NATIONAL ARCHIVES

Charter of the Federal Records Management Council

Name:

Federal Records Management Council

Authority:

Under 44 U.S.C. 2904 - General responsibilities for records management:

> (a) The Archivist shall provide guidance and assistance to Federal agencies with respect to ensuring adequate and proper documentation of the policies and transactions of the Federal Government and ensuring proper records disposition.

Under 44 U.S.C. 2904(c) - the Archivist of the United States has the responsibility:

> (4) to establish such interagency committees and boards as may be necessary to provide an exchange of information among Federal agencies with respect to records management.

Under these authorities, the Archivist establishes a Federal Records Management Council (FRMC) to provide input, advice and recommendations to the Archivist and to the National Archives and Records Administration (NARA) and other Federal agencies on all aspects of records management, with particular emphasis on electronic records management and emerging records and information management (RIM) challenges.

Mission:

The mission of the Council is to identify critical issues and to provide recommendations on recordkeeping solutions and acceptable practices to the Archivist of the United States.

Scope:

The scope of work of the Council is Federal records and information management. The Council draws its members from Federal agencies. The Council provides a formal ongoing forum through which leading Federal practitioners and stakeholders share information, and identify common issues and experiences regarding shared RIM challenges facing Federal agencies.

Goals:

The goals of the Council are to:

- Identify common issues and challenges for meeting statutory and regulatory requirements for Federal recordkeeping.
- Explore options for evolving electronic RIM best practices.
- Make recommendations to NARA on guidance, processes, and strategic direction for Federal agencies to manage Federal records and business information.

- Collaborate with Federal agencies and other councils (such as, Federal CIO Council and Federal Web Managers Council) on Federal RIM challenges and solutions.
- Collaborate with academic and industry groups on Federal RIM challenges and solutions.

Objectives:

The Council will identify annual objectives or projects the Council will undertake to meet the goals stated above. The Council may form subcommittees to work on various projects. The projects will vary in scope, time, and length.

Responsibilities:

A. Chair

- The Chief Records Officer for the U.S. Government serves as the Chair of the Council
- Convenes and presides over Council meetings
- Manages the activities of the Council Executive Secretariat
- Reports to the Archivist on status and progress of the Council objectives

B. Executive Secretariat

- Supports the Chair in preparing for meetings
- Provides administrative and logistical staff support at the Council meetings and following meetings
- Prepares read-ahead materials and meeting notes

C. Members

- Participate in Council meeting as subject matter experts, practitioners, or thought leaders in a relevant functional area
- Participate in Council projects to meet objectives
- Communicate and coordinate best practices within their agencies to ensure policy implementation alignment
- Communicate and coordinate Council discussions, recommendations and information, as appropriate, with their Senior Agency Official (SAO) for records management, and share SAO insight, feedback, and suggestions where applicable
- Formally review NARA guidance products on behalf of the Federal records management community during the public comment period
- Informally review and discuss early draft versions of NARA guidance products

Membership:

Council Members will have a high functional level in their RIM areas of expertise and are expected to participate in full capacity as the Principal Member. Council Members may designate an Alternate Member to attend meetings in their absence. The Council Members will report the Alternate Members in writing to the Chair and the Executive Secretariat.

The Council shall comprise Members from the following:

Council Chair & Council Executive Secretariat
Membership Term: Permanent

1) Chair - Chief Records Officer for the U.S. Government
2) Alternate Chairs - Office of the Chief Records Officer for the U.S. Government Program Directors
3) Executive Secretariat - NARA designated official

Federal Departments Principal & Alternate Members
Membership Term: Permanent

1) Agriculture
2) Commerce
3) Defense
4) Education
5) Energy
6) Executive Office of the President
7) Health and Human Services
8) Homeland Security
9) Housing and Urban Development
10) Interior
11) Justice
12) Labor
13) State
14) Transportation
15) Treasury
16) Veterans Affairs

Other Agencies or Communities
Membership Term: Permanent

1) Environmental Protection Agency
2) Department of the Air Force
3) Department of the Army
4) Department of the Navy
5) General Services Administration
6) Marine Corps
7) National Aeronautics and Space Administration
8) National Archives and Records Administration (the NARA Records Officer)
9) Office of the Director of National Intelligence
10) Office of Management and Budget
11) Office of Personnel Management
12) Small Agency Council

In addition to the permanent members listed above, the Chair may also designate standing members who represent Federal Agency interests related to but not limited to areas such as: legal and privacy issues; information technology; information security; the law enforcement community; the web content managers community; the Federal court system; and the Federal standards community.

Other meeting attendees, such as subject matter experts, will perform an advisory role to support the Council Member(s). Representatives from other Federal agencies or groups may attend meetings as observers and can help form the consensus views of the Council.

Meetings and Estimated Level of Effort:

The Council will meet bi-monthly, or when called with due and timely notice by the Chair, preferably 20 business days prior.

The Chair can form committees and call committee meetings, as needed, with due and timely notice notifying the Council Members, preferably 20 business days prior.

The estimated level of effort for Members is approximately 80 hours per year, based on:

- Six, two-hour, bi-monthly meetings (and meeting preparation)
- Document review
- Ad hoc committee activities

Recommendations by Consensus:

Recommendations will be made by the consensus of the Council Members. The Executive Secretariat will document the views of the Council Members and record how consensus decisions were reached regarding recommendations to the Archivist and NARA.

Communications:

The Executive Secretariat will provide means by which Members can communicate via listserv and other online tools that enhance the exchange of ideas and information. Meeting agendas and other documents will be distributed prior to each meeting by email by the Executive Secretariat. Voting and approval of consensus positions will be done at bi-monthly meetings, special meetings, or via email.

NARA may conduct effectiveness reviews to ensure the formation of the Members and chartered functions are still appropriate.

Approval:

NARA and the FRMC should review the charter annually to evaluate its relevancy and suggest revisions. Approval of the Federal Records Management Council charter is by the Chair of the Council and the Archivist of the United States.

LAURENCE BREWER

Chair, Federal Records Management Council

Date: 6-22-2016

DAVID S. FERRIERO

Archivist of the United States

Date: 3 August 2016