

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

CHARTER

OF THE

ADVISORY COMMITTEE

ON THE PRESIDENTIAL LIBRARY-FOUNDATION PARTNERSHIPS

- 1. Committee's Official Designation.** The name of this advisory committee shall be the Advisory Committee on the Presidential Library-Foundation Partnerships.
- 2. Authority.** The Committee is created by agency authority and governed by the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. App. 2), which sets forth standards for the formation and use of advisory committees.
- 3. Objectives and Scope.** Presidential Libraries benefit from the support of each of their individual support organizations chartered as a foundation, institute, or center. The thirteen Presidential Libraries' support organizations provide significant support for the libraries' exhibit and public outreach programs, and education programs. Many of these support organizations also support archival functions such as digitization and preservation activities and provide funds to support archives aides and interns.
- 4. Description of Duties.** The role of the Committee is to advise the Archivist of the United States (Archivist) on matters of mutual concern and interest relating to the public-private partnership of the Presidential Libraries operated by the National Archives and Records Administration (NARA). The Committee Chair works with the DFO to establish meeting agendas and present reports to the Archivist.
- 5. Official to whom the Committee Reports.** The Committee shall report to the Archivist.
- 6. Committee Support.** NARA shall provide the Committee with all necessary support.
- 7. Estimated Annual Operating Costs and Staff Hours.** The estimated annual operating costs of the Committee are \$80,000 and .10 staff years.
- 8. Designated Federal Officer (DFO).** The DFO is the Director of the Office of Presidential Libraries, a full time salaried employee of NARA and will perform the duties set forth in section 10(e) & (f) of FACA.
- 9. Estimated Number and Frequency of Meetings.** The Committee shall meet up to twice a year at the request of the Archivist.

10. Duration. The Committee is established as a standing advisory committee with no fixed duration or termination date.

11. Membership and Designation. The members of the Committee represent the private, nonprofit foundations and institutes that built the presidential libraries and continue to support their programs through direct and in-kind financial and other support. Each library support organization nominates an individual to represent its corporate interests on the committee, and the Archivist appoints one member for each support organization. The Archivist will consult with a support organization as necessary regarding its representative to the committee. The membership of this committee is currently thirteen members and will change as the number of presidential libraries changes. Members are appointed for a two year term, but may be reappointed by the Archivist for additional terms.

The Archivist selects the Committee Chair. The Chair appointment is for a two year term, but may be reappointed for additional terms.

12. Subcommittees. The DFO, with the Archivist's approval, may establish subcommittees to perform appropriate tasks. The subcommittees report back to the parent Committee and do not provide advice or work products directly to NARA.

13. Record Keeping: Recommendations, resolutions and reports shall be in writing and submitted by the Chair to the Archivist. The DFO shall also provide the Committee Chair and the Archivist with minutes of each Committee meeting. At the end of each calendar year, the DFO shall prepare a report to the Archivist summarizing all Committee activities, including any pertinent background material.

The records of the Committee, subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2, Items 010 (DAA-GRS-2015-0001-0001) and 020 (DAA-GRS-2015-0001-0002) 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.

14. Termination. The Charter shall be eligible for renewal every two years.

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