

Executive Orders

EXECUTIVE ORDER 98-31

Louisiana Historical Records Advisory Board

WHEREAS, the evaluation and re-evaluation for historical purposes of the experiences of our nation, states, communities, and societal groups are dependent on proper documentation;

WHEREAS, the National Historical Publications and Records Commission (hereafter "National Commission") was created pursuant to 44 U.S.C. Section 2501, et seq., to cooperate with, assist, and encourage federal, state, and local agencies and non-governmental institutions, societies, and individuals in collecting, preserving, editing, and publishing documents, including the papers of outstanding citizens of the United States, that may be important for an in-depth understanding and appreciation of the history of the United States;

WHEREAS, through a program established under 44 U.S.C. Section 2504, based on the recommendation of the National Commission, state and local agencies, nonprofit organizations, institutions, and individuals may receive grants from the Archivist of the United States for the collection, description, preservation, compilation, publication, and dissemination of records, photographs, and other materials significant to the history of the United States;

WHEREAS, as a prerequisite to a state's participation in the National Commission's grant program, the regulations of the entity which governs the National Commission, the National Archives and Records Administration, 44 U.S.C. Section 2102, et seq., require the state to establish a historical records advisory board, 36 C.F.R. Part 1206; and

WHEREAS, the interests of the citizens of the state of Louisiana would be best served by the creation of a historical records advisory board that is charged with coordinating and facilitating the efforts of historical records repositories and other informational agencies within the state in the collection, preservation, and publication of the important historical documents of this state;

NOW THEREFORE I, M.J. "MIKE" FOSTER, JR., Governor of the state of Louisiana, by virtue of the authority vested by the Constitution and laws of the state of Louisiana, do hereby order and direct as follows:

SECTION 1: The Louisiana Historical Records Advisory Board (hereafter "Board") is established within the division of archives, records management, and history, Department of State (hereafter "State Archives").

SECTION 2: The duties of the Board shall include, but are not limited to, the following:

A. sponsoring and publishing surveys of the conditions and needs of historical records in this state;

B. soliciting and/or developing proposals for historical records projects to be undertaken by institutions in this state or

by the Board with grants from the National Historical Publications and Records Commission (hereafter "National Commission");

C. reviewing historical records projects proposed by institutions in this state and making recommendations thereon to the National Commission;

D. developing, revising, and submitting the state's priorities for historical records projects to the National Commission in accordance with the guidelines developed by the National Commission;

E. promoting an understanding of the role and the value of historical records and record-keeping;

F. acting in an advisory capacity to the State Archives and other statewide archival or records agencies; and

G. reviewing, through reports and otherwise, the operation and progress of projects throughout the state which have been financed, in whole or in part, by grants from the National Commission.

SECTION 3: The Board shall consist of seventeen (17) members who shall be appointed by, and serve at the pleasure of, the governor. As much as practicable, Board members shall be broadly representative of public and private archives, records offices, and research institutions and organizations in the state. The membership of the Board shall be selected as follows:

A. the director of State Archives;

B. nine (9) members outstanding in one or more of the following fields: administration of government records, historical records, and/or archives; and

C. seven (7) members at large.

SECTION 4: The director of the State Archives shall chair the Board and serve as the state historical records coordinator (hereafter "coordinator"). On the recommendation of the coordinator, a deputy state historical records coordinator (hereafter "deputy coordinator") shall be appointed by, and serve at the pleasure of, the governor. When practicable, the deputy coordinator shall be selected from the membership of the Board or the staff of the coordinator's agency. The membership of the Board shall elect all other officers.

SECTION 5: The duties of the coordinator shall include, but are not limited to, the following:

A. preparing a comprehensive written report on the Board's activities to be submitted annually to the governor and the National Commission detailing the Board's activities during the previous year, assessing the Board's ongoing planning objectives, and providing all additional data and/or information necessary to comply with the National Commission's Guidelines for State Historical Records Coordinators and State Historical Records Advisory Boards (hereafter "the National Commission's guidelines");

B. coordinating the Board's efforts to assess and monitor the conditions and needs of historical records in the state;

C. serving as project director or providing administrative oversight for any grant projects carried out by the Board;

D. assisting the Board in developing and sustaining statewide strategic planning, including the development and maintenance of a statement of priorities for historical records programs in the state, identifying particular priorities for board action and priorities for grant funding;

E. soliciting and receiving applications for National Commission-funded grant projects, managing the grant review process at the state level, and forwarding rating sheets and summary recommendations to the National Commission;

F. providing information about National Commission grants and Board activities and priorities to institutions and individuals within the state;

G. serving as a liaison between the Board and the National Commission and as the initial point of contact for state and local officials and agencies on matters relating to records grants;

H. reviewing, upon request by the National Commission and when practicable, grant proposals from other state historical records boards and applicants from outside of the state;

I. fostering cooperation and communication among the historical records repositories, other information agencies within the state, and the National Commission; and

J. participating with other state historical records coordinators in regional and national meetings to discuss the National Commission's work and the work of the state boards, and to seek solutions to common problems.

SECTION 6: The duties of the deputy coordinator shall include, but are not limited to, assisting the coordinator in executing the coordinator's duties as defined in Section 5 of this Order, and serving as an acting coordinator at the coordinator's discretion or upon the coordinator's resignation or inability to serve.

SECTION 7: The Board shall comply with the National Commission's guidelines.

SECTION 8: The Board shall meet at regularly scheduled intervals and at the call of the chair.

SECTION 9: Support staff for the Board and facilities for its meetings shall be provided by the State Archives.

SECTION 10: The members of the Board shall not receive compensation or a per diem. Nonetheless, contingent upon the availability of funds, members who are not an employee of the state of Louisiana or one of its political subdivisions, or an elected official, may receive reimbursement from the Office of the Governor for actual travel expenses incurred, in accordance with state guidelines and procedures, with the prior written approval of the commissioner of administration and the Office of the Governor.

SECTION 11: All departments, commissions, boards, agencies, and officers of the state, or any political subdivision thereof, are authorized and directed to cooperate with the Board in implementing the provisions of this Order.

SECTION 12: This Order is effective upon signature and shall remain in effect until amended, modified, terminated, or rescinded by the governor, or terminated by operation of law.

IN WITNESS WHEREOF, I have set my hand officially and

caused to be affixed the Great Seal of the state of Louisiana, at the Capitol, in the city of Baton Rouge, on this 12th day of June, 1998.

M.J. "Mike" Foster, Jr.
Governor

ATTEST BY
THE GOVERNOR
Fox McKeithen
Secretary of State
9807#028

EXECUTIVE ORDER MJF 98-32

Chief Information Officer

WHEREAS, each year the state of Louisiana spends several hundred million dollars on information technology (hereafter "IT");

WHEREAS, due to the sizable amount of the state's annual IT expenditures, the interests of the citizens of the state of Louisiana would be best served by the development and formulation of a master IT plan which correlates state IT expenditures to the priorities set forth in the state's strategic business plan for the efficient and effective administration of state government; and

WHEREAS, the state of Louisiana's efforts to develop, formulate, and implement a master IT plan will be complimented and enhanced by the reorganization and consolidation of the state's related IT operations and programs under the supervision and direction of a chief information officer;

NOW THEREFORE I, M.J. "MIKE" FOSTER, JR., Governor of the state of Louisiana, by virtue of the authority vested by the Constitution and laws of the state of Louisiana, do hereby order and direct as follows:

SECTION 1: The office of chief information officer (hereafter "CIO") is created and established within the Executive Department, Office of the Governor, Division of Administration. The CIO shall provide strategic direction and coordination of information technology (hereafter "IT") operations, programs, activities, and services within the fifteen (15) executive departments operating under the authority of the governor and provide such services, upon request, for the five (5) executive departments operating under the authority of other statewide elected officials.

SECTION 2: The CIO shall be appointed by, and serve at the pleasure of, the governor. Recommendations of persons qualified for appointment to the office shall be submitted to the governor by the commissioner of administration.

SECTION 3: The CIO shall manage and direct the Department of Information Technology established within the Executive Department, Office of the Governor, Division of Administration. The CIO shall also perform all duties and functions that the commissioner of administration deems necessary for the proper, efficient, and economical administration of the IT systems including, but not limited to, the following:

- A. Overseeing the implementation of a master IT plan;
- B. Establishing IT standards and guidelines suitable for statewide application for hardware, software, services, contractual arrangements, consolidation of systems, consolidation of management of systems, etc.;
- C. Reviewing, coordinating, standardizing, and approving IT strategic business technology planning, IT procurement, IT budgeting, and IT personnel;
- D. Implementing strategic IT planning, including the review and approval of the planning, design, acquisition, and operation of the IT systems;
- E. Assessing the performance of IT systems and technology operations;
- F. Overseeing and/or coordinating the centralization of the technology systems and data processing systems, including consolidation and outsourcing; and
- G. Overseeing telecommunication (voice data, video, etc.) systems.

SECTION 4: The salary of the CIO shall be determined by the commissioner of administration. Support staff, office facilities, and operating expenses shall be provided by the Division of Administration.

SECTION 5: No provision in this Order shall be interpreted or construed so as to create any right of action,

cause of action, or substantive, procedural, or equitable right enforceable by, or in favor of, any person or entity against the state of Louisiana or any department, commission, board, agency, political subdivision, or officer or employee thereof.

SECTION 6: All departments, commissions, boards, agencies, and officers of the state, or any political subdivision thereof, are authorized and directed to cooperate with the implementation of the provisions of this Order.

SECTION 7: This Order is effective upon signature and shall remain in effect until amended, modified, terminated, or rescinded by the governor, or terminated by operation of law.

IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of the state of Louisiana, at the Capitol, in the city of Baton Rouge, on this 9th day of July, 1998.

M.J. "Mike" Foster
Governor

ATTEST BY
THE GOVERNOR
Fox McKeithen
Secretary of State
9807#096