



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors

GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

June 24, 1997

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

Jon W. Fullinwider
Chief Information Officer

CHIEF INFORMATION OFFICER REVIEW OF AUTOMATION/COMMUNICATIONS-RELATED ACQUISITIONS AND SERVICES

Recently you were advised of the Board action of June 3, 1997, requiring that the Chief Information Officer (CIO) review all Board letters relating to design, acquisition, expansion, or purchase of automated systems prior to the letter being placed on a Board agenda. This memorandum is to advise you that department heads are also directed to obtain CIO review and approval on *all* purchases or consultant agreements for automation/communications-related equipment or services prior to finalizing such acquisitions or agreements.

This policy is also effective immediately. Thank you for your cooperation.

DEJ:LMJ
MKZ:vyg5

c: Each Supervisor