



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

January 30, 2006

To: Department Heads

From: David E. Janssen,  
Chief Administrative Officer

Jon Fullinwider  
Chief Information Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**POSTING MEMOS ONLINE**

This is a reminder that departments are required by Board policy to post all their Board memos and Board letters on the Internet.

The correspondence is to be sent electronically for posting on the centralized Board Correspondence website immediately after delivery to supervisors. This site, maintained by ISD, is updated several times daily. Material to be posted includes agenda-related and non-agenda related items which are sent to three or more supervisors.

This policy was adopted in 2002. Please be aware that a Board office continues to express concern about the lack of diligence by some departments in adhering to this policy.

If you have any questions about this policy, please contact Director of Public Affairs Judy Hammond, who is charged with seeing that departments comply with this directive. She may be reached at (213) 974-1363 or [jhammond@cao.co.la.ca.us](mailto:jhammond@cao.co.la.ca.us).

DEJ:GK  
JH:mg

c: Each Supervisor