



**Cook County Historic Archives Committee Liaisons Meeting
Monday, September 19, 2016 at 1:30pm
118 N. Clark, Chicago IL, 5th Floor, County Board Room, Rm 569**

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- I. Introduction – Matthew DeLeon, Secretary to the Board of Cook County Commissioners**
 - Background and Objective of the Initiative
 - The Cook County Historic Archives Committee
- II. Key Staff Introductions**
- III. Guest Speaker: Dr. David Joens, Director – Illinois State Archives, Office of the Illinois Secretary of State**
- IV. Roles and Responsibilities of the Historic Archives Liaisons**
 - Collaboration with the Records Management Coordinator and Utilizing a Records Inventory
 - Developing a Historical Timeline
 - Identifying Historical Significant Archives (past and present)
- V. Conclusion**
 - Questions
 - Next Steps