



Dedicated to Preserving Political History:
A Guide to the Collections, Programs, and
Policies of the Carl Albert Center
Congressional Archives



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About the Carl Albert Center

History

Founded in 1979, The Carl Albert Congressional Research and Studies Center is a nonpartisan institution devoted to teaching and research related to the United States Congress and, more broadly, to strengthening representative democracy through engaged and informed citizens. Located at the University of Oklahoma in Norman, Oklahoma the center is a living tribute to the ideals, leadership, and accomplishments of the Honorable Carl Albert-native Oklahoman, University of Oklahoma alumnus, Rhodes Scholar and 46th Speaker of the U.S. House of Representatives.

Supported by private, foundation and public funds, the center has grown into one of the largest and most comprehensive congressional studies centers in the country. The center, under the leadership of Director and Curator Michael Crespín, plays an integral role as a hub for academic, scholarly, and public-facing activity on the OU campus. The center's archives house the most wide-ranging collection of political and congressional papers in the state of Oklahoma. The collections include the papers of 61 former members of Congress from across the country, along with the papers of 25 political leaders, congressional staffers, and journalists. These congressional and political collections encompass over 100 years of American history, with materials from the 1930s through the 1990s comprising the largest part of the collections that are currently open to the public. As a result, the center's archives foster research on a broad range of topics.

The center promotes academic inquiry into the history, structure and leadership of the Congress, the relationship between citizens and the Congress, and the processes of policymaking with other institutions in the American political system. Over the years, the center has hosted national conferences for scholars. In addition, the center is a founding member of the Association of Centers for the Study of Congress – the premier national collaboration preserving historical material on the Congress.



Mission

The center is concerned with the health of our modern representative democracy. Its mission embraces three principal functions – teaching, research and public service.

First, the center offers academic programs in congressional studies at both the graduate and undergraduate levels. The center’s doctoral program has trained more than 37 students who now play leadership roles in academia and politics. The center engages undergraduates in scholarly research, civic engagement activities, and service-learning opportunities at the Oklahoma State Capitol and in the local community. Several of our undergraduates currently hold elected office and others are pursuing careers dedicated to public service across the state and nation.

Second, believing that professional research is the foundation upon which its academic programs rest, the center promotes original research by faculty members and students into various aspects of politics and the Congress. Further, the center’s congressional archive provides a national resource available to historians, political scientists, the media and members of the public interested in the health of our representative institutions.

Third, the center actively strives to promote a wider understanding and appreciation of the Congress through its various public service programs. Twice each year, the center publishes *Extensions*, an online journal which focuses on issues related to the Congress and public policy. The center also provides programs and lectures which offer the local community the opportunity to engage in discussion of public affairs.

Taken together, these diverse aspects of the Carl Albert Center constitute a unique resource for scholarship and research related to the United States Congress.



The Carl Albert Center Faculty and Staff

Dr. Michael Crespin is the Director and Curator of the Carl Albert Congressional Research and Studies Center and Professor of Political Science at The University of Oklahoma. He earned his Ph.D. from Michigan State University in 2005 and served in the office of U.S. Representative Dan Lipinski as an APSA Congressional Fellow from 2005-06. Crespin's research focuses on legislative politics, congressional elections, and political geography. His work on redistricting shows that when independent commissions draw legislative districts, they are more compact and divide fewer communities of interest. Other research finds races are more competitive when the power to draw congressional districts is removed from state legislatures. He also maintains the PIPC Roll Call Dataset.

Dr. Charles Finocchiaro is the Associate Director of the Carl Albert Congressional Research and Studies Center and an Associate Professor of Political Science at the University of Oklahoma. His research and teaching interests span the fields of American politics and research methodology, with a particular focus on the development and organization of American political institutions (primarily the U.S. Congress) and congressional elections. Chuck's ongoing work centers on the transformation of the U.S. House and congressional leadership during the late 19th and early 20th centuries. He has also written recently on the impact of seating assignments on legislative voting behavior and the impact of war on presidential-congressional relations.

Finocchiaro earned his Ph.D. from Michigan State University, where he was a Fellow in the Political Institutions and Public Choice Program (now housed at Duke University). Prior to his current appointment at OU, Finocchiaro held faculty appointments at the University of South Carolina and the University at Buffalo (SUNY).

JA Pryse is the senior archivist at the Carl Albert Center's Congressional Archives. JA's research and interests include Digital Content Management, Digital Archive Development, large-scale collection management, and information technology sciences. JA served as the Director of the Digital Archives at the Oklahoma Historical Society where he oversaw the development and implementation of Digital Collection Policy, workflow, life-cycle preservation, and direct management of all digital items within the OHS Collections.

Currently, JA is pursuing a PhD in the field of Information Policy and Management, and has both a Master's degree in Museum Science (emphasis in archival management) from the University of Oklahoma, A Master's degree of Information and Library Science (emphasis electronic records and archival science) from the University of North Texas.



How to Donate Your Papers to the Carl Albert Center

The material that passes through a member's office, with a few exceptions, belongs to the representative and not the government. The Carl Albert Center Congressional Archives collects and preserves the historically valuable papers of members of Congress who have represented Oklahoma, were born in Oklahoma, represented neighboring states, supplement existing collections, or possess national significance.

Here are the steps that you should take if you are interested in donating your papers:

- [Contact the Carl Albert Center](#) to consult with an archivist about record retention.
 - We work with all of our donors to formalize the donation of their papers to the Center in order to ensure their long-term legal protection. A sample deed has been included with this packet. We also help donors determine the best timeframe for opening their papers to the public.
- Sign a legal deed of gift and determine a schedule for opening your collection.
- Work with the House or Senate authorities to arrange shipment of your papers to the Carl Albert Center.
- Our archivists provide additional services such as records management consultation and assistance with archiving and storing non-active records, electronic files, and web and social media pages.

What We Accept

The archive accepts donations of the following material in both electronic and paper formats in Congressional collections:

- Correspondence (including general constituent correspondence, email files, and CSS databases)
- Legislative files (material from work on legislation or amendments)
- Departmental files (material from work with government departments or agencies)
- Campaign files (material from successful or failed campaigns to elected office)



- Press material including press releases, speeches, or statements.
- Research files
- Organizational or institutional records (material such as internal memos not specific to another category)
- Office and scheduling files (material such as calendars and guest logs)
- Photographs
- Social media channels
- Webpages
- Electronic databases
- Audio-visual material

The archive **restricts** the donation of the following materials:

- Three dimensional memorabilia (examples: plaques, awards, or trophies)
- Invitations and greeting cards
- Personnel files
- Published papers or material (examples: books, reports, or complete issues of newspapers, journals, or magazines).
- Duplicates
- District Casework Files



Frequently Asked Questions about Our Archives

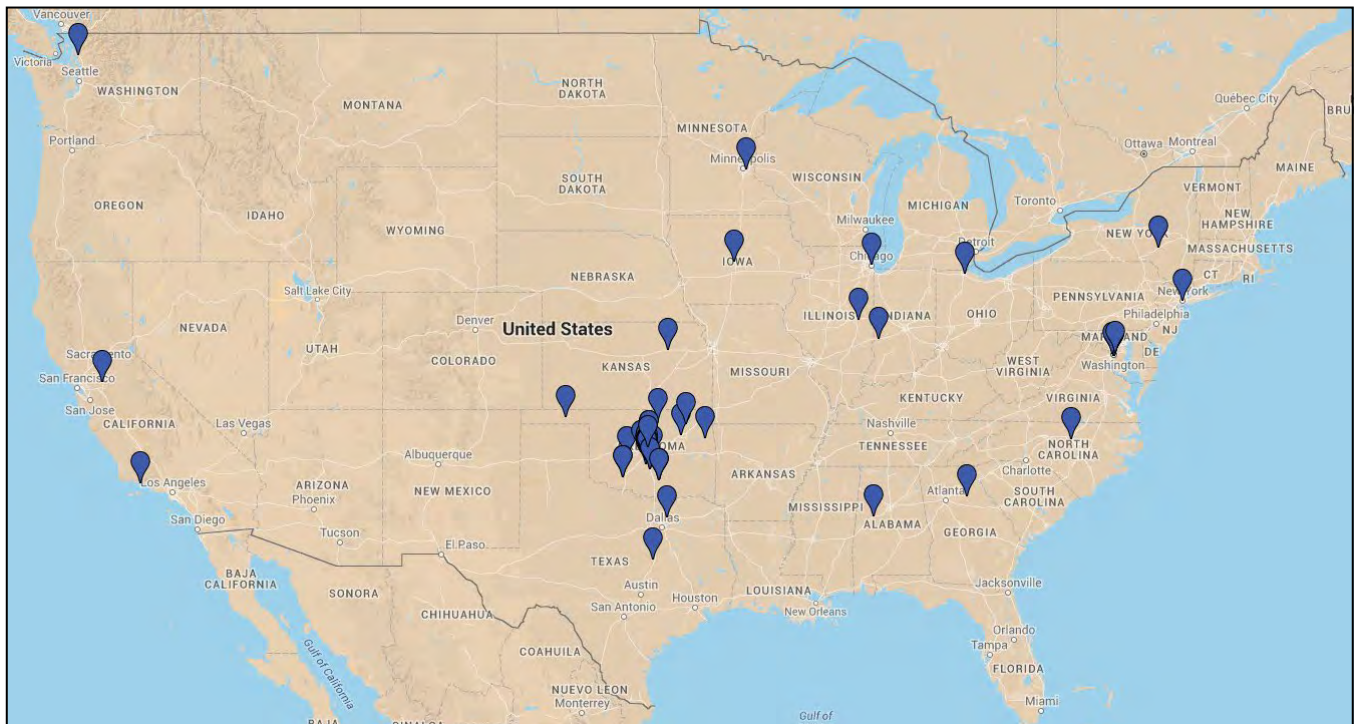
What collections are housed at the Carl Albert Center?

Carl Albert, Oklahoma
Richard L. "Dick" Arme y, Texas
Dewey F. Bartlett, Oklahoma
Page H. Belcher, Oklahoma
Andrew J. Biemiller, Wisconsin
Daniel "Dan" Boren, Oklahoma
David L. Boren, Oklahoma
Lyle H. Boren, Oklahoma
William K. "Bill" Brewster, Oklahoma
John N. "Happy" Camp, Oklahoma
Wilburn Cartwright, Oklahoma
Thomas A. Chandler, Oklahoma
Jeffery Cohelan, California
Wesley E. Disney, Oklahoma
Helen Gahagan Douglas, California
J. Howard Edmondson, Oklahoma
Mickey Edwards, Oklahoma
Glenn Lee English, Jr., Oklahoma
Millicent Hammond Fenwick, New Jersey
Phillip C. Ferguson, Oklahoma
Michael P. Flanagan, Illinois
Cornelius Gallagher, New Jersey
Milton C. Garber, Oklahoma
Percy L. Gassaway, Oklahoma
Lorraine M. Gensman, Oklahoma
Thomas P. Gore, Oklahoma
John W. Harreld, Oklahoma
Fred R. Harris, Oklahoma
Carl A. Hatch, New Mexico
Ernest Istook, Jr., Oklahoma
Jed J. Johnson, Oklahoma
James R. Jones, Oklahoma
Robert S. Kerr, Oklahoma
Steven Michael "Steve" Largent, Oklahoma
Joshua B. "Josh" Lee, Oklahoma
James V. McClintic, Oklahoma
Dave McCurdy, Oklahoma
John J. McFall, California
Bird S. McGuire, Oklahoma
Thomas D. McKeown, Oklahoma
A.S. "Mike" Monroney, Oklahoma
Dick T. Morgan, Oklahoma
Toby Morris, Oklahoma
William H. "Alfalfa Bill" Murray, Oklahoma
John C. "Jack" Nichols, Oklahoma
Robert L. Owen, Oklahoma
Preston E. Peden, Oklahoma
William B. Pine, Oklahoma
Joseph C. Pringey, Oklahoma
George B. Schwabe, Oklahoma
Thomas Jefferson "Tom" Steed, Oklahoma
Paul Stewart, Oklahoma
William G. Stigler, Oklahoma
John Sullivan, Oklahoma
Michael Lynn "Mike" Synar, Oklahoma
Elbert D. Thomas, Utah
John William "Elmer" Thomas, Oklahoma
Julius Caesar "J.C." Watts, Oklahoma
Claude Weaver, Oklahoma
Victor E. Wickersham, Oklahoma
George H. Wilson, Oklahoma



Who uses the collections at the Carl Albert Center?

- Students and scholars represent the majority of our patrons, though we also facilitate the work of:
 - Professors
 - Teachers
 - Genealogists
 - Tribal researchers
 - Local history researchers
 - Journalists
 - Attorneys
 - Representatives from federal agencies
- Their work focuses on a range of scholarly, personal, and legal topics.
- Scholars from across the United States and other countries visit or contact us to utilize our collections.





How do we promote our collections?

- We supply [grants for visiting scholars and graduate students](#) to conduct research.
- Our joint course with the Institute for American Constitutional Heritage, "Congress and the Constitution," encourages students at OU to visit and use our collections.
- We work alongside other congressional centers to create and promote [digital exhibits](#) that explore the legacy of congressional initiatives.
- We take our civic mission seriously, sponsoring several outreach programs and [traveling exhibits](#).
- Our archives staff uses various [social media platforms](#) to reach thousands of viewers per week.
- We place all of our [finding aids online in a searchable database](#) that receives over 500 visits a month.

Do you have examples of any exhibits from the archives?

Lake Thunderbird Lab

LOCAL DIGITAL HISTORY LAB

The Carl Albert Center's Local Digital History Lab both preserves history and highlights important policy issues in Oklahoma. The first labs will focus on the intersection between environment, extreme weather, and public policy.

Mingo Creek Lab

STD. PROJ. FLOOD

INT. REG. FLOOD

Lab Materials

*Read up on our problems.
Let the ping pong game
take care of them self.
Why sign who cares for a
flooded water.*

About the Lab

We currently maintain an [evolving portfolio of online sites](#) and [interactive exhibits](#).



Overview of Our Facilities

The Carl Albert Center Congressional Archives maintains a robust set of facilities dedicated to processing, maintaining, and supplying access to our congressional collections. These facilities are designed specifically to meet the unique needs of these collections.



At the Carl Albert Center, full-time archivists, graduate students, and undergraduates process collections using the latest technology, established preservation standards, and data-management systems.



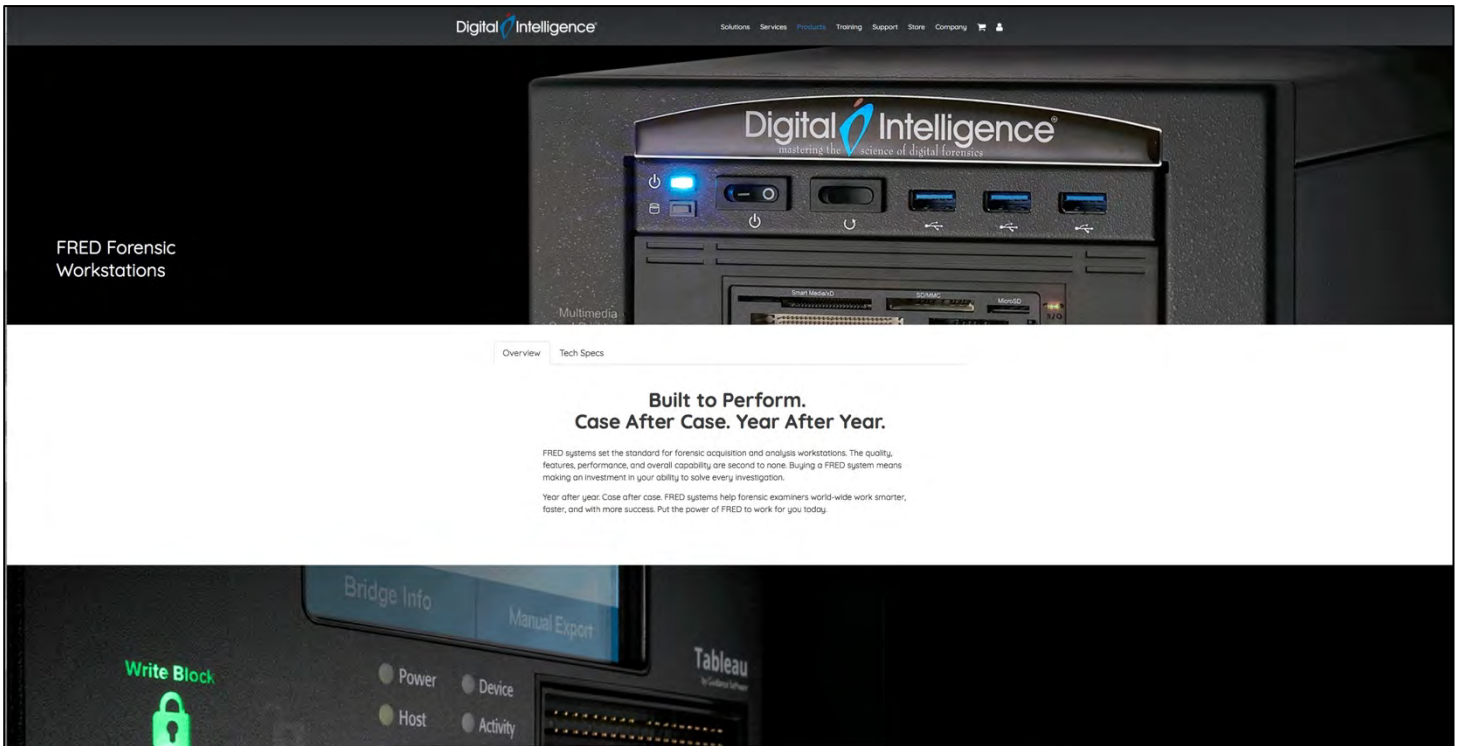
We house processed collections in a climate-controlled, secure environment at Monnet Hall and an offsite facility.



Researchers can access our collections in a monitored reading room.



The center maintains an industry-standard born-digital processing area and digitization lab to photograph and scan archival objects



The Center utilizes a FRED Forensic Workstation to image digital media and create verifiable, high quality copies of digital media without risking damage to or alteration of the original media.



Contact Us

Address

Carl Albert Center
Monnet Hall, the University of Oklahoma
630 Parrington Oval, Room 101
Norman, OK 73019-4031

Phone

(405) 325-6372

Email

cacarchives@ou.edu

Website

<http://www.ou.edu/carlalbertcenter>



Sample Deed

DEED OF GIFT GIFT OF PAPERS AND OTHER HISTORICAL MATERIALS

1. I, the Honorable _____ (hereinafter referred to as the **Congressman**, hereby give, donate, assign and convey to the Board of Regents of the University of Oklahoma (hereinafter referred to as the University), my papers and historical Materials, as per attachment A (herein after referred to the Materials).
 2. Title to the Materials shall pass to the University upon their delivery to the University including any and all right, title and interest the **Congressman** may have in the copyright therein, U.S. or foreign. Provided however, copyright in the **Congressman's** unpublished Materials is retained by the **Congressman** during his lifetime although permission to reproduce said Material will not be withheld unreasonably. Upon the **Congressman's** death, all of his copyright interest in the referenced unpublished Materials shall hereby be transferred and a signed to the University.
 3. Following delivery, the Material shall be maintained by the University in the Carl Albert Center (hereinafter referred to as the Center). At any time after delivery, the **Congressman** shall be permitted freely to examine any Materials during the regular working hour of the Carl Albert Center.
 4. The Materials shall remain closed to the public until _____ and until the collection is processed. During this time the Material shall not be made available for inspection, reading, or use by anyone, except the regular employees of the Center in the performance of normal archival work on the Materials, and the **Congressman**, or persons authorized in writing by the **Congressman** to have access to such Materials.
 - a. In the event that the **Congressman** wishes to borrow Materials from the collection for the purpose of viewing, the Center and the **Congressman** will enter into an agreement of loan specifying such details as the Materials to be borrowed; the term of the loan; shipping (which the Center will provide one-time shipping costs); and whether the Materials may be copied.
 - b. In the event of copying, both parties, the Center and the **Congressman** must agree upon an approved laboratory specializing in digital processing of all archival Materials.
 - c. If the **Congressman** requests an original item from the collection for which the Center does not have a preservation copy, the Center will produce a preservation copy prior to loaning the Materials requested.
 5. The University, acting by and through the Center, may dispose of any of the Materials which it determines, in its sole discretion, to have no permanent value or historical interest or Material that are not included in the Center's collection policy. If in the sole opinion of the Center the Materials should be preserved in a different physical format, such as microfilm, the Center may perform the necessary processing and the original Materials shall be disposed as the Center deems reasonable. The Material may be disposed of at the Center's sole discretion; provided during the lifetime of the **Congressman**, if he so chooses, the Materials proposed for disposal shall be offered to him.
- I, _____, would / would not like to have the choice of reacquiring any Materials that the University chooses not to retain. If the former and after receiving notification from the University offering to me said Material proposed for disposal, I have not responded within six (6) month, it shall be deemed that I do not wish to reacquire said Materials and the University shall dispose of them as it sees fit.



6. All official committee records are the property of the U.S. House and when found in the Materials will be returned to the appropriate committee and the Office of the House Clerk will be notified.
7. The Congressman may from time to time hereafter give, donate, assign, and convey to the University, for deposit in the Center, additional papers, document and other Materials of a similar his topic nature, in which cases title shall pass to the University upon their delivery and this deed of gift shall be applicable to all additional Materials.
8. The Congressman shall provide his mailing address to the Center and will be responsible for notifying the Center of any future changes of address.
9. This deed of gift shall be binding on the parties, their assigns, heirs, and successors in interests.

AGREED on this _____ day of _____, 20__

Member of Congress

Witness

ACCEPTED for the Carl Albert Congressional Research and Studies Center on this _____ day of _____, 20__ :

Michael H. Crespin
Director and Curator

Witness

ACCEPTED for the University of Oklahoma on this _____ day of _____, 20__ :

Joseph Harroz Jr.
Interim President

Witness



ATTACHMENT 'A'

The following Materials shall be included in Congressman _____'s donation to the Carl Albert Center:

The Carl Albert Center's collection policy follows the guidelines set forth by Karen Dawley Paul in Records Management Handbook for United States Senators and Their Repositories and by "Recommended Disposition: Papers of Members of the U. S. House of Representatives" distributed by the House Office of the Historian. The following list indicates types of documents that the Center may wish to collect. Due to space and staffing constraints, the Center may focus on preserving only the most historically important Materials: those documenting the operation of Congress, the member's role in the legislative process, and important issues of the member's district and state. Other factors affecting the collection of material by the Carl Albert Center include the member's tenure of office, committee assignments, and leadership activity.

A. LEGISLATIVE FILES including: VIP correspondence, legislative/bill files, committee files, legislative assistant's files, voting/attendance records, staff project files, Congressional Record inserts (of floor speeches only), and annotated briefing books.

B. PERSONAL FILES including: appointment books, desk calendars, daily schedules, personal correspondence, personal telephone logs, memos of telephone conversations, diaries or personal journals, photographs, biographical files, financial disclosure reports, accepted invitations, VIP job recommendations, and campaign files.

C. ADMINISTRATIVE STAFF FILES including: administrative assistant's files, issue mail, issue mail indexes and reports, casework reports and indexes, grants and projects, grants and projects reports and indexes, military academy appointment files for those accepted, political reference files, speeches, press releases, newsletters, specialized mailings, opinion editorials, newspaper clippings, audio/visual material, TV and radio files, photographs/slides, and district office files. The Carl Albert Center does not accept casework unless by prior agreement for Materials of significant historical value.

D. OFFICE MANAGEMENT FILES including: permanent memos, electronic files, office file manuals, form letters, and lists of current and former staff members.

E. BOOKS including: biographical works on the Congressman, books written by the Congressman, books that supplement the informational content of the Congressman's papers.

F. MATERIALS from other significant periods of the Congressman's professional life.



ATTACHMENT 'B'

Transfer of material will include a one-time shipment to 2101 W Tecumseh Road, Suite D, Norman, Oklahoma 73069, paid in full by _____. Prior to shipment, if requested, archivists from the Center may come to the Collection's location to conduct an on-site appraisal.

Sample