

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
CHARTER
OF THE
STATE, LOCAL, TRIBAL, AND PRIVATE SECTOR
POLICY ADVISORY COMMITTEE

1. **Official Designation.** The name of this advisory committee shall be the State, Local, Tribal, and Private Sector Policy Advisory Committee (SLTPS-PAC).
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 3(d) of Executive Order 13549, (the Order).
3. **Objectives and Scope.** The SLTPS-PAC will advise the President, the Secretary of Homeland Security, the Director of the Information Security Oversight Office (ISOO), and other executive branch officials on all matters concerning the policies relating to access to and safeguarding of classified national security information by U.S. State, Local, Tribal, and Private Sector Entities, as specified in Executive Order 13549 and its implementing directive. The SLTPS-PAC shall serve as a forum to discuss policy issues in dispute. The Director, ISOO, shall serve as Chairman and approve members of the Committee who have been nominated by other members.
4. **Duties.** The Committee shall advise the Chairman on all matters concerning the oversight of the SLTPS Program as prescribed by Executive Order 13549.
5. **Official to Whom the Committee Reports.** The SLTPS-PAC shall report to the Director, ISOO, National Archives and Records Administration (NARA).
6. **Support.** ISOO shall provide the SLTPS-PAC with administrative services, facilities, staff, and other support services necessary for the performance of its functions. NARA's Office of General Counsel (NGC) will provide ethics program support to the Committee.
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs of the SLTPS-PAC are \$175,000. Staff support provided by ISOO is estimated to be 1.5 staff years.
8. **Designated Federal Officer (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, to include ensuring administrative and staff support to the Committee.
9. **Estimated Number and Frequency of Meetings.** The SLTPC-PAC shall meet at the request of the Chairman, but at least twice during the calendar year.
10. **Duration.** The need for the SLTPS-PAC is continuing.
11. **Termination.** The Charter shall be eligible for renewal every two years.
12. **Membership and Designation.** Membership will consist of representatives (Regular Government Employees) of those departments and agencies specified in section 3(a) of

Executive Order 13549 and non-Federal Government representatives (Representative Members) of SLTPS entities as nominated by Committee members and approved by the Chairman.

The non-Federal members to the SLTPS-PAC will initially be nominated by the Federal members, as the designation of Federal members is specified by the Order. Once there are non-Federal members on the committee, those members may nominate other individuals for membership.

NARA will ensure that the Committee's composition does not violate June 18, 2010, Presidential Memorandum, "Lobbyists on Agency Boards and Commissions," 75 Fed. Reg. 35,955. The memorandum directs "heads of executive departments and agencies not to make any new appointments or reappointments of federally registered lobbyists to advisory committees and other boards and commissions"

The Designated Agency Ethics Official for NARA has determined that all non-Federal members of the Committee are "representatives" for purposes of federal ethics laws and regulations, and, thus, do not need to file financial disclosure annually. Any Federal employees who are appointed to the Committee must file a confidential financial disclosure report on or before the date of their first participation in a Committee meeting.

13. Subcommittees. The Committee Chairman may establish subcommittees as necessary to support the functions of the full Committee.

14. Minutes. Minutes of each Committee meeting shall be kept and contain, at a minimum, a record of the persons present at the meeting, including advisory committee members and staff, agency employees, and members of the public who presented oral or written statements; a description of matters discussed and conclusions reached; and copies of all reports received, issued, or approved by the Committee. The Committee Chairman shall certify the accuracy of all minutes.

15. Recordkeeping. The records of the Committee, formally and informally 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. Recommendations, resolutions, and reports shall be in writing and submitted by the Committee Chair. The DFO shall also provide the Archivist of the United States with minutes of each Committee meeting.

Approved:



David S. Ferriero
Archivist of the United States

15 DECEMBER 2010

Date