

APPENDIX A

STATUS OF RECOMMENDATIONS IN THE ADVISORY COMMITTEE'S FIRST REPORT

I. PRESERVATION

1. Preserve the records of the first 14 Congresses through micro-filming and survey.

Status: Records of the 5th, 6th, and 8th Congresses have been filmed. Records of 9th thru 14th Congresses have camera-ready descriptions; filming has been postponed to consider electronic imaging conversion.

2. The Center should continue to identify for special treatment records of extraordinary historical value.

Status: Ongoing. The Center has identified additional documents of significance and is acquiring a vault in which these materials may be properly housed.

3. The Center should continue holdings maintenance work, focusing on the records of the 1950s and 1960s.

Status: Ongoing. Since the beginning of F.Y. 1992 the Center has treated 1,587 cu. ft. of Senate records and 2,946 cu. ft. of House records. Of 12,000 cu. ft. of records from 1955-1971, 4,000 cu. ft. have been treated and approximately 100,000 thermofax copies have been replaced.

4. Conservation treatment of bound volumes: original Journals and Minutes of the Senate, Enrolled Bills, 1837-1893 (60 volumes); Senate Reports and Documents (2,000 volumes); House Committee Dockets and Minute Books, 1913-1945 (300 volumes).

Status: Rebinding projects postponed. There has been limited dis-binding and preservation of selected bound House documents.

5. Petitions reflecting public opinion and demonstrating organized mass movements should be preserved.

Status: More than 12,000 cu. ft. of petitions have been surveyed. Many documents have been treated; conservation staff has cleaned rolled petitions and created new housings for them.

6. The Archives should undertake special preservation of Senators' credentials and House Territorial Papers.

Status: Ongoing. Limited flattening and refolding of credentials; selective treatment of Territorial Papers.

7. The Advisory Committee recommends the addition of a GS-12 conservator and a conservator aide dedicated to the preservation of legislative records.

Status: Positions were included in each of NARA's annual budget submissions, but were eliminated by OMB and were not included in NARA's appropriation.

II. ELECTRONIC RECORDS

1. Advisory Committee recommends that the Center carefully monitor the development of electronic records.

Status: Ongoing.

2. The Center should explore the preservation of computer tapes that contain data to trace stages in the legislative process.

Status: Center staff have met periodically with House and Senate officials to keep abreast of Congress's use of computers.

3. Work with clerk of the House and secretary of the Senate to monitor and evaluate the use of electronic word processing files and local area networks by committees.

Status: Ongoing.

4. The Center must stay informed regarding developments in digital imaging technology.

Status: Ongoing. The Center is participating in several National Archives initiatives to develop pilot projects using digital imaging technology.

5. A comprehensive survey and appraisal of the GPO electronic print files should be made.

Status: GPO's electronic print files are included in that agency's comprehensive records schedule, which has been completed.

6. The Center and the Center for Electronic Records should make certain that the Iran-Contra computer data bases are re-copied to stable media and that duplicate copies are converted to software-independent format.

Status: No progress.

7. The Center should support congressional efforts to evaluate E-Mail records.

Status: The Center has provided the appropriate House and Senate offices with National Archives guidelines on E-Mail in executive branch agencies. The Center will support congressional efforts to assess the value of records in E-Mail system.

III. HOLDINGS DEVELOPMENT

1. The Advisory Committee supports efforts by the secretary of the Senate and the clerk of the House to encourage the congressional leadership to deposit at the Center duplicate copies of significant records created in the course of their official duties.

Status: The Center has received the Senate Democratic Conference records. Efforts have been initiated to obtain the Senate Republican Conference records and the House Democratic and Republican Conference records.

2. The Advisory Committee supports the secretary of the Senate's proposal to sign an agreement with the clerk of the House to transfer the administrative office records from the Senate and the House to the Center.

Status: The agreement was signed by the secretary of the Senate and the clerk of the House in 1992.

3. Comprehensive record surveys need to be undertaken and schedules developed for legislative support agencies.

Status: As a result of the Advisory Committee's Task Force on Legislative Agencies, comprehensive record schedules have been developed for OTA, GPO, GAO, and CBO. The Library of Congress and CRS have surveyed their records and prepared draft schedules.

4. Accessions of committee records should be tracked by a computer-generated chart, committee by committee, to determine both progress and gaps.

Status: The Center has implemented a computerized chart to track committee accessions.

5. The Advisory Committee encourages the Center to expand the scope of its holdings to document the legislative process more completely.

Status: Ongoing. The Center has expanded its holdings to include associated committee staff files and the records of legislative service organizations.

6. In consultation with the House and Senate historical offices, the Congressional Document Project and the Congressional Papers Roundtable, the Center should develop a collections policy statement that outlines major areas of documentation to be collected by the Center.

Status: The Center developed a collections policy statement, which was reviewed by the Advisory Committee.

7. The Center should conduct a survey of records printed for Congress.

Status: No progress.

8. The Center should begin to compile a reference collection on Congress.

Status: A reference collection has been assembled in the Congressional Research Center. The Center has also acquired a book collection of Senate memoirs and biographies; additional book collections are being solicited. The Center will continue to supplement these materials.

9. Oral history interviews that amplify the textual records and document the institutional development of Congress will be collected.

Status: Ongoing. The Center has acquired more than 200 interviews and will continue to solicit these materials and incorporate them in an electronic data base.

IV. REFERENCE SERVICE

1. The Center should implement the proposed staff reorganization so that each archivist will have reference and records processing responsibilities. The Center should also establish a Congressional services and outreach staff.

Status: The staff reorganization has been implemented.

2. The Center should establish a modern research facility in the East Reading Room.

Status: The Congressional Research Center was created in 1995. Additional improvements will be made as funding permits.

3. The Center should develop automated loan request logs of records borrowed by committees, a data base for declassified records of the Joint Committee on Atomic Energy, and a survey of security-classified Senate and House records. User surveys will allow the Center to evaluate its reference services.

Status: The Center has not yet developed an automated log of loans to committees, but has created a data base for declassified JEAC records, and has recently completed a survey of security-classified committee records.

4. The Center should create computerized, updated versions of its House and Senate guides and other finding aids.

Status: Updated, computerized versions of the House and Senate guides have been created and are now available on-line. The Center is presently scanning additional finding aids.

V. PUBLIC PROGRAMS AND EDUCATIONAL ACTIVITIES

1. The Advisory Committee recommends that educational outreach assume a high priority among the Center's activities.

Status: Ongoing. The Center participates in seminars, conferences, and teaching institutes on Congress. Staff members have published articles and given oral presentations on the historical records of Congress. With private sector funding, the Center has produced an educational document publication and two traveling exhibitions based on the legislative records.

2. The Center should highlight its documentary materials on Congress during World War II and should also develop a documentary project to commemorate the 250th anniversary of Thomas Jefferson.

Status: The Center created a traveling document-based exhibition and educational teaching packet on the Presidency of Thomas Jefferson. The Center also participated in a National Archives project honoring the World War II veterans in Congress.

APPENDIX B

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 on 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 the 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 I 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.”

APPENDIX C

BIOGRAPHIES OF COMMITTEE MEMBERS

KELLY D. JOHNSTON was sworn in as secretary of the Senate on June 8, 1995. Prior to his appointment as secretary, he served as staff director of the U.S. Senate Republican Policy Committee from 1992 to 1995. He was the deputy assistant secretary for public affairs of the U.S. Department of Transportation from 1991 to 1992. He has also served as deputy political director for the National Republican Senatorial Committee, chief of staff for U.S. Representative Jon Kyl (R-AZ), regional field manager for the National Republican Congressional Committee, director of communications for the National Restaurant Association, and as staff assistant for U.S. Representative Paul Hammerschmidt (R-AR). Early in his career, he worked as a reporter and editor in Oklahoma for the Donrey Media Group.

ROBIN H. CARLE became the 31st clerk of the House of Representatives on January 4, 1995, thereby becoming the House's first woman officer. She holds a BA in English from Macalester College in St. Paul, Minnesota. Before joining the House's staff, she was employed in a series of progressively responsible line and staff management positions, including serving as a western field representative for the Republican National Committee, as director of political education, deputy political director and chief of staff for the Republican National Committee. She became the executive secretary to the Department of Health and Human Services and, later, that agency's chief of staff before serving as the Republican National Committee director of campaign operations in the 1994 election cycle.

JOHN W. CARLIN became archivist of the United States in June 1995. From 1979 to 1987 he was governor of Kansas and served as chairman of the National Governors' Association from 1984 to 1985. Since his governorship, Carlin has been partner in several business enterprises including Carlin & Associates, Clark Publishing, Inc., and Economic Development Associates. He has been a visiting fac-

ulty member teaching courses in political science and public administration at Duke University and the University of Kansas. During his career as a representative in the Kansas Legislature (1971-1979) he served as speaker of the House, 1977-1979. Educated at Kansas State University, Carlin has been author or co-author of two books and numerous articles on public policy.

RICHARD A. BAKER has been director of the U.S. Senate Historical Office since 1975, when the office was created. He holds a doctorate in history from the University of Maryland and a masters in library and information science from Columbia University. He has taught courses in congressional history for Cornell University's Washington semester program and the University of Maryland. Before joining the Senate's staff, he served successively as specialist in American history for the Library of Congress' Congressional Research Service and as director of research for *National Journal*. Baker is the author of *Conservation Politics: The Senate Career of Clinton P. Anderson* and *The Senate of the United States: A Bicentennial History*. He has also co-edited *Congressional Quarterly's First Among Equals: Outstanding Senate Leaders of the Twentieth Century* and *Senator Bob Dole's Historical Almanac of the United States Senate*. He is a former president of the Society for History in the Federal Government and a current board member of the National Council on Public History.

JOSEPH COOPER is professor of political science at the Johns Hopkins University, Baltimore, MD. He was president of the Rice Institute for Policy Analysis (1981-1989), dean of social sciences (1974-1975), Herbert S. Autrey Professor of Social Science at Rice University (1979-1988). From 1976-1978 he was staff director of the U.S. House of Representatives Commission on Administrative Review (Obey Commission). Dr. Cooper attended Harvard College and received his M.A. and Ph.D. from Harvard University. His research interests include congressional history, congressional organization and procedure, and legislative-executive relations, and he has written or edited six books and published numerous monographs.

ROGER H. DAVIDSON is professor of government and politics, University of Maryland, College Park, MD. Prior to this position he was senior specialist in American national government and public

administration at the Congressional Research Service of the Library of Congress from 1980 to 1988. He has been associate dean of Letters and Science and chairman of the political science department at the University of California, Santa Barbara, and served on the faculty of Dartmouth College. He was professional staff member on the Select Committee on Committees (the Bolling Committee, 1973–1974) which performed a study of the House committee system, and was on the staff of the Temporary Select Committee to Study the Senate Committee System (the Stevenson Committee, 1976–1977), which revised the Senate committee system. He has been author or co-author of sixteen books on politics and policymaking, among which *Congress and Its Members* (4th ed., 1994), *Congress against Itself* (1977), and *The Role of the Congressman* (1969). Dr. Davidson has also served as editor or co-editor to the *Encyclopedia of the United States Congress* (1995), *Remaking Congress* (1995), *The Postreform Congress* (1992), and *First among Equals: Senate Leaders of the 20th Century* (1991).

WILLIAM L. RICHTER holds a doctorate in political science from the University of Chicago. He is the assistant provost for international programs and a professor at Kansas State University. He serves on the Editorial Board of *Asian Affairs: An American Review* and is a member of the American Political Science Association, the American Pakistan Research Organization, the Institute for Constitutional and Parliamentary Studies, the Research Committee on Punjab, and the Society for Values in Higher Education. He served as the senior Fulbright lecturer in India at Punjab University from 1969–1970.

RICHARD NORTON SMITH is director of the Gerald R. Ford Library in Ann Arbor, Michigan and the Ford Museum in Grand Rapids. Prior to assuming this position in March, 1996, he served two and a half years as director of the Ronald Reagan Library and Museum in Simi Valley, California, and as executive director of the Ronald Reagan Presidential Foundation and Center for Public Affairs. In addition Smith was director of the Herbert Hoover Library and Museum in West Branch, Iowa, from 1987–1993; during the Eisenhower Centennial year of 1990 he did double duty as acting director of the Dwight D. Eisenhower Center in Abilene, Kansas. A graduate of Harvard University and former speechwriter for Senator Bob Dole, former President Ronald Reagan, and former Vice President Dan Quayle, among others, Smith is the author of

seven books on U.S. history and politics. Among his publications are *Thomas E. Dewey and His Times* (1982), *An Uncommon Man: The Triumph of Herbert Hoover* (1984) and *Patriarch: George Washington and the New American Nation* (1993).

JOHN C. WAUGH is a writer presenting research and writing on Lincoln's reelection campaign of 1864. He is the author of *The Class of 1846: From West Point to Appomattox—Stonewall Jackson, George McClellan and Their Brothers* (1994), *Sam Bell Maxey and the Confederate Indians* (1995), and articles for *Civil War Times Illustrated*, *The New York Times*, *Sports Illustrated*, *Nation*, *The Los Angeles Times*, *The Washington Post*, and *The National Observer*, among others. He served as the press secretary to U.S. Senator Jeff Bingaman (D-NM) and edited speeches and oversaw all public communications. He was on the staff of Vice President Nelson Rockefeller as a media specialist assigned to the National Commission on Water Quality. Additionally, he worked as a correspondent for *Christian Science Monitor* for 17 years. He served in the U.S. Navy from 1951–1955.