

ARCHIVING IN THE SENATE

PREPARING THE COLLECTION OF SENATOR JIM BUNNING

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Introduction:

Unlike records of the President or Congressional committees, the personal papers produced by US senators and their offices are the property of the senator. Through our work with the collection of Kentucky Senator Jim Bunning, we aim to demonstrate the task that stands before archivists of retiring senators and some of our solutions.

Senator Bunning has spent 12 years in the House of Representatives and 11 in the Senate. Prior to his involvement in politics, he had a successful career as a major league baseball pitcher. In 1996, he was inducted into the Baseball Hall of Fame. His senatorial collection reflects all of these points in his long career.

All the forms used to organize the materials were created by archival interns working in

Organizing Paper Records:

Paper records were organized by House or Senate, then by committee records and legislative materials. Each folder was given a unique identifying number created from the original FRC accession number and the order of the folder. In the example on the right, the number identifies materials as folders 16 and 17, box 2 of 11 boxes, with the accession number ending in 0344.

B. Senate

I. Committee

1) Aging, Special Committee

a. 2.0344.11.16 Hearings on End-of-Life Care, 7/2000

b. 2.0344.11.17 Hearing on Social Security Representative Payees, 5/2000

RECORDS TRANSMITTAL AND RECEIPT

4345 Suitland, Maryland
Congressman Jim Bunning
2437 Rayburn
Washington, DC 20515

AC	PP	BA	BU	BOX	DESCRIPTION	DATE	INITIALS	LOCATION
549	16	17	2	11	see attached paper	7/2000	CST	16-17-2-11-11

NOTE: Records restricted to personnel of Cong. Jim Bunning's office only.

STORAGE AT THE NARA FEDERAL RECORDS CENTER

Congressmen are given courtesy storage at the National Archives Federal Records Center in Suitland, MD. Boxes of archival and non-archival records were periodically transferred to FRC. As part of the archiving process, boxes were withdrawn, inventoried, and re-accessioned. When the Senator retires, the boxes will be shipped to his repository at Northern Kentucky University.

Right and above: Forms used by Congressional offices to transfer and retrieve boxes of records to and from FRC.

REFERENCE REQUEST - FEDERAL RECORDS CENTERS

3-29-04-0028
11/13/2004

Senator Jim Bunning
54-34
Washington, DC
20510

MEMORABILIA

Senators acquire large memorabilia collections throughout their legislative careers and personal lives. In addition to political awards, photographs and gifts, Senator Bunning has an extensive collection of baseball memorabilia. The archival staff developed "Item Reports," like the example below, to help catalog memorabilia.

Memorabilia Inventory Item Report

Item number: C1006-7

Title: Art at Home Plate: Philadelphia Baseball Legends on Canvas

Credit: Cooperstown Gallery

Location: Conference Room 1

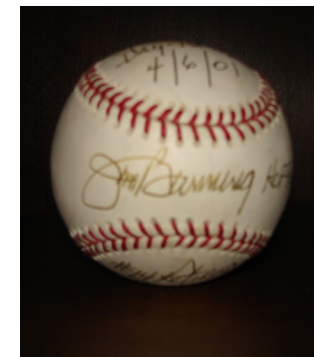
Group: Baseball
 Non-Baseball Sports
 Political
 Personal

Item Purpose: Artistic
 Advertisement
 Legislative
 Political
 Commemorative
 Award

Dimensions:
Height: 25 in
Length: 31.5 in
Depth:

Date created: 1/8/2004 2:29:004
Date received: 1/8/2004
Part of Series (Y/N)? No
Twin (Y/N)? No
Description: Artwork - Print
Series of baseball paintings by Dick Perez

Baseball signed by Jim Bunning and kept in the Senator's office.



Below: An example of a constituent letter. As a rule, constituent mail is shredded due to privacy concerns.

