

late Order

Decker

ms
all

L. J. H.

Resolved: That this cc go on record extending

① Congratulations to Caneiller
Reeves

on his great success +

Grand party, ~~Zoo~~ Zoo for: 2001;
+ let it further

Resolved SEC to KR.

ms

HD ms all

Res: That this cc go on record extending

② Congratulations to Nancy Gardella,

Erin Welch + the YWCA Board

of Cambridge for their great

Success in honoring 15 of our

unsung local heroes; + let further

Res SEC to people

L. J. H.



CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager Richard C. Rossi, Deputy City Manager

September 26, 2001

To: All Department Heads

From: Robert W. Healy, City Manager 

Re: Records Management and Archives Study

This memo will serve to introduce Grace Lessner, a principal in the firm of Sequential-Information Management and Publications, which has been retained by the Cambridge Historical Commission to conduct a study of the city's records management and archives practices. Ms. Lessner's task is to:

- evaluate the current records management practices of the city and make recommendations for improvements in administration, practices, and facilities;
- review a proposal for a municipal archives and local history room in the proposed main public library building and evaluate recommendations for administration, staffing, and archivally-appropriate storage facilities; and
- develop recommendations to establish a coordinated archives and records management program that will both enhance municipal management practices and become the foundation for a centralized cultural resource.

Ms. Lessner, who is also working under a committee consisting of the Finance Director, the City Clerk, and the Director of the Public Library, may contact you in the near future to review your department's current records management practices and needs. Her report will be submitted later this fall and will be circulated to all the departments concerned with these matters.

I hope you will give Ms. Lessner your full cooperation.





City of Cambridge

R-29.

IN CITY COUNCIL

October 1, 2001

COUNCILLOR DECKER
COUNCILLOR SULLIVAN
COUNCILLOR BORN
COUNCILLOR BRAUDE
COUNCILLOR DAVIS
MAYOR GALLUCCIO
VICE MAYOR MAHER
COUNCILLOR REEVES
COUNCILLOR TOOMEY

RESOLVED: That this City Council go on record extending congratulations to Councillor Kenneth E. Reeves on his great success and grand party, Zoofari, 2001; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to Councillor Kenneth E. Reeves on behalf of the entire City Council.

In City Council October 1, 2001.

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

A handwritten signature in cursive script, reading "D. Margaret Drury".

D. Margaret Drury
City Clerk



City of Cambridge

R-29.

IN CITY COUNCIL

October 1, 2001

COUNCILLOR DECKER
COUNCILLOR SULLIVAN
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D. Margaret Drury
City Clerk

1382R

Resolution #29

Congratulations to Councillor
Kenneth E. Reeves on his great
success and grand party, Zoofari,
2001.

**Councillors Decker, Sullivan and
entire membership**

In City Council October 1, 2001

ORDER ADOPTED