



LEROY D. BACA, SHERIFF

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



April 25, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**ADVANCE NOTIFICATION - INTENT TO EXPAND  
MEDICAL RECORDS STORAGE AND RETRIEVAL MANAGEMENT SERVICES  
AGREEMENT WITH TRI-CITY ARCHIVES, INC.**

On January 18, 2005, your Board approved an Agreement with Tri-City Archives, Inc., to provide Medical Records Storage and Retrieval Management Services for the Los Angeles County Sheriff's Department (Department).

This letter provides notification to your Board that it has become necessary for the Department to expand the current agreement to allow other units within the Department to store and retrieve files with Tri-City Archives, Inc. Currently, the Department is storing various records such as personnel files, court documents, internal investigations, etc. at various Department facilities. Due to last year's rains, pest conditions at various facilities, and the critical need for document storage, it was determined that record storage and file management located at one central facility is more economical and efficient.

The Department will issue a Change Notice to the Agreement, for approval by Tri-City Archives, Inc., and the County's Project Director, to include other units within the Department.

The Department has identified funding in Fiscal Year 2005-06 operating budget to provide for the additional storage. The Department will continue to allocate the funds required to continue these services throughout the duration of this agreement.

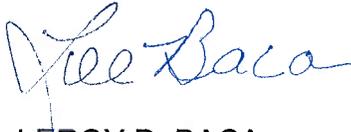
*A Tradition of Service*

The total amount paid under this agreement will depend on the services needed by the Department. The charges are based on fixed rates as stated in the agreement. The fixed rates will remain constant throughout the term of this agreement. The annual cost will not exceed the fiscal year operating budget. For Fiscal Year 2006-07 the Department estimates the cost will be \$167,000.

Unless we receive communication from your Board indicating otherwise, we will proceed with this Change Notice in two weeks.

Should additional information be required, your staff may contact me or Henry Yee, Contracts Manager, at (323) 526-5223.

Sincerely,

A handwritten signature in blue ink that reads "Leroy Baca". The signature is written in a cursive style with a large initial "L".

LERROY D. BACA  
SHERIFF