitor center being established at Congress.

Jeff Suchanek gave his report on the **evaluation guidelines initiative**, which is a culmination of a preservation survey Mark Greene and Jeff compiled 4 or 5 years ago and the definition of a Congressional Research Center referred to above. Early in the year a committee was formed for the purpose of designing a simple yet

comprehensive pamphlet to establish archival standards that we as professional archivists advocate for every congressional papers repository. This pamphlet will be made available to members of Congress and their staff members to aid them in determining criteria when selecting repositories for their papers. The pamphlet will also be made available as a measuring stick for existing congressional repositories and it will be made available to those repositories that are thinking about beginning to acquire congressional collections so that they will know what standards are expected by congressional papers archivists. Members of the committee are Herb Hartsook (University of South Carolina), Jeff Thomas (Glenn Archives at Ohio State), Kimberly Butler (North Central College), Sheryl Vogt (Russell Library, University of Georgia) and Kim Winters and Mark Greene (American Heritage Center, University of Wyoming). Jeff Suchanek is serving as the general editor of the effort.

Jeff noted that each member of the committee was assigned to write a particular section of the evaluation guidelines and all did an outstanding job. They hope to have the guidelines completed for submission to the steering committee by the end of the year and after it passes the committee's review the evaluation guidelines will be submitted to the CPR membership for review. These guidelines should be on the CPR web site by next year's meeting, and Jeff will see if SAA is interested in publishing them in pamphlet form. Jeff thanked all the committee members for their efforts, and re-introduced Rebecca Johnson-Melvin, incoming CPR Chair.

Rebecca mentioned that she and Karen were working on a session proposal for next year about the Centers initiative. She also thanked Sarah Keen for being the new web liaison and suggested a new or ongoing version of the **Web Task Force** with two new charges, to

## Minutes (cont.)

evaluate the navigational structure of the new page and to review its contents. Rebecca mentioned that the SAA electronic publications working group sent out an e-mail in July proposing that beginning spring 2004 SAA discontinue hard copy production and mailing of section newsletters in favor of using

SAA web sites to distribute all section newsletters. The implication was that roundtables would be encouraged to follow suit. Rebecca asked for ideas for session proposals and for next year's meeting and thanked Jeff for his work.

Herb Hartsook, a member of the program committee for next year's meeting, gave information about

submitting session proposals.

CPR's SAA counsel liaison, Elaine Langston, requested that the roundtable contact her about any issues the counsel should be aware of and could be of service. She mentioned the evaluation guidelines as an example.

The meeting was adjourned.



# Institutional News

## University of South Carolina, Caroliniana Library

Dorothy Hazelrigg has been named to succeed Herb Hartsook as Curator of Modern Political Collections at the University of South Carolina's South Caroliniana Library. Ms. Hazelrigg holds a degree in history from the University of South Carolina, is a certified archivist, and has significant experience processing congressional collections at the universities of South Carolina and Hawaii. She also has worked as a staff member in the Washington and Columbia, S.C. offices of Senator Ernest F. Hollings. She is uniquely qualified for the position and

the Library looks forward to her contributions. Among her early tasks will be helping to close the Hollings office at the end of 2004. Since 1991, over 1,900 ft. of material has been received from the Hollings' offices. A significant portion of this material has been processed. Modern Political Collections is also receiving materials from South Carolina's junior senator, Lindsey Graham, and current governor, Mark Sanford, as well as the Democratic and Republican parties, leaders in the state legislature, and former political leaders.

*Herb Hartsook*

## Cushing Library at Texas A&M University

The Cushing Library at Texas A&M University has recently acquired the Archie McDonald collection of political memorabilia dated between about 1960 through 2002 that contains many yard signs, bumper stickers, and other campaign materials primarily from east Texas with a scattering of items from Louisiana and other southern states. The materials are from national, state, and local elections including presidential, U.S. Senate and House, Governor of Texas and other statewide offices, members of the Texas legislature, and local races such as sheriff and city council. The collection is fully described in a finding aid available in house, and good quality color photographs have been taken of all the yard signs and

bumper stickers. Dr. McDonald will continue to collect materials to add to the collection and staff of the Cushing Library will collect memorabilia from the College Station area to keep the collection growing.

The most interesting recent acquisition has been two sets of Texas Missing Democrat playing cards. One of the sets is one of the original production run that has a mistake in that the cards, which are supposed to be hearts, but instead has red spades. It also lacks the Joker. The second set is made of thin plastic. These sets were given to Texas A&M by the young man who created the cards who is a graduate of Texas A&M.

*Charles Schultz*

## University of Hawaii at Manoa Library

*"Using Shovels, Not Teaspoons": The Rapid Processing of Hawaii's Senator Hiram L. Fong Papers*

The Hawaii Congressional Papers Collection at the University of Hawaii at Manoa Library is pleased to announce the completion of the processing of the papers of Senator Hiram L. Fong. Fong served as one of the first U.S. senators from the new state of Hawaii during the period 1959 to 1977.

Although the papers were received in August 1998, the bulk of the collection was processed from February to August 2003 by contract archivist Dorothy "Dee" Hazelrigg. The 560 record center boxes of processed papers, photographs, memorabilia and audiovisual materials comprise 10 series, subseries, and sub-subseries.

Due to time and budget constraints, the primary goal of this rapid processing project was to make the papers accessible for research; as Dee quipped, "We're using shovels here, not teaspoons!" The resulting finding aid and box-level inventory list are available in PDF format on the Hawaii Congressional Papers website at: <http://libweb.hawaii.edu/libdept/congressional/index.htm>.

*Jan Zastrow*

## University of New Mexico Political Archives

The University of New Mexico Political Archives (UNMPA) contracted to arrange, inventory, and provide finding aids for the congressional papers of U.S. Congressman Joseph R. Skeen (R-NM, 1981-2003). This collaborative effort was formed with New Mexico Tech University, the home of the Joseph R. Skeen Library and his political paper collection. The collection is now available for research at New Mexico Tech in Socorro, NM. Congressman Skeen, U.S. House of Representatives member, held the longest serving record for a New Mexico congressional member at his retirement, completing eleven terms. His election to office came as a surprise to many at the local and national levels since he was elected as a write-in candidate. This feat was only accomplished by a select few including, Strom Thurmond from North Carolina in 1954, and Dale Alford from Arkansas in 1958. Since Skeen's historic election, Congressman Ron Packard of California won election on a write-in ballot in November 1982.

Representative Skeen's legislative service to the state was founded on

strong beliefs in states' rights, protecting private property rights, and supporting initiatives that affected small landowners and ranchers throughout the state. Further, he provided legislative leadership that enhanced a strong national defense, and protected important federal installations and institutions in New Mexico. He earned an early political reputation as an independent thinker, a "straight-shooter," and tough-minded conservative who fought for New Mexico's traditional interests of ranching, farming, and mining, while advancing the state in the arenas of science, technology, and research. This finding aid was made available through the Online Archive of New Mexico in October 2003 and can be searched at <http://eLibrary.unm.edu/oanm/search.html>.

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For the past nine months the Senator Pete V. Domenici Archive has received major additions out of his Senate attic locker. The Senator appointed his first staff archivist Eileen Winkelman to this important position. She is a former Domenici legislative

assistant and retired consultant who returned to his office after many years for this important service. Ms. Winkelman visited New Mexico for the first time in June to see the collection first hand and train with the staff. She found it helpful to see how the Senator's repository operates and to meet with the Domenici New Mexico field office staffs. The Domenici Archive has begun to move forward with the help of Eileen Winkelman and a summer intern, University of Illinois Graduate School of Library and Information Science student Linda Heckes. This past summer, Ms. Heckes provided 100 internship hours to sort and categorize approximately 300 boxes of the newly acquired materials. This fall, UNM undergraduate student, Adrian Gonzales, was hired to work on a special photo project in the archive. We hope to add other interns and students this spring semester as we continue to make progress on this collection.

*Rose T. Diaz and Charlotte Walters*

## University of Alabama, W.S. Hoole Special Collections Library


The W.S. Hoole Special Collections Library at the University of Alabama is processing the congressional papers of Tom Bevill (D-AL). Processing began in June 2002, and is nearing completion. Funds to hire a project archivist to process the collection were provided by a Bevill Foundation grant. The collection, consisting of around 500 linear feet, contains legislative files, political papers, scrapbooks, photographs, audio-visual materials, and memorabilia. Most of the collection pertains to Bevill's career in the United States Congress, but there is also some material from his law practice and service in the Alabama Legislature.

An oral history project is part of the two year processing arrangement. Seven interviews have been conducted and four have been transcribed. More interviews are planned. The collection and oral history material will be opened to researchers when processing has been completed.

From 1967 to 1997 Bevill served in the United States House of Representatives and from 1977 to 1995 was Chairman of the Appropriations Subcommittee for Energy and Water Development. He was instrumental in funding a number of large-scale public works projects, including the Tennessee-Tombigbee Waterway. Prior to his tenure in the United States Congress, Bevill served for eight years

in the Alabama House of Representatives, from 1958 until 1966.

*Kevin Ray, Project Archivist*

 LexisNexis has begun to digitize the entire U.S. Congressional Serial Set from its beginning in 1789 to 1969. The set consists of Senate and House documents and reports, and is one of the basic primary sources for U.S. social, political, legal, biographical, and genealogical studies. Conversion is expected to be completed by the end of 2005. *American Libraries, Nov. 2003, p. 63.*

## Historical Society of Delaware: The William T. Roth, Jr. Papers

Senator William V. Roth, Jr. was one of the longest serving politicians in Delaware history. In 2001, he donated 1,100 boxes of his Congressional papers to the Historical Society of Delaware. This collection represents Senator Roth's entire political career; he served two terms in the U.S. House of Representatives, 1966-1970, and five terms in the U.S. Senate, 1971-2001. Once processed, this collection will offer researchers information about many issues debated in Congress during Senator Roth's tenure. He was a leader in tax reform, foreign affairs, limited government spending, environmental issues, international trade relations, and individual retirement accounts. Roth was chairman of both the Senate

Finance and Governmental Affairs Committees. In 1981, he joined Congressman Jack Kemp to sponsor the Kemp-Roth tax cuts, which brought about the longest peacetime economic expansion in post-war U.S. History. As the centerpiece of President Reagan's economic program, the Kemp-Roth tax cuts led to the creation of more than 19 million jobs. This collection includes speeches, statements, correspondence, newspaper articles, press releases, memorabilia, and audio/visual material. One of the largest components of Senator Roth's papers is correspondence from constituents, colleagues, and the media.

Senator Roth died in Washington on December 13, 2003. His crowning

legislative achievement was the creation of the Roth IRA, an individual retirement account which allows people to invest taxable income that can be withdrawn tax-free in retirement. Senate Majority Leader Bill Frist said of Senator Roth, "It's fitting that his memory is preserved by a savings vehicle that will bring millions of Americans economic security in the future." The Roth IRA is now defined in Webster's Dictionary. Roth was a major figure in modern U.S. politics, and his Congressional papers will be available for research in 2005.

*Harrison Wick, Roth Archivist*



## Announcements

### Congressional Papers Roundtable Web Pages

After much planning and even more coding, the new Congressional Papers Roundtable web pages are now online and accessible through the SAA website (<http://www.archivists.org/saagroups/cpr/index.asp>). All of your favorites from the old site (previously hosted and maintained by Rebecca Johnson Melvin) exist in this new version and much more has been and will be added. CPR newsletters dating from 1996 to the present are now online and the Steering Committee members list has been updated. Two brand new features are a Projects/Publications page and a Calendar of Events. The Projects/Publications page includes Cynthia Miller's "Congressional Archives - Selected Bibliography" and will soon contain other papers, presentations, and CPR project updates. The Calendar of Events contains listings of events hosted by CPR or by members' institutions. If

your institution has an upcoming event that would be relevant to CPR members, please send the event announcement and pertinent information via e-mail to the CPR Web Liaison Sarah Keen ([skeen@smith.edu](mailto:skeen@smith.edu)).

### New Publication

"The End of an Era in Delaware: The Practical Politics of Willard Saulsbury, Jr." by Gregory S. Franseth, L. Rebecca Johnson Melvin, and Shiela Pardee, in *Collections* (Newark, Del.: University of Delaware Library Associates, 2003). Vol. XI, pp. 1-27. The article recounts the political dynasty of Willard Saulsbury, Jr., (U.S. Senate 1913-1919), Delaware's last senator selected by the Delaware state legislature before direct popular elections enacted by the 17th Amendment to the Constitution in 1913. His father, Willard Saulsbury, Sr., served two terms in the Senate, 1859-1871. Willard Saulsbury, Sr., and his brother Delaware Governor Gove Saulsbury *both* lost a bid for election to the U.S. Senate to their *other* brother,

Eli Saulsbury, in 1871. Eli Saulsbury won that election and served three terms in the Senate, from 1871-1889.

**Cynthia Pease Miller** has returned to Capitol Hill as the archivist for Senate Majority Leader William H. Frist, M.D. She can be reached at 202.224.5070 and at [cynthia\\_miller@frist.senate.gov](mailto:cynthia_miller@frist.senate.gov). Due to continued irradiation of incoming congressional mail, regular mail should continue to be sent to 6601 Glenbrook Road, Chevy Chase, MD 20815.

After 11 years, **Todd Kosmerick** will be leaving the Carl Albert Center at the University of Oklahoma. In February he will become the university archivist at North Carolina State University in Raleigh, N.C. While he remains interested in the issues of congressional papers, his new position will not focus on that area. He hopes to see many of the CPR members in Boston.

# Review: A Researcher's Guide to the Donald J. Pease Papers in the Oberlin College Archives

In August 2003 the Oberlin College Archives released its 123 page publication, "A Researcher's Guide to the Donald J. Pease Papers in the Oberlin College Archives." The guide is available in hard copy and on the Archives' website: [www.oberlin.edu/archive/](http://www.oberlin.edu/archive/). Pease was a journalist, newspaper publisher, and served in both houses of the Ohio legislature and Congress (1977-1993). The collection consists of 174.5 linear feet of papers, dated 1960 to 2003.

Congressional archivists will find the introduction to the Guide of interest as Oberlin Archivist Roland Baumann describes the negotiations for and receipt and processing of the collection in fascinating detail. Pease began depositing his papers with the College in 1971. The papers were received in forty installments over a thirty-one year period and the gift agreement was not formalized until almost twenty years after the first installment was received.

The Guide consists of a forward written by two of Pease's colleagues

from the Ohio delegation, an introduction, a brief biographical sketch, a three-page chronology, a detailed scope and content note, and a lengthy box inventory describing some series at the folder level, others at box level.

The collection is divided into several sub-groups and numerous series. I wonder if scholars would not have been better served by a greater consolidation of the series, but each series is sensible and generally well-described. A close reading of the scope and content note allows archivists to easily imagine the debates among and decisions made by the processing team. Seven feet of constituent issue correspondence exists from Pease's service in the Ohio legislature. Certainly this relatively large volume of early material must be attributable to the early contact between Pease and the Archives.

Two things struck me as peculiar in reading the Guide. Speech files are described as, "a partial sampling of extant typescript speeches and notes

and outlines...." Speeches are generally considered to hold great interest as formal statements of a member's philosophy and I can't imagine why these would be sampled, nor is it clear what is meant by a "partial sample." I was also surprised that sampled casework appears to be open to research without any restriction. I contacted Baumann and was assured that all speech materials were retained and the description in the Guide was meant to alert the researcher to the fact that Pease often spoke off the cuff and did not generate or retain extensive speech materials.

In conclusion, the Pease Guide is an eminently usable reference tool that has additional interest for congressional archivists as a model of how one institution acquired and processed a major collection.

*Herbert J. Hartsook,  
University of South Carolina*

## Committee Records (cont.)

*(continued from page 1)*

title. Because of events this past year involving records that were desperately needed by a committee and unavailable because they had been improperly held by an institution, we are making every effort to make certain that everyone receiving congressional collections understands the law and has the opportunity to abide by it. When violations are discovered, the House and Senate expect to be able to recover the records promptly. Many institutions comply readily by contacting House and Senate authorities when such material is discovered during processing; others do not. This notice is being distributed

to all Congressional Papers Roundtable members and to all Manuscripts Section members so that everyone will have the opportunity to be in compliance.

### Members' Papers: A Working Definition

One may well ask how to tell if the material constitutes committee records. Normally, a close look at the material reveals the identity of the "creator" of the files, whether this individual is a committee staff member or a personal staff member. Further investigation reveals the functions that the files served. While personal staff normally track legislation from several committees, committee staff work on

particular legislation, nominations, or investigations in a well-defined jurisdictional area. Clues such as letterhead, titles, and the contents of a series as a whole will indicate the source.

Members' papers are defined as "all records, regardless of physical form and characteristics, that are made or received in connection with an individual's career as a member of Congress." This includes records created and received by a member's staff including the legislative staff. **Excluded are committee records which are defined by statute and House and Senate Standing**

## Committee Records (cont.)

**Rules to be records of the Senate.** (44 U.S.C. 2118; 2 U.S.C. 72a) Furthermore, 18 U.S.C. 641 and 2071 provide penalties for destruction or removal of committee records. By tradition and practice, members' papers are the

private property of the individual member. These materials are preserved either as evidence of the organization, functions, and operations of the office or as information about the individual member or the matters with which he or she dealt.

Specifically, the following types of records constitute members' personal collections. They are arranged by the type of functions performed in a member's office and include:

### Types of Records that Constitute Members' Personal Collections

#### Personal/Political/Official Records

Appointment Books  
Accepted Invitations  
Biographical Files  
Campaign Files  
Caucus/Political Materials  
Chronological Files/Staff Memos  
Daily Schedules and Briefing Materials  
Desk Calendars  
Diaries  
E-mail  
Financial Disclosure Reports  
Guest Books  
Member's Correspondence  
Memorabilia (selected) with an inventory  
Memos of Phone Conversations  
Party Leadership Files  
Scrapbooks  
VIP Appointments/Judgeships Files  
VIP Correspondence

#### Legislative Staff Records

"Bill Files"  
Briefing Books  
Committee Related Files (Excluding official committee records)  
*Congressional Record* Inserts  
Electronic Records including E-mail  
Legislative Activity Reports  
Legislative Assistant's Files  
Polling Data  
Staff Memos  
Staff Project Files  
Voting and Attendance Records

#### Constituent Service Records

Administrative Assistant's Files  
Casework (selected)  
Electronic Records including E-mail  
Grants/Projects  
Issue Mail and Indexes  
Legislative Activity Reports  
Library of Response Form Replies  
Staff Memos  
Statistical Reports from correspondence system

#### Press Relations/Media Activities Records

Articles  
Member's Home Page  
Newsletters  
Newspaper Clippings  
Opinion Editorials  
Photographs and Negatives  
Press Releases  
Specialized Mailings  
Speeches  
TV and Radio Files

#### Office Administration Records

List of Current and Former Staff  
Office File Manual  
Office Policy Memos  
Travel Files

## Committee Records: A Working Definition

Congress, in the Federal Records Act (44 U.S.C. 3301), provided the executive branch with a definition of "records." This statutory definition serves as the basis for defining committee records as:

*all documentary materials, regardless of physical form, made or received and maintained by committees in connection with the transaction of committee legislative, oversight, and executive business.*

These records document committee work on bills, oversight, and investigations, consideration of nominations and treaties (Senate), and

impeachment proceedings. While committee staff may also have purely personal papers in their offices, such items are easy to identify because they were not prepared for transacting committee business. (Examples include records relating to campaign activities,

papers accumulated before joining the committee, materials resulting from outside pursuits, and diaries).

The following types of records (arranged by functions which committees perform) constitute official

committee records and are vital components of Congress's institutional memory.

## **Permanent Committee Records**

### **Legislative (Records resulting from the committee function to review & report legislation referred to it)**

Staff analytical memos  
Communications with House & Senate leadership, committee members, agency staff, & interested parties, including substantive E-mail  
Briefing books  
Hearing transcripts & exhibits  
Substantive drafts of legislation & reports  
Transcripts & minutes of business meetings & "mark-ups"  
Record of roll-call votes & polling records  
Audiovisual materials  
Press releases, speeches, statements  
"Bill" files containing prints of the bill at various stages; conference committee minutes, transcripts & report; side-by-side; & public law

### **Nominations Review (Senate)**

Staff analytical memos  
Communications (textual & electronic) with Senate leadership, committee members, agency staff, & interested parties, including substantive E-mail  
Nominee biographical & financial data files, committee questionnaires  
Briefing books  
Hearing transcripts & exhibits  
Executive reports & substantive drafts  
Record of roll-call votes

### **Oversight/Investigative (Records resulting from the committee oversight & investigative function)**

Staff analytical memos  
Communications (textual & electronic) with House & Senate including substantive E-mail  
Briefing books  
Hearing transcripts & exhibits  
Executive reports & substantive drafts  
Country "subject" files  
Document submissions, subpoenaed documents, depositions - with indexes  
Studies, reports, surveys, questionnaires  
Transcripts & minutes of committee meetings  
Press releases, speeches  
Audiovisual materials  
Substantive drafts of committee reports  
Data bases & system documentation

### **Committee Management**

Committee policies & precedents memoranda  
Staff rosters with area of specialization  
Committee *Calendar*  
Committee activities reports  
Annual budget requests, supplemental material, & authorization hearing transcripts  
Trip itineraries & reports

### **Budget Process**

President's budget request  
Committee views & estimates reports  
Staff analytical memos  
Communications (textual & electronic) with Senate leadership, committee members, agency staff, & interested parties, including substantive E-mail  
Hearing transcripts, exhibits, & briefing books  
Transcripts & minutes of committee business & "mark-up" meetings  
Congressional Budget Office, Office of Management & Budget, & General Accounting  
Office reports  
Budget resolution - including substantive drafts of the resolution & accompanying report  
Rescission & deferral notices

### **Treaty Review (Senate)**

Staff analytical memos  
Communications (textual & electronic) with Senate leadership, committee members, agency staff, & interested parties, including substantive E-mail  
Briefing books  
Hearing transcripts & exhibits  
Record of roll-call votes

### **Official Communications**

Executive communications  
Petitions & Memorials  
Presidential messages  
Reports required by law

### **In Summary: Make Sure That You Know**

- House and Senate committee records are the property of the House and Senate respectively (2 U.S.C. § 72(a)(d))
- Committee records may not be mixed with personal papers of individual members (2 U.S.C. § 72(a)(d))
- Committee records include all documentary materials either made or received and maintained by committees as a result of transacting committee business
- Committee records document work on bills, oversight, investigations, nominations, treaties, and impeachment proceedings
- Committee records include "staff files"
- Committee records should fully document "majority" and "minority" positions on issues
- Documents provided to committees by executive agencies, *by virtue of their provision and use*, become committee records
- Committee records cannot be removed from the House's or Senate's custody, except as specified by individual house orders, and are transferred to the National Archives for preservation (44 U.S.C. § 2118)
- Failure to comply with federal law could result in violation of federal criminal laws (18 U.S.C. §§ 641, 2071)

## **House and Senate Rules and Public Laws Governing the Ownership and Disposition of Committee Records**

### **Rule VII: Records of the House**

1. (a) At the end of each Congress, the chairman of each committee shall transfer to the Clerk any non-current records of such committee, including the subcommittees thereof.  
  
(b) At the end of each Congress, each officer of the House elected under rule II shall transfer to the Clerk any non-current records made or acquired in the course of the duties of such officer.
2. The Clerk shall deliver the records transferred under clause 1, together with any other non-current records of the House, to the Archivist of the United States for preservation at the National Archives and Records Administration. Records so delivered are the permanent property of the House and remain subject to this rule and any order of the House.  
  
**Public availability**
  3. (a) The Clerk shall authorize the Archivist to make records delivered under clause 2 available for public use, subject to clause 4(b) and any order of the House.  
  
(b)(1) A record shall immediately be made available if it was previously made available for public use by the House or a committee or a subcommittee.  
  
(b)(2) An investigative record that contains personal data relating to a specific living person (the disclosure of which would be an unwarranted invasion of personal privacy), an administrative record relating to personnel, or a record relating to a hearing that was closed under clause 2(g)(2) of rule XI shall be made available if it has been in existence for 50 years.  
  
(b)(3) A record for which a time, schedule, or condition for availability is specified by order of the House shall be made available in accordance with that order. Except as otherwise provided by order of the House, a record of a committee for which a time, schedule, or condition for availability is specified by order of the committee (entered during the Congress in which the record is made or acquired by the committee) shall be made available in accordance with the order of the committee.  
  
(4) A record (other than a record referred to in subparagraph (1), (2), or (3)) shall be made available if it has been in existence for 30 years.
  4. (a) A record may not be made available for public use under clause 3 if the Clerk determines that such availability would be detrimental to the public interest or inconsistent with the rights and privileges of the House. The Clerk shall notify in writing the chairman and ranking minority member of the Committee on House Administration of any such determination.  
  
(b) A determination of the Clerk under paragraph (a) is subject to

later orders of the House and, in the case of a record of a committee, later orders of the committee.

5. (a) This rule does not supersede rule VIII or clause 11 of rule X and does not authorize the public disclosure of any record if such disclosure is prohibited by law or executive order of the President.
- (b) The Committee on House Administration may prescribe guidelines and regulations governing the applicability and implementation of this rule.
- (c) A committee may withdraw from the National Archives and Records Administration any record of the committee delivered to the Archivist under this rule. Such a withdrawal shall be on a

### **Senate Standing Rule XI: Papers—Withdrawal, Printing, Reading of, and Reference**

1. No memorial or other paper presented to the Senate, except original treaties finally acted upon, shall be withdrawn from its files except by order of the Senate.
2. The Secretary of the Senate shall obtain at the close of each Congress all the noncurrent records of the Senate and of each Senate committee and transfer them to the National Archives for preservation, subject to the orders of the Senate.

### **Senate Standing Rule XXVI, Committee Procedure**

10. (a) All committee hearings, records, data, charts, and files shall be kept separate and distinct from the congressional office records of the Member serving as chairman

temporary basis and for official use of the committee.

#### **Definition of record**

6. In this rule the term “record” means any official, permanent record of the House (other than a record of an individual Member, Delegate, or Resident Commissioner), including
  - (a) with respect to a committee, an official, permanent record of the committee (including any record of a legislative, oversight, or other activity of such committee or a subcommittee thereof); and
  - (b) with respect to an officer of the House elected under rule II, an official, permanent record made or acquired in the course of the duties of such officer.

of the committee; and such records shall be the property of the Senate and all members of the committee and the Senate shall have access to such records. Each committee is authorized to have printed and bound such testimony and other data presented at hearings held by the committee.

#### **44 U.S.C. § 2118. Records of Congress**

The Secretary of the Senate and the Clerk of the House of Representatives, acting jointly, shall obtain at the close of each Congress all the noncurrent records of the Congress and of each congressional committee and transfer them to the National Archives and Records Administration for preservation, subject to the orders of the Senate or the House of Representatives, respectively.

#### **2 U.S.C. § 72a. Committee staffs**

#### **Withdrawal of papers**

7. A memorial or other paper presented to the House may not be withdrawn from its files without its leave. If withdrawn certified copies thereof shall be left in the office of the Clerk. When an act passes for the settlement of a claim, the Clerk may transmit to the officer charged with the settlement thereof the papers on file in his office relating to such claim. The Clerk may lend temporarily to an officer or bureau of the executive departments any papers on file in his office relating to any matter pending before such officer or bureau, taking proper receipt therefore.

#### **(d) Recordation of Committee Hearings, Data, etc.; Access to Records**

All committee hearings, records, data, charts, and files shall be kept separate and distinct from the congressional office records of the Member serving as chairman of the committee; and such records shall be the property of the Congress and all members of the committee and the respective Houses shall have access to such records. Each committee is authorized to have printed and bound such testimony and other data presented at hearings held by the committee.

#### **18 U.S.C. § 641. Public Money, Property, or Records**

Whoever embezzles, steals, purloins, or knowingly converts to his use or the use of another, or without authority, sells, conveys or disposes of any record, voucher, money, or thing of value of the United States or of any department or agency thereof, or any

property made or being made under contract for the United States or any department or agency thereof; or

Whoever receives, conceals, or retains the same with intent to convert it to his use or gain, knowing it to have been embezzled, stolen, purloined or converted—Shall be fined under this title or imprisoned not more than ten years, or both; but if the value of such property does not exceed the sum of \$1,000, he shall be fined under this title or imprisoned not more than one year, or both. The word “value” means face, par, or market value, or cost price, either wholesale or retail, whichever is greater.

### **18 U.S.C. § 2071. Concealment, Removal, or Mutilation Generally**

(a) Whoever wilfully and unlawfully conceals, removes, mutilates, obliterates, or destroys, or attempts to do so, or with intent to do so takes and carries away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000 or imprisoned not more than three years, or both.

(b) Whoever, having custody of any such record, proceeding, map, book, document, paper, or other thing, willfully and unlawfully conceals, removes, mutilates, obliterates, falsifies, or destroys the same, shall be fined not more than \$2,000 or imprisoned not more than three years, or both; and shall forfeit his office and be disqualified from holding any office under the United States. As used in this subsection, the term “office” does not include the office held by any person as a retired officer of the Armed Forces of the United States.

*Karen Paul*



## Newsletter News

### Subscriber Update

In response to potential changes in SAA communication distribution methods, we are updating our subscriber database. The SAA electronic publications working group’s electronic publications initiative proposes that beginning Spring 2004, SAA sections (and by implication roundtables) discontinue hard copy production and mailing of newsletters. While no definite plans to move to electronic-only distribution have been made for the CPR newsletter, it is imperative for those of you who currently receive the CPR newsletter in hard copy to provide us with a current email address so we can keep you abreast of upcoming changes.

Please complete the CPR Newsletter Subscriber Update Form and mail to Katie Senft, or email or phone her with the information.

### Subscriptions & Contributions

If you have news or an article to submit to the newsletter, or you would like to subscribe to the newsletter, please contact one of the co-editors. The newsletter is published semi-annually.

#### CPR Newsletter Subscriber Update Form

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