



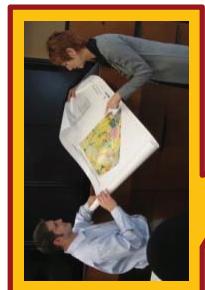
Archivists of the U.S. Senate: PRESERVING THE LEGACY

Statement of Research

- Who: Jan Zastrow, archivist of Senate Majority Leader Harry Reid,
zastrow@hawaii.edu
Nan Wood Mosher, archivist of Senate Republican Leader Mitch McConnell, nan_mosher@mcconnell.senate.gov
- What: A survey of U.S. Senate archivists' job descriptions and professional activities
- When: Research conducted January to July 2009
- Where: The U.S. Senate, Washington, DC
- Why: To develop a plan of work for Jan's sabbatical leave and create a job description to hire an archivist as her successor

Survey Methodology

- 1) Sent email requesting job descriptions to Senate archivists
- 2) Analyzed descriptions
- 3) Parsed out 35 distinct tasks
- 4) Collated responses and followed up with phone calls
- 5) Developed categories in chart below



Records Management	Administrative Services	"Archiving" Activities	IT/Digital/Media
Advise staff on records management functions—print formats	Prepare inventories of archival transfers	Maintain index/inventory of collection	Work w/ IT to retain, migrate electronic files
Liaise with Senate Archivist	Recall boxes from storage	Basic preservation, rehousing, relabeling	Manage photo collection
Set records ownership policy	Supervise the work of interns	Arrangement & description (pre-processing)	Archive video
Advise staff on records management functions—electronic formats	Maintain staff list, Senator's committees, biographical info	Help identify suitable repository; liaise with repository/ staff	Prep to reformat for microfilm or scanning
Set archival policy for records disposition	Attic storage supervisor	Conduct staff exit interviews	Hands-on data management (backup, preservation, retrieval)
Conduct staff training on what/how to archive (what is a record, how to set up files, etc.)	Conduct internal reference and research	Track memorabilia	Appraise and organize departed staff's email
Advise Member's state offices on records management, preservation and archival issues	Work with vendors	Capture documentation of legislative, oversight, investigations, nominations and treaties	Extract reports from correspondence management system
Track supplies	Artwork registrar/curator	Artwork	Maintain website
Maintain reference resources in office	Identify sensitive records; recommend access restrictions		
Maintain bibliography of Senator's published works	Respond to queries by the general public		

Hill Talk

"Archiving" – Like it or not, that's what we archivists on Capitol Hill call our day-to-day work.

"Archivist" – Whether formally educated and certified, a graduate of the Modern Archives Institute or a "citizen archivist," any Hill staffer can use the title.

Experience – Of the 11 archivists we surveyed, professional experience ranged from 1 to 25 years, with 3 to 5 years being most prevalent.

Offices – Senate committees are required by law to preserve their records. The papers of individual Senators, however, are considered personal property, and they can do with them as they wish.

How Senate Archivists Benefit Repositories

- Work as in-house representative, liaison and advocate for repository
- Explain the workings of the individual office and the Hill
- Define context of materials
- Preserve electronic files while office is still functioning
- Identify/retain critical information before office closes and it is lost
- Deliver a better organized collection