

**Advisory Committee
On the
Electronic Records Archives**

Charter

Purpose: This Charter establishes and sets forth the operating procedures for the Advisory Committee on the Electronic Records Archives (ACERA). ACERA shall 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 development, implementation and use of the ERA system.

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 ERA Program under the National Archives and Records Administration (NARA) Directive 101-Part 3, Section 6, on October 31, 2002.

Scope: The committee will define the scope and substance of the Committee's agenda with the consent of the Archivist of the United States.

Background: The ERA system will be a comprehensive, systematic, and dynamic means for storing, preserving, and accessing virtually any kind of electronic record, free from dependence on any specific hardware or software. ERA, when fully operational, will make it easy for NARA customers to find the records they want and easy for NARA to deliver those records in formats suited to customers' needs.

NARA's mission is to serve American democracy by ensuring that the people can discover, use, and trust the records of our government. Increasingly, records are created and maintained in electronic formats. In order to continue serving its mission, NARA must respond effectively to the challenge posed by the diversity, complexity, and enormous volume of electronic records being created today and the rapidly changing nature of the systems that are used to create them.

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.

Term of Office: The term of each member shall be for a period of not more than three years. To promote continuity and ensure a broad range of participation, one half of initial appointees shall serve a term of three years and the other half shall serve for two years. Thereafter, appointments to the Committee shall be for terms of two years. A member may serve additional terms as requested by the Archivist of the United States. A vacancy in the Committee shall not affect its powers. A replacement shall be selected in the same manner in which the original appointment was made.

Appointment of Officers: A Chairperson shall be designated annually by the Archivist of the United States. A Vice Chairperson shall be designated annually by members of the Committee, in cooperation with the Archivist of the United States. The Chairperson is the presiding officer of the Committee who guides its efforts to the effective completion of its assigned tasks. The Chairperson shall provide leadership and adhere to the Charter and such other rules of order and operating procedures as the Committee may adopt, maintain order, and conduct each meeting in accordance with the prescribed rules and procedures. The Chairperson is responsible for certifying the accuracy of Committee meeting minutes. The Vice Chairperson shall assume and perform the duties of the Chairperson in the event the Chairperson is absent or unavailable.

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 DAEO and NGC will provide ethics program support to the Committee.

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.

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 that 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.

Minutes: Minutes of each Committee meeting shall be kept and contain, at a minimum, a record of the persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the Committee. The Committee Chair shall certify the accuracy of all minutes.

Compensation for Members: Members of the Committee may receive travel and per diem, as allowed in accordance with Federal Government regulations. All travel by individual members when engaged in Committee business shall be approved in advance by the Chairperson and the DFO.

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

Reports: 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.

Effective Date and Duration: This charter will be effective when signed by the Archivist of the United States. The Charter shall be eligible for renewal every two years, unless terminated sooner.

Approved:

ALLEN WEINSTEIN
Archivist of the United States

Date

