



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

July 3, 2008

To: All Department Heads
From: William T Fujioka
Chief Executive 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

RECORDS MANAGEMENT PROGRAM IMPLEMENTATION

This is to inform you that the Chief Executive Office (CEO) has executed an Agreement with Deloitte Financial Advisory Services LLP (Deloitte) to assist the County in fully implementing the County's Records Management Program. Deloitte is a highly qualified company with the depth and breadth of skills in records management and retention which we believe are necessary to address this challenge. However, successful implementation of this program cannot be achieved without your full assistance and cooperation, and I expect you to place a priority in assigning staff to work responsively with Deloitte in this important undertaking.

Under the guidance of the Chief Information Office, County Counsel, and this Office, Deloitte has been contracted to assist the County with the following:

- Working directly with your departments to complete Inventory and Retention Schedules for your programmatic records and electronic documents, as well as to ensure legal and/or legislative retention requirements are reviewed and approved;
- Evaluating, reviewing, and completing the County's General Retention Schedule which addresses common administrative records across County departments (e.g. fiscal, human resources, legal, etc.); and
- Establishing a comprehensive records program that will include the development of a County Procedures Manual to establish guidelines for retention, access, retrieval, and preservation or destruction of records.

I would like to take this opportunity to thank you for your continued support for this long-term effort. I also want to thank the departmental Records Coordinators for their assistance and support on this very important project. Consistent with the comments

"To Enrich Lives Through Effective And Caring Service"

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above, please ensure you have assigned the appropriate number and level of staff to act as your department's coordinator and any additional team members as appropriate.

If you have any questions, your staff may contact Kary L. Golden, Countywide Records and Archives Coordinator, at (213) 974-1319 or by email at kgolden@ceo.lacounty.gov.

WTF:ES:MKZ
JR:KLG:cg

c: Each Supervisor
Administrative Deputies
Departmental Records Coordinators
Anthony Reid, Principal, Deloitte Financial Advisory Services, LLP

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