

National Archives and Records Administration

Founding Fathers Advisory Committee

Charter

1. Official Designation. The name of this advisory committee shall be the Founding Fathers Advisory Committee (FFAC).

2. Authority: The Committee is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), which sets forth standards for the formation and use of advisory committees; and by Section 5 of the Presidential Historical Records Preservation Act of 2008, Public Law 110-404, 122 Stat. 4283-84 (hereinafter "44 U.S.C. § 2505 note").

3. Objectives and scope: This advisory committee shall serve as a deliberative body to advise the Archivist of the United States on the progress of the Founding Fathers editorial projects funded by the National Historical Publications and Records Commission, a part of the National Archives. Its purview includes, but is not limited to, advising and making recommendations to the Archivist on issues related to the goals and completion of the projects, their funding sources, and their performance and productivity.

4. Background: The National Historical Publications and Records Commission (NHPRC), a statutory body affiliated with the National Archives and Records Administration (NARA), supports a wide range of activities to preserve, publish, and encourage the use of documentary sources, created in every medium ranging from quill pen to computer, relating to the history of the United States.

The NHPRC was established in 1934 as part of the National Archives to "make plans, estimates, and recommendations for such historical works and collections of sources as seems appropriate for publication and/or otherwise recording at the public expense." Until 1964, the Commission met irregularly and had no funds to support its recommendations. In that year, it awarded its first grants and also attracted private funding to support the editing and publication of the papers of five of the Founding Fathers of the United States: The Adams Family, Benjamin Franklin, Alexander Hamilton, Thomas Jefferson, and James Madison. In 1968, an additional editorial project began work on the Papers of George Washington. Five of these projects remain actively engaged in such work, with the papers of Alexander Hamilton completed in 1987. It is the active projects that are the focus of the Advisory Committee.

The Presidential Historical Records Preservation Act of 2008 authorized the Archivist to establish an advisory committee to study and advise on the progress of these five projects

in making available the authoritative editions of these important political figures' writings in print and online forms.

5. Official(s) to Whom the Committee Reports: The committee shall report to the Archivist of the United States and to NARA's congressional oversight committees, namely the Senate Subcommittee on Federal Financial Management, Government Information, Federal Services, and International Security of the Committee on Homeland Security and Government Affairs, and to the House Subcommittee on Information Policy, Census and the National Archives of the Committee on Oversight and Government Reform.

6. Committee Support: The Archivist of the United States shall designate a Designated Federal Official (DFO) who shall manage the Committee and provide such clerical, administrative, and logistical support as necessary for the Committee to effectively conduct its business. The DFO shall ensure the Committee complies with the requirements of this Charter, relevant Federal regulations, and NARA's policies on committee management. NARA's Office of General Counsel (NGC) will provide ethics program support to the Committee.

7. Annual Operating Cost: The annual operating cost for the Committee is estimated to be \$20,000 and 1/8 of a staff year.

8. Meetings: In consultation with the Archivist of the United States, the Chairperson shall call a meeting at least once a year and may call additional meetings as may be necessary. Meetings of the Advisory Committee will be open to the public. Subcommittee meetings may also be called as necessary to carry out Committee business. The Archivist of the United States and/or his/her designate(s) may attend Advisory Committee meetings and subcommittee meetings, at the Archivist's discretion.

9. Duration and Termination: Pursuant to Section 5(c)(4) of 44 U.S.C. § 2505 note, this Advisory Committee will serve for eight years. The charter shall be eligible for renewal every two years.

10. Member Composition: The committee shall consist of three members who are distinguished historians with a specialization in American history before 1865 whose historical writings have been recognized by peer review. To ensure a balanced representation, members shall be chosen, insofar as practical, from (1) private universities; (2) public universities; and (3) individuals with expertise in the use of technology in publishing historical resources. All members will be appointed by the Archivist of the United States.

All non-federal members of the Committee have been determined to be special government employees (SGE) for purposes of federal ethics laws and regulations. All SGE's must file a financial disclosure report with NARA's DAEO on or before the date of their first participation in a Committee meeting. Any federal employees who are

appointed to the Committee must also file a financial disclosure report on or before the date of their first participation in a Committee meeting.

11. Appointment of Officers: The Archivist of the United States shall select a Chairperson. If necessary, a Vice Chairperson may be designated annually by members of the Committee, in consultation with the Archivist of the United States. The Chairperson is the presiding officer of the Committee who guides its efforts to the effective completion of its assigned tasks. The Chairperson shall provide leadership and adhere to the Charter and such other rules of order and operating procedures as the Committee may adopt, maintain order, and conduct each meeting in accordance with the prescribed rules and procedures. The Chairperson is responsible for certifying the accuracy of Committee meeting minutes. The Vice Chairperson shall assume and perform the duties of the Chairperson in the event the Chairperson is absent or unavailable.

12. Subcommittees: The Chairperson may establish temporary subcommittees as organs of the Committee to perform appropriate tasks. The Chairperson may designate members from either the Committee or the public to serve on subcommittees. The subcommittee Chairperson shall be a Committee member.

13. Compensation for Members: Members of the Committee may receive travel and per diem, as allowed in accordance with Federal Government regulations. All travel by individual members when engaged in Committee business shall be approved in advance by the Designated Federal Official.

14. Designated Federal Official (DFO): The DFO is a full time salaried employee of NARA and will perform the duties set forth in section 10(c) of the Federal Advisory Committee Act. The DFO will ensure that administrative support and staffing are provided to the Committee including:

- Developing agenda items in close consultation with the Chairperson;
- Preparing recommendations and resolutions, which reflect the determinations of the Committee on substantive issues as required;
- Assistance in developing plans for the activities of the Committee and Subcommittees;
- Calling the Committee meetings and notifying members of the meetings;
- Notifying NARA's DAEO (NGC) of the appointment of new members and ensuring that financial disclosure requirements have been satisfied by new members prior to their first participation in Committee meetings; and
- Maintaining and providing NARA's Committee Management Officer with records of Committee activities and disseminating information in accordance with applicable resolutions or instructions.

15. Minutes: Minutes of each Committee meeting shall be kept and contain, at a minimum, a record of the persons present, a description of matters discussed and

conclusions reached, and copies of all reports received, issued, or approved by the Committee. The Committee Chairperson shall certify the accuracy of all minutes.

16. Reports: Recommendations, resolutions and reports shall be in writing and submitted by the Committee Chairperson. The DFO shall also provide the Archivist of the United States with minutes of each Committee meeting. The Committee shall prepare an annual report fulfilling the requirements set out in 44 U.S.C. § 2505 note. This report shall also be submitted simultaneously to the Senate Subcommittee on Federal Financial Management, Government Information, Federal Services, and International Security of the Committee on Homeland Security and Government Affairs, and to the House Subcommittee on Information Policy, Census and the National Archives of the Committee on Oversight and Government Reform.

Approved:



David S. Ferriero
Archivist of the United States

MAR 15 2010

Date