



Board of Commissioners of Cook County

118 North Clark Street
Chicago, IL

Legislation Text

File #: 24-1937, **Version:** 1

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.