



# **Secretary to the Board of Commissioners**

**Cook County Board of Commissioners**

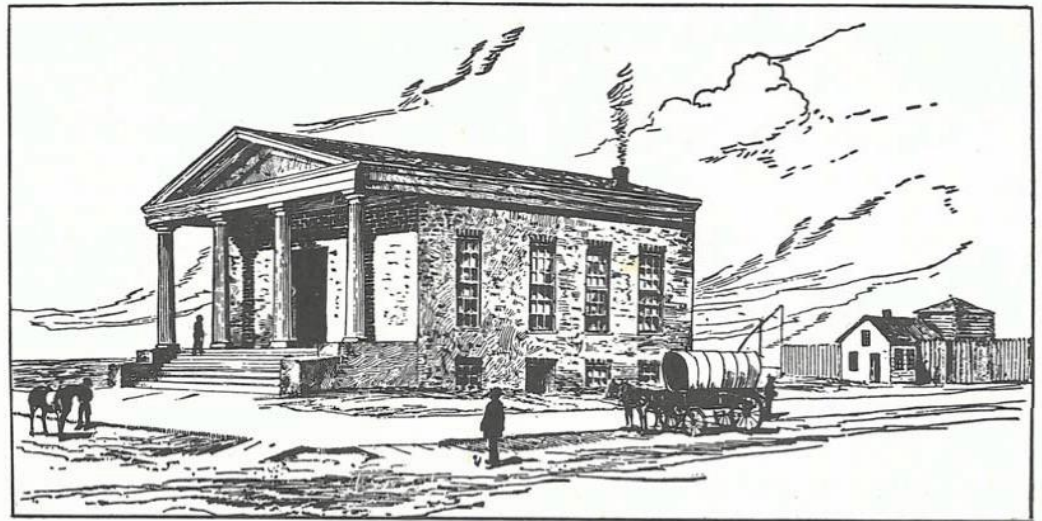
**Legislative Unit**

**County Historic Archives and Records Office**

# Secretary to the Board of Commissioners

First Cook County  
Building

Alms House at Rear



# Secretary to the Board of Commissioners

## Lincoln in State

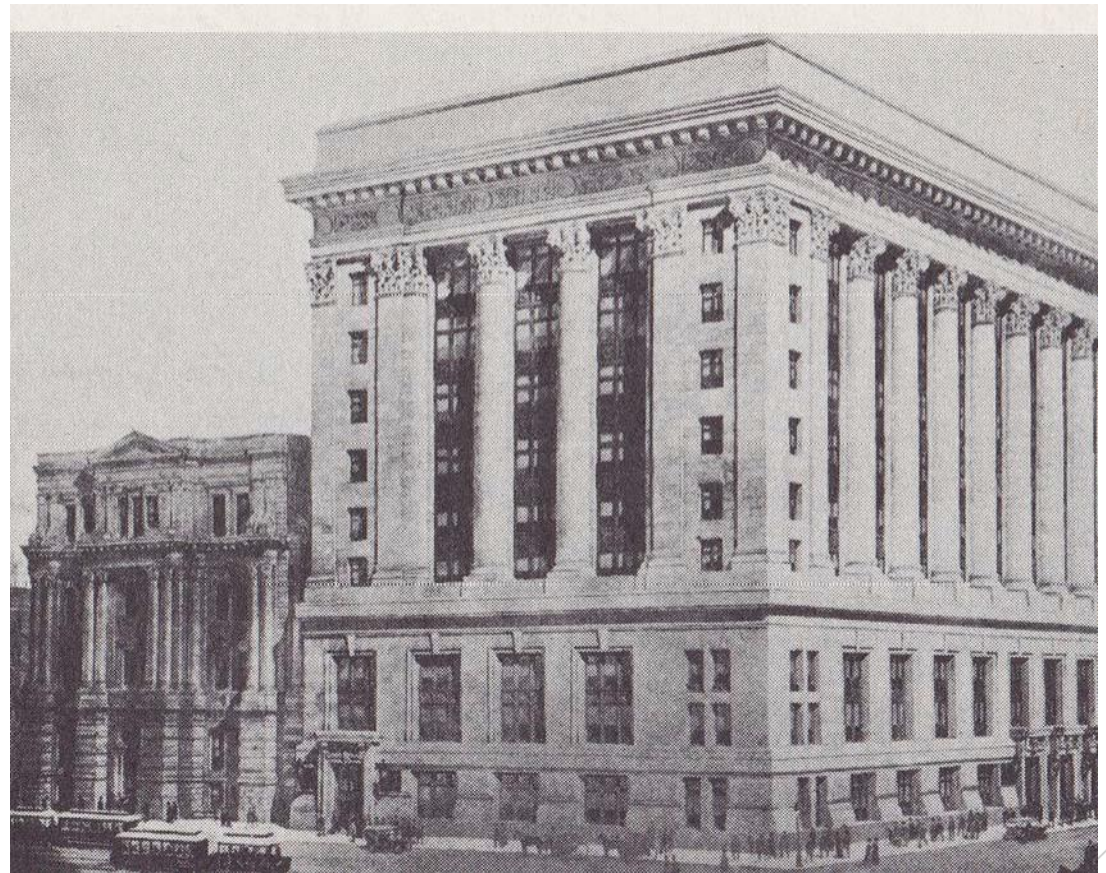
Lays in state in the County Building  
Rotunda



# Secretary to the Board of Commissioners

Cook County  
Building 1907

County is first






## **Legislative Unit: Accomplishments**

- Due to changes in Covid-19 The Legislative Unit of the Secretary to the Board of Commissioners has gone from remote meetings to hybrid meetings and back to remote meetings.
- The Legislative Unit of the Secretary to the Board of Commissioners helped 35 public bodies created by the Board of Commissioners meet notice requirements for over 200 meetings in the past year. Also, recorded motions and created minutes for over 200 meetings.
- The Legislative Unit of the Secretary to the Board of Commissioners helped 50 other Committees, Board and Commissions meet notice requirements for over 160 meetings in the past year
- The Legislative Unit of the Secretary to the Board of Commissioners helped 17 FPD Bodies created by the FPD Board of Commissioners meet notice requirements for over 75 meetings in the past year. Also, recorded motions and created minutes for over 75 meetings.
- The Legislative Unit of the Secretary to the Board of Commissioners edited and posted over 300 videos of meetings in past year.
- The Legislative Unit of the Secretary to the Board of Commissioners received over 1,000 written public comments and requests to address the Board and Committees in the past year via Survey Monkey. This number does not include the hundreds of emails we have received commenting on items.

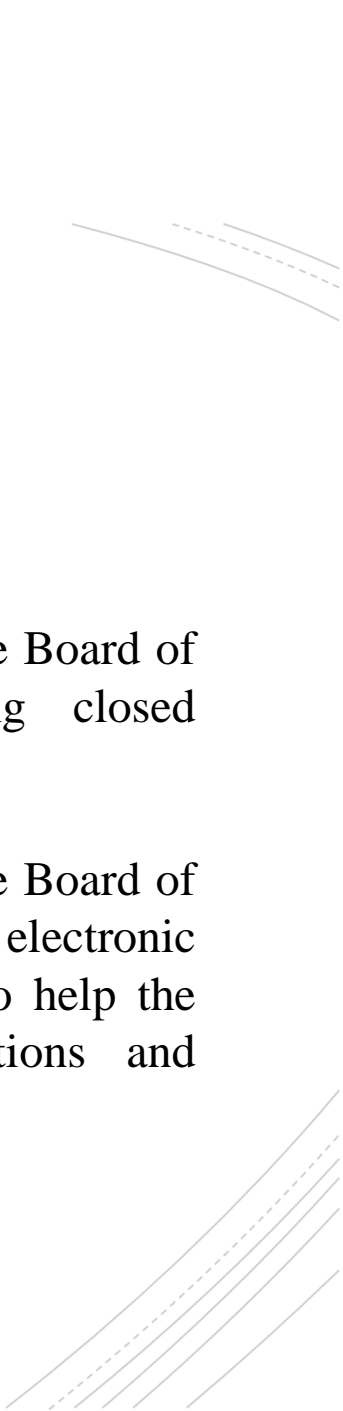








## **Legislative Unit: Goals for Greater Innovation and Efficiency in FY2022**

- The Legislative Unit of the Secretary to the Board of Commissioners is looking into adding closed captioning to the live meeting video.
  - The Legislative Unit of the Secretary to the Board of Commissioners is looking into adding in electronic voting for the Board of Commissioners to help the speed and accuracy of recording motions and minutes.
- 



# **Cook County Historic Archives and Records Office (CARO)**

- The Cook County Historic Archives and Records Office is one of two units in the Office of the Secretary to the Board of Commissioners.
- The mission of the Cook County Historic Archives and Records Office is to acquire, document, preserve, and promote the development and ongoing work of Cook County Government; and the contributions of Cook County residents.



## **Cook County Historic Archives and Records Office (CARO)**

- All Archives attempt to acquire, preserve, promote, and educate.
- Archivists manage, preserve and promote archives.
- The Cook County Historic Archives and Records Office (CARO) is currently (2020-2021) comprised of the following team:
  - Manager of Archives (Archivist) - leads CARO
  - Administrative Assistant IV
  - Administrative Analyst I
  - Administrative Assistant II









## **The role of the Manager of Archives**

- Acquisition
- Preservation
- Promotion

## **The role of the Manager of Archives: Acquisition**

- Acquisition: Create an Archives that has two strong archival collecting focal areas: Cook County Government and Cook County Residents
  - Create the Cook County Government and Cook County Residents archival collections
  - Create the physical space to store the archival collections
  - Create the physical space to host patrons to use the archival collections
  - Develop relationships with OUP offices to acquire historically significant materials to preserve as archival collections
  - Develop relationships with Cook County Residents to acquire historically significant materials to preserve as archival collections
  - Develop relationships with external institutions, Cook County residents, and others that currently possess Cook County Government archival collections to add to the Cook County Historic Archives and Records Office records

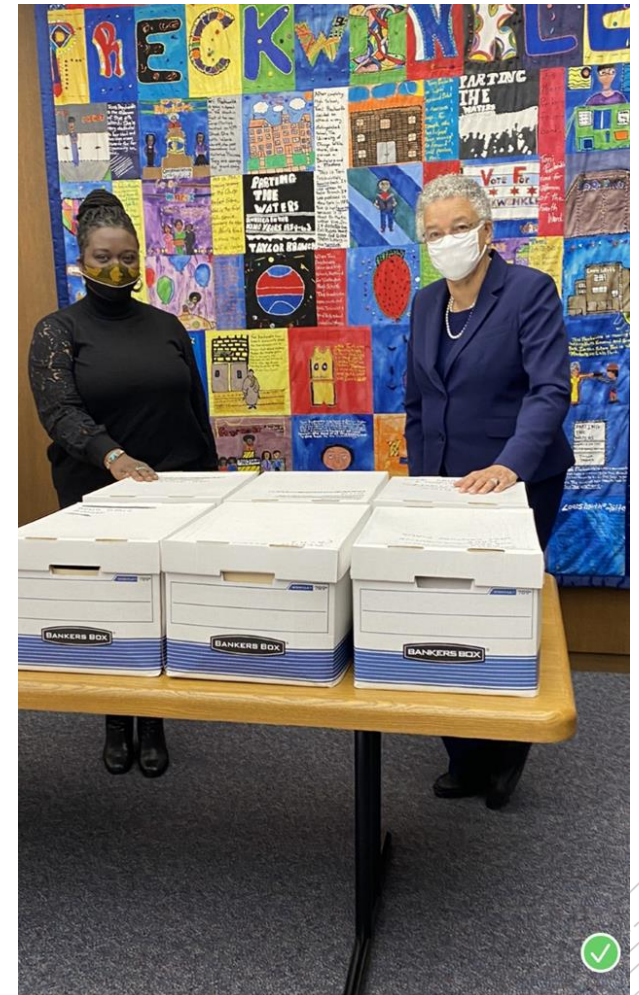


## Acquisitions - Collections

The Cook County Historic Archives and Records Office has currently identified the following archival materials that will be represented in the Cook County Archives (Government and Residents):

- The Journal of Proceedings
- Photographs
- Clerk Brown (donation)
- President Preckwinkle (donation)
- President John Stroger (donation)
- Matthew DeLeon, former Secretary to the Board (donation)
- Cook County Resident - Personal Newspaper Collection (donation from Cook County staff)
- Cook County Resident – Personal collection of former Cook County employee (donation from family)
- Cook County Historic Hospital Rare Books (OUP Office)
- Cook County Historic Jail Division 1 & 1A Salvaged Items (OUP Office)
- Secretary to the Board of Commissioners Department materials (OUP Office)
- Archival materials (5<sup>th</sup> Floor Mailroom – OUP)

## Acquisitions - Collections



## **The role of the Manager of Archives: Preservation**

- Preservation: Document, arrange and store archival materials
  - Process, which is to arrange and describe, archival materials in environmental sound conditions
    - Physical Control: (in-person) Archival supplies--boxes, folders, etc., temperature, light, dust; (online) Digital preservation
    - Data and content management tools: software and services

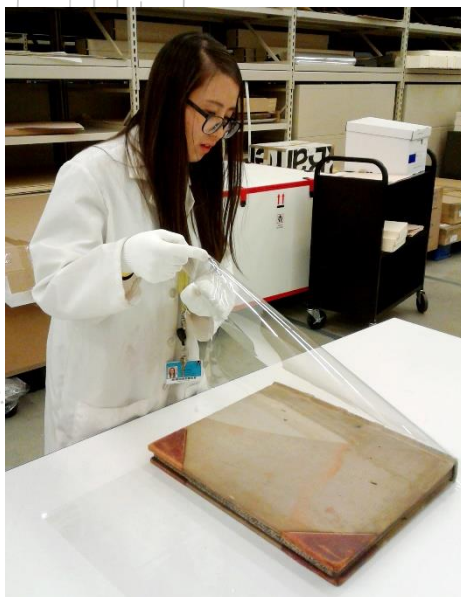




## **Preservation – Management**

- Ordinance
- Guidelines, Policies, Agreements, Users Forms
- 3-5 Strategic Plan
- Internal Guides and Manuals

# Preservation – Management



## **The role of the Manager of Archives: Promotion**

- Promotion: Educate, Activate, Provide access and availability to the Cook County Historic Archives and Records Office and the Cook County Archives (Government and Residents)
  - Provides ongoing instruction to the Cook County Historic Archives and Records Office staff (implementing cohort learning model)
  - Create and participate in opportunities to educate, promote, and provide access to the Cook County Historic Archives and Records Office
    - Public Programs
    - Membership
  - Create reading rooms to host patrons who will use the archival materials
  - Promotional materials and services: webinars, workshops, newsletters, blogs, etc.
- Create, facilitate and plan the 2031 Bicentennial Anniversary Celebration



## Promotion

- Reading Room/Institute for knowledge development (finding aids, exhibitions, displays)
- Consortia Membership(s)
- Community and Institutional Partnerships
- 2031 Bi-Centennial Celebration Planning
- Outreach & Engagement
- Information Requests – Reference Desk
- Website, Newsletter, Blogs
- Adjunct Assistant Professor, Graduate School of Museum and Exhibition Studies (Archives and Collections)

## Recent Engagements

- Introduction to Archives Lunch & Learn
- 2020-2021 Flag Contest
- 190<sup>th</sup> Cook County Anniversary
- 2021 Chicago Cultural Alliance Conference Steering Committee
- 2021 Chicago Cultural Alliance Conference “Activating Heritage: Resilience and Anti-Racism” Annual Conference, Presentation and Session Speaker “Developing Cook County Government Archives”
- *Judas and The Black Messiah* Program
- Archives Space Diversity Partnership Program – Awards Committee
- 2021 Organization of American Historians Roundtable Discussion “Chicago’s Black Archives” panel discussion
- 2021 Racial Equity Week Working Group
- 2021 Racial Equity Week Panel Discussion “The Floor is Theirs...” with Chicago History Museum
- 2021 Dominican Archivists for a Centralized Repository Symposium Panel Discussion “Contemporary Archiving”
- 2021 - 2022 UIC Adjunct Assistant Professor, Graduate School of Museum and Exhibition Studies

# THE FLOOR IS THEIRS

## TEENS RECLAIM AND REACTIVATE HISTORY

Watch on Facebook Live at [fb.com/PresidentPreckwinkle](https://fb.com/PresidentPreckwinkle)  
Thursday, Sept. 16 | 3 p.m.



CHICAGO  
HISTORY  
MUSEUM



**RACIAL EQUITY**  
WEEK | SEPTEMBER 13-17, 2021  
IMAGINE. INTERSECT. ACT.

TONI PRECKWINKLE | COOK COUNTY BOARD PRESIDENT



COOK COUNTY  
Judas and the Black Messiah Panel Discussion with Cook County



COOK COUNTY  
Judas and the Black Messiah Panel Discussion with Cook County





**Q & A?**