

B 008 08

EXECUTIVE ORDER

Continuing the Colorado Historical Records Advisory Board

Pursuant to the authority vested in the Office of the Governor of the State of Colorado, I, Bill Ritter, Jr., Governor of the State of Colorado, hereby issue this Executive Order continuing the Colorado Historical Records Advisory Board (the “Board”).

I. Background and Need

Historical records, both public and private, provide the basis for an understanding of the past. They exist in part due to the efforts that people and institutions expend to locate, identify, describe, evaluate, and preserve them. These efforts are bolstered and enhanced by a sustained and vigorous program of public education and planning in the care, use, and significance of historical records. The federally authorized National Historical Publications and Records Commission (“NHPRC”) completes projects relating to the collection, arrangement, and description of historical records. The NHPRC sought a federal and State partnership for its records program through the establishment of a historical records advisory board in each state.

An active Colorado Historical Records Advisory Board provides leadership and guidance toward the identification, description, evaluation, and preservation of historical records within the State. Among the Board’s important tasks are engaging in planning; developing, revising and submitting to the NHPRC a state plan setting forth priorities for state historical records projects following the Manual of Suggested Practices.

II. Membership

- A. The Board shall continue to consist of up to fifteen (15) members, appointed for four-year terms.
- B. All members shall continue to be appointed by and serve at the pleasure of the Governor.
- C. In the event of a vacancy, the new member appointed will serve the remainder of the outgoing member’s term.

- D. The Governor shall appoint either a representative from the Colorado Historical Society or the Colorado State Archives as the Chairperson.
- E. Members of the Board must have professional experience in the administration of historical records or experience researching historical records or should be committed to the preservation of the State's documentary heritage.
- F. Members are not compensated for regular Board service, but may be reimbursed, when funds are available, for expense incurred while attending Board meetings or traveling on the Board's behalf.

III. Duties

- A. The Board shall continue to:
 - 1. Advise the Governor on all aspects of historical records housed within the State of Colorado;
 - 2. Participate in the records program of the NHPRC;
 - 3. Solicit and develop grant-funded projects to be conducted in Colorado with NHPRC monies;
 - 4. Review grant proposals submitted by Colorado institutions and provide recommendations regarding these proposals to the NHPRC and applicants;
 - 5. Develop state plans for historical records projects in accordance with NHPRC guidelines;
 - 6. Promote and/or conduct workshops to assist local records repositories; and
 - 7. Sponsor surveys and publish reports that describe the condition of public and private records and include action plans for improvement.
- B. The Board shall continue to meet at least twice a year and submit an annual report to the Governor regarding its activities during the previous year. Technical and staff assistance shall be provided by the State Historical Records Coordinator's department.

IV. Directive

- A. The Colorado Historical Records Advisory Board is hereby continued without interruption;
- B. This Executive Order shall repeal and supercede all previous Executive Orders pertaining to the Colorado Historical Records Advisory Board and specifically Executive Order B 006 04.

V. Duration

The Board shall continue in existence unless it is terminated by Executive Order of the Governor.

GIVEN under my hand and the
Executive Seal of the State of
Colorado this third day of
June, 2008.

Bill Ritter, Jr.
Governor