

**Advisory Committee  
on the  
Electronic Records Archives**

**Charter**

**Committee Official Designation:** The name of this advisory committee shall be the Advisory Committee on the Electronic Records Archives (ACERA).

**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.

The Archivist of the United States officially authorized the Electronic Records Archives (ERA) Program under the National Archives and Records Administration (NARA) Directive 101-Part 3, Section 6, on October 31, 2002.

**Objective and Scope:** This Charter establishes and sets forth the operating procedures for the Advisory Committee on the Electronic Records Archives.

**Duties:** The duties of ACERA are to serve as a deliberative body to advise the Archivist of the United States on technical, mission, and service issues related to ERA. This includes, but is not limited to, advising and making recommendations to the Archivist on issues related to the implementation, maintenance, and use of the ERA system.

**Official(s) to Whom the Committee Reports:** ACERA will advise and report to the Archivist of the United States.

**Support Service:** 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. The Designated Agency Ethics Official (DAEO) and NARA's General Counsel Office (NGC) will provide ethics program support to the Committee.

**Annual Operating Cost:** The annual operating cost for the Committee is estimated to be \$30,560.00 and ¼ of a staff year.

**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 is a voting member of the committee and will ensure administrative and staff support 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 records of Committee activities and disseminating information in accordance with applicable resolutions or instructions.

**Meetings:** The Archivist of the United States shall call a meeting twice a year and may call additional meetings as may be necessary. Timely notice of each meeting shall be disseminated to interested persons. Meetings of the Advisory Committee will be open to the public. Subcommittee meetings may also be called as necessary to carry out its business.

**Duration:** This advisory committee will serve the National Archives and Records Administration as long as it is effective.

**Termination:** The Charter shall be eligible for renewal every two years, unless terminated sooner.

**Membership:** The committee shall consist of no more than 20 voting members considered to have particular expertise, knowledge and experience in electronic records. To ensure a balanced representation, members shall be chosen, insofar as practical, from the following groups: (1) recognized experts and leaders in organizations having an active interest in records management and electronic records; (2) academia and researchers; (3) information technology; (4) individuals with an interest in records management and electronic records; and (5) state officials with responsibility for electronic records. Additional persons may be appointed to the Committee to assist in the performance of its functions. All members will be appointed by the Archivist of the United States.

In addition to the voting members, the committee may include non-voting representatives of the following government agencies and organizations: (1) The Office of Management and Budget; (2) The Federal Records Council; (3) The Government Printing Office; and (4) The Library of Congress.

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 Designated Agency Ethics Official (DAEO) on or before the date of their first participation in a Committee meeting. Any federal employees who serve as voting members of the Committee must also file a financial disclosure report on or before the date of their first participation in a Committee meeting. Non-voting representatives who participate in Committee meetings are not required to file financial disclosure reports.

**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.

**Recordkeeping:** Recommendations, resolutions and reports shall be in writing and submitted by the Committee Chairperson to the Archivist of the United States. If requested, the voting members may prepare majority and minority reports. The DFO shall also provide the Archivist of the United States with minutes of each Committee meeting. At the end of each calendar year, the DFO shall prepare a report to the Archivist of the United States summarizing all Committee activities, including any pertinent background material.

Approved:

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David S. Ferriero  
Archivist of the United States

Date August 16, 2011

