

COOK COUNTY



ARCHIVES ADVISORY COMMITTEE

**TEXT OF EMAIL MEMORANDUM TO DEPARTMENTS ASKING FOR APPOINTMENT OF
HISTORICAL ARCHIVES LIAISON**

As you may know, the County Board recently passed a resolution establishing an Archives Advisory Committee (AAC).

The mission of the AAC is to capture the history of Cook County Government and the role it played in the growth and development of the region, state and the nation. Additionally, the AAC is to coordinate documentation of the historical significance of each County agency and office, providing a context for County residents and employees for understanding the importance of their agency's role in County government, past and present.

The AAC will determine and develop methodology and standards for historical evaluation of Cook County documents and records, and will identify options to preserve and store materials determined to have historical value and make those materials accessible to members of the public interested in researching county history.

The resolution indicated that AAC shall work closely with the President, the Board of Commissioners and all County elected and appointed officials to achieve goals of the Advisory Committee, taking into consideration all existing efforts at historic preservation by elected and appointed officials.

We are asking your office to identify a Historical Archives Liaison to provide the Archives Advisory Committee with local expertise for historical evaluation of documents related to the mission of your agency.

The Historical Archives Liaison for your department is, ideally:

An individual with decision making responsibility for your department or agency;

An individual with significant institutional knowledge of your department or agency;

An individual familiar with the Records Management and Disposal process operated by the Bureau of Administration

The Historical Archives Liaison will be the key person for AAC in initially evaluating your agency's documents for historical significance. The Historical Archives Liaison will assist AAC in developing a history for your agency which will be made part of the overall history of County Government.

The process of evaluating documents for historical significance is being conducted in tandem with the records disposal process performed by the Bureau of Administration. Your Historical Archives Liaison may or may not be that person, but it is important to emphasize the roles of the AAC and Records Management are related but distinct from one another.

We anticipate that AAC and the Historical Liaison assignment will be a fascinating look at County Government History and could be an entertaining and fun assignment that will contribute greatly to the understanding of the role County Government plays in the lives of our residents.

Please identify your agency's Historical Archives Liaison to our office no later than Friday, July 29, 2016.