**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 (FACA), 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**: The FFAC 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. Description of Duties:** The FFAC is an advisory committee to study and advise on the progress of the five Founding Fathers paper projects. Recommendations, resolutions and reports shall be in writing and submitted by the Committee Chairperson. 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 NARA's congressional oversight committees

**5. Official(s) to Whom the Committee Reports:** The FFAC shall report to the Archivist of the United States and to NARA's congressional oversight committees in the U.S. Senate and U.S. House of Representatives.

**6. Committee Support**: The National Archives and Records Administration shall provide the Committee with all necessary support. NARA's General Counsel and Designated Agency Ethics Official (DAEO) will provide legal and ethics program support to the Committee.

**7. Estimated Annual Operating Cost:** The annual operating cost for the Committee is estimated to be $15,000 and 1/8 of a staff year.

**8. Designated Federal Official (DFO)**: The DFO is a full time salaried employee of NARA and will perform the duties with respect to the Committee and it's subcommittees as 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.
- The DFO shall also provide the Archivist of the United States with minutes of each Committee meeting. 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.

**9. Estimated Number and Frequency of Meetings**: In consultation with the Archivist of the United States, the DFO 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.

**10. 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. The Committee will not meet without a filed charter.

**11. Membership Designation:** 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. NARA's Office of General Counsel (NGC) will provide ethics program support to the Committee.

**12. 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.

**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. Subcommittees**: With approval by the DFO, 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.

**15. Recordkeeping:** The records of the Committee and established subcommittees or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**16. Filing Date:** APR 28 2014

Approved:

David S. Ferriero
Archivist of the United States