



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

October 30, 2008

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

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

STATUS REPORT ON RECORDS MANAGEMENT PROGRAM

On February 18, 2003, your Board instructed this Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Subsequently, quarterly status reports have been submitted to your Board advising you of our activities to date. Quarterly status reports were temporarily suspended last year while we sought consultant assistance with this effort. Since our most recent quarterly status report dated July 16, 2007, we have accomplished the following:

- Received six proposals from vendors in response to a solicitation to secure the services of a consultant to assist with the overall development of a comprehensive records management program.
- In conjunction with County Counsel and the Chief Information Office, interviewed vendors, evaluated their proposals, and identified Deloitte Financial Advisory Services, LLP (Deloitte) as the preferred vendor for this engagement.
- Executed an Agreement with Deloitte to assist the County in implementing the County's Records Management Program.
- Established a County advisory core team to meet with Deloitte on a weekly basis. Core team members include staff from the Chief Information Office, County Counsel, the Executive Office of the Board of Supervisors, and this Office.

"To Enrich Lives Through Effective And Caring Service"

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- Provided a briefing at the July 2008 Department Head monthly meeting and issued correspondence to all department heads informing them of the Records Management Program implementation and their critical role in this effort.
- In conjunction with Deloitte, held two meetings with the Departmental Records Coordinators to assess progress, address issues and questions, and discuss next steps.
- In conjunction with Deloitte, held separate kick-off meetings with each department's Records Coordinator and executive managers to introduce the project and gain information on how each department manages its records.

Over the next few months, we will continue to work with Deloitte and departments to ensure that departments have thoroughly updated their records inventories and completed their retention schedules. Individual Deloitte project staff members will be assigned to departments to guide this effort.

The next quarterly status report will be provided to your Board on or before January 31, 2009. If you have any questions regarding this status report, please contact me, or your staff may contact the Countywide Records and Archives Coordinator, Kary L. Golden at (213) 974-1319 or kgolden@ceo.lacounty.gov.

WTF:ES:MKZ
KLG:pg

c: All Department Heads
Chair, Historical Landmarks and Records Commission
Deloitte Financial Advisory Services, LLP