

## COOK COUNTY



## ARCHIVES ADVISORY COMMITTEE

### Archives Advisory Committee Goals Timeline

Goals are placed into a timeline format to indicate *completion* of the goal, not the start. It is anticipated that all of the listed goals are to be started immediately.

- **Immediate goals (0-1 year)**
  - Assignment of Archive liaisons across all offices
  - Identify and document best practices and current practices of other jurisdictions around the region and country
  - Set standards and guidelines for document retention.
  - Determine universe of potentially historical documents
  - Determine spaces for storage and display of historical documents
  - Assemble county history timelines, within departments and for County overall
- **Near term goals (2-3 years)**
  - Catalogue documents deemed historical
  - Preserve virtual and physical versions of historical
  - Establish Cook County Historical Archives: both virtual and physical
- **Mid-range goals (five years)**
  - Identify every outside source of data and information, articles, clippings related to Cook County Government
  - Identify outside entities as partners or funders of historic preservation effort
  - Maintain an online, searchable database of Historical Archives
  - Identify education partners who may wish to engage in research projects to help fill in County history
  - Complete the second volume of the Cook County History document
- **Long term goals (10-15 years)**
  - Celebrate the 200<sup>th</sup> anniversary of Cook County Government, with celebrations, recognitions, events in the year leading up to and during the January 2031 date.
  - Explore if the cornerstone of the County Building still contains a time capsule
  - Complete the third volume of the Cook County History document