ARCHIVING IN THE SENATE
PREPARING THE COLLECTION OF SENATOR JIM BUNNING

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.

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 As part of the archiving process, boxes were withdrawn, inventoried, and re-accessioned.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.

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.

Below: An example of constituent mail and forms used by Congressional offices to transfer and retrieve boxes of records to and from FRC.