

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

## CHARTER

### OF THE

#### ADVISORY COMMITTEE

#### ON THE PRESIDENTIAL LIBRARY-FOUNDATION PARTNERSHIPS

1. **Official Designation.** The name of this advisory committee shall be the Advisory Committee on the Presidential Library-Foundation Partnerships.
2. **Authority.** The Committee is governed by the provisions of the Federal Advisory Committee Act, 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 support organizations provide significant support for the libraries' exhibit and public outreach programs, and education programs. Many also support archival functions such as digitization and preservation activities and provide funds to support archives aides and interns. The Committee shall advise the Archivist of the United States (Archivist) on matters relating to the public-private partnership of the Presidential Libraries operated by the National Archives and Records Administration (NARA.)
4. **Duties.** The Committee shall advise the Archivist on matters of mutual interest arising from the collaborative activities of the Presidential Libraries and their support organizations, including without limitation programs, objectives, funding, and the legal authorities (statutes, regulations, policies, and procedures) that affect their public-private partnership.
5. **To whom responsible.** The Committee shall report to the Archivist.
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. **Annual operating costs.** The estimated annual operating costs of the Committee are \$80,000 and .10 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(e) & (f) 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; and
- Maintaining records of Committee activities and disseminating information in accordance with applicable resolutions or instructions.

**9. 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 Advisory 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. The boards of these support organizations select the individuals who will represent their corporate interests because those individuals have a unique perspective to share with the Archivist of the United States based on their association with the former Presidents, their contact with former officials in various administrations, or their professional experience. They have been deeply involved in the development of or the ongoing collaboration with the various libraries and can speak with authority for the support organizations on issues that arise in connection with establishing new libraries or administering existing ones. The membership of this committee is currently 13 members and will change as the number of presidential libraries changes.

The Designated Agency Ethics Official for NARA has determined by formal memorandum vetted through the Office of Government Ethics 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.

**12. Subcommittees:** The Chairperson, with the Archivist’s approval, may establish temporary subcommittees as organs of the Committee to perform appropriate tasks. The Chairperson, with the Archivist’s approval, may designate members from the Committee, the officers, directors, trustees, or employees of a library support organization, from NARA staff, or the public to serve on subcommittees. The subcommittee Chairperson shall be a Committee member.

**13. Record Keeping:** 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 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, 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.

**FILE DATE:** July 16, 2010