



# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN  
Chief Administrative Officer

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January 6, 2005

To: Supervisor Gloria Molina, Chair  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

## RECORDS AND ARCHIVES MANAGEMENT PROGRAM - QUARTERLY STATUS REPORT (FIRST QUARTER 2005)

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our October 15, 2004 quarterly status report, we have accomplished the following:

- Held our first meeting with Departmental Records and Archives Management Program Coordinators and the Records and Archives Management Program Task Force to provide an overview of our objectives and to define roles;
- Attended the annual American Records Management Association (ARMA) conference;
- Initiated review of the literature on records and archives management; and
- Consulted with experts, including records managers, archivists, and historians on the scope of this undertaking, our overall approach and subsequent development of a multi-year action plan.

In the coming months, we will be: 1) touring Records and Archives Management Centers in the City of Los Angeles, Orange County and Riverside County; 2) developing a timeline for submittal or resubmittal of departmental inventories; 3) gathering information on departmental records retention policies and procedures; and

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4) developing a scope of work for obtaining records management, archivist and historian expertise through one or more consultants to assist the County in structuring an attainable plan for implementing a countywide records and archives management system.

The next quarterly status report will be provided to your Board on April 15, 2005. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the County Records and Archives Coordinator, Ms. Dorothea Park, at (213) 974-1319.

DEJ:MKZ  
DSP:nl

c: All Department Heads  
Chair, Historical Landmarks and Records Commission