

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0028

Sponsored by: Council President Connally	An Ordinance establishing the Cuyahoga County Archives Advisory Commission, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article III, Section 3.09(2) of the County Charter empowers the Council to establish “such boards, agencies, commissions, and authorities... as the Council determines to be necessary for the efficient administration of the County;” and,

WHEREAS, Article II, Section 2.03(2) of the County Charter empowers the County Executive to appoint members of such commissions, subject to confirmation by County Council; and,

WHEREAS, the County Council deems a Cuyahoga County Archives Advisory Commission necessary to promote the identification and preservation of historical records and ensure access by Cuyahoga County and the general public through the County Archives; and,

WHEREAS, Cuyahoga County created the County Archives in 1975 to serve as the central repository of historical records requiring temporary maintenance, which must be available and accessible for governmental and public use; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County Commission.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1: CHAPTER 206 of the Cuyahoga County Code, which provides for County commissions, is hereby amended to enact Section 206.11 as follows:

SECTION 206.11: Cuyahoga County Archives Advisory Commission

A. Definitions. As used in this section:

- (1) “Historical Records” shall mean all information, regardless of media, created by County entities and preserved because of ongoing value and which may also be referred to as “Archives”;

- (2) "Access" shall mean the ability to obtain, examine, and or retrieve all public records in an efficient and convenient manner;
- (3) "Public Programming" shall mean the structure and components of certain programs that assist in facilitating the outreach efforts of the Cuyahoga County Archives.

B. There is hereby established the Cuyahoga County Archives Advisory Commission. The Archives Advisory Commission shall have the following powers and duties:

- (1) To promote the identification and preservation of Cuyahoga County's historical records by identifying the necessary resources and raising the visibility of the Archives;
- (2) To ensure availability of Cuyahoga County's historical records by identifying facilities that meet best standards for archival preservation and, which may easily be accessed by the citizens of Cuyahoga County;
- (3) To raise awareness of the historical value and significance of Cuyahoga County's historical records through effective public programming;
- (4) To recommend the appropriate practices, policies and procedures to bridge the gap between technological efficiencies and historical competencies;
- (5) To encourage best practices that align with the standards of a modern archival administration and are in accordance with the terms as defined by the Society of American Archivists.

C. Qualifications and Composition of Archives Advisory Commission Members.

- (1) The general qualifications of the members of the Archives Advisory Commission shall be determined by the postsecondary education in History, Library Science, Genealogy or related field, experience in archival facilities or related area, and a working knowledge of relevant software.
- (2) The Archives Advisory Commission shall be composed of nine voting members, with the County Archivist providing general organizational support, which include five appointed electors of the County and the following ex officio members:
 - i. Chief Information Officer or designee;
 - ii. Director of Public Works or designee;

- iii. A member of County Council as determined by the President of Council;
- iv. Clerk of Council.

D. Appointment Process and Qualification.

- (1) All Commission members not serving in an ex officio capacity shall be an elector of the County and shall be appointed by the County Executive and confirmed by the County Council.

E. Commission Member Terms.

- (1) The term of office for each appointed Commission member shall be four years.
- (2) The term of office of each appointed member shall commence upon the date specified in the confirmation resolution approved by Council.
- (3) With regard to the initial terms of appointed Commission members, three members shall be appointed to full terms and two members shall be appointed to half terms.
- (4) Commission membership shall be a non-compensated position, provided however, that members shall be entitled to reimbursement for reasonable expenses in connection with Commission duties with the approval of the Director of Public Works.

F. Officers and Terms of Office.

The Archives Advisory Commission shall elect a Chair, a Vice-Chair, and a Secretary. The term of each Officer shall be one year or until his/her successor takes office. The Commission shall determine a Chair by a majority vote. Officers shall be elected annually at the first organizational meeting of each year and shall take office immediately upon election.

G. Commission Member Resignation.

If an appointed Commission member should resign, the County Executive shall appoint, subject to confirmation by Council, a replacement Commission member to fulfill the remainder of the unexpired term.

H. Archives Advisory Commission Rules.

The Commission shall be responsible for recommending the rules and procedures governing the maintenance of historical records and archives of Cuyahoga County. Such rules shall encompass guidelines, criteria, and best

practices for identifying, preserving and providing access to the historical records of Cuyahoga County and advisory oversight of the resources necessary for the maintenance of the facility housing the County's historical records. The Commission shall make any other recommendations it deems necessary for carrying out its purposes.

I. Approval of Access.

In approving access to the historical records and archives, the Commission shall recommend the standard criteria and guidelines to facilitate public access and staffing accommodations, including, but not limited to, reference desks, database management, scanning and copying, and appropriate space design.

SECTION 2. It is necessary that this Ordinance become immediately effective for the operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Ms. Conwell, seconded by Mr. Gallagher, the foregoing Ordinance was duly enacted.

Yeas: Greenspan, Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones, Hairston and Connally

Nays: None

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 23, 2014
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC016
October 14, 2014