

Charter

Social Networks and Archival Context (SNAC) Program Working Group at NARA

I. Purpose

This Charter establishes the Social Networks and Archival Context ("SNAC") Program Working Group. The SNAC Program Working Group at the National Archives and Records Administration ("NARA"), shall provide leadership and oversight regarding NARA's role regarding the business, governance, and technical infrastructure involved in the establishment and administration of the Social Networks and Archival Cooperative ("the Cooperative"). The purpose of the Cooperative is to establish an operational international information resource that aggregates reliable descriptive data about people and organizations who created or are documented in archival holdings and for discovering important archival name authorities and their related social networks and context.

II. Authority

The SNAC Program Working Group is established per the goals and objectives set forth in NARA's Strategic Plan, 2014-2018, Revised March 2014.

More specifically, by establishing the SNAC Program Working Group, NARA demonstrates its commitment to the goals set forth in the NARA Strategic Plan: 1) *Make Access Happen*- the development of standard archival authorities allows potential researchers to dramatically expand their access to information across a series of diverse archival institutions; 2) *Connect with Customers*- NARA's participation in the Cooperative opens up new avenues for connection and brings NARA holdings to those who might not be aware of them both in the US and internationally; 3) *Maximize NARA's Value to the Nation*- by leveraging the efficiencies that can be achieved through the Cooperative, NARA will be able to deliver information, e.g., historical records, context, and metadata, to customers when and where they need it; and 4) *Build or Future Through our People*- the work of the Cooperative promotes a culture of empowerment and inclusion by helping archivists to develop and use new digital methods.

III. Scope and Objectives

The SNAC Program Working Group will define and develop NARA's role with regard to the business, governance, and infrastructure of the Cooperative. The group will meet with stakeholders to develop strategies pertaining to the Cooperative's membership criteria, potential public outreach, the facilitation of meetings by Cooperative members, the cultivation of relationships with professional organizations, state and regional archives, academia, as well as other cultural heritage description and access initiatives, e.g., OCLC, NACO, etc.

IV. Membership

The SNAC Program Working Group will define and develop NARA's role with regard to the business, governance, and infrastructure of the Cooperative. The group will meet with stakeholders to develop strategies pertaining to the Cooperative's membership criteria, potential public outreach, the facilitation of meetings by Cooperative members, the cultivation of relationships with professional organizations, state and regional archives, academia, as well as other cultural heritage description and access initiatives, e.g., OCLC, NACO, etc.

V. Role with SNAC Steering and Policy Committee

A member of the NARA SNAC Program Working Group shall participate with representatives from UVA and CDL on the SNAC Planning Team and shall represent NARA's interests on the Steering and Policy Committee of SNAC during a pilot testing period to be followed by an operational launch and the ongoing maintenance of the SNAC Cooperative database and community resource. A member of the NARA SNAC Program Working Group shall serve as Chairman of the SNAC Planning Team during the

Pilot Testing period.

VI. Meetings

Members of the SNAC Program Working Group shall hold internal meetings as necessary and shall participate in at least three meetings per year, either via teleconference, online, or face-to-face with other SNAC Planning Team members. The Chairman of the SNAC Steering and Policy Committee shall preside at any meeting.

VII. Duration

This Charter shall be effective upon the date of the Archivist's signature and shall be in effect until superseded or suspended.

VIII. Amendment of Charter

This Charter may be amended by the SNAC Program Working Group members and may take the decisions of the SNAC Steering and Policy Committee into consideration as necessary. Notice of a proposed amendment must be given in writing at least 30 days in advance of a vote on the amendment's adoption. Once adopted, the new amendment shall be appended to the original Charter document.

IX. Reports

The SNAC Program Working Group shall provide status reports to the Archivist of the United States or his designee on an annual basis.

[signed by David Ferriero, March 17, 2015]