



# Board of Commissioners of Cook County

118 North Clark Street  
Chicago, IL

## Legislation Details (With Text)

**File #:** 24-1937      **Version:** 1      **Name:** MANAGER OF ARCHIVES  
**Type:** Ordinance Amendment      **Status:** Approved  
**File created:** 3/6/2024      **In control:** Legislation and Intergovernmental Relations Committee  
**On agenda:** 3/14/2024      **Final action:** 4/18/2024  
**Title:** PROPOSED ORDINANCE AMENDMENT

### MANAGER OF ARCHIVES

BE IT ORDAINED, by the Cook County Board of Commissioners, that Chapter 2 ADMINISTRATION, Article 5 DEPARTMENTS AND SIMILAR AGENCIES, Division 4 RECORDS COMPLIANCE, Sec. 2-444 of the Cook County Code is hereby amended as Follows:

Sec. 2-444. Role of the manager of archives.

The Manager of Archives shall:

- (a) Administer, supervise and monitor requirements with respect to the collection and preservation of Archival Materials under this Division, including, but not limited to, inter-agency transfers of Archival Material, donations of Archival Material from external sources and post-custodial care of the Archive Materials.
- (b) Establish guidelines and policies to support the governance of the CARO archival holdings and access through the CARO office.
- (c) Work cooperatively with the Records Management Administrator as to establish documentation and methods to categorize and retrieve Archive materials as necessary.
- (d) Promulgate CARO rules and procedures which govern this section as needed.
- (e) Serve as the County Historian to the extent requested by the Board Secretary.

Effective date: This ordinance shall be in effect immediately upon adoption.

**Sponsors:** TONI PRECKWINKLE (President)

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
4/18/2024	1	Board of Commissioners	approve	Pass
4/17/2024	1	Legislation and Intergovernmental Relations Committee	recommend for approval	Pass
3/14/2024	1	Board of Commissioners	refer	Pass

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