



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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LISA M. GARRETT
ACTING DIRECTOR OF PERSONNEL

May 12, 2009

To: All Department Heads
From: Lisa M. Garrett
Acting Director of Personnel
Subject: **COUNTY DIGEST**

As the size of our County family has grown over the past several years, so has its need for timely, useful information about our individual departments and our collective County mission. Reflecting that growth, the **County DIGEST** has become a publication packed with community events and feature stories that embody our County culture. Together, we can ensure that the **County DIGEST** continues to be a vehicle that communicates the County's Strategic Plan while relaying vital County information.

To that end, the following deadline schedule has been set for the year 2009. We request that your department send its press releases, articles, photos and submissions by the **first Thursday of each month prior** to issue publication, i.e. June 4 for the July issue.

In addition, please designate a departmental liaison who will be responsible for submitting department-approved articles to the **County DIGEST** for possible inclusion.

The preferred method is by e-mail to: CountyDIGEST@hr.lacounty.gov.

Hard copy photographs are acceptable, but keep in mind that quality may be compromised; therefore, digital images are preferred in jpeg (.jpg) format.

Thank you for your continued support of the **County DIGEST**. If you have any questions or need additional information, please call me at (213) 974-2406 or your staff may contact Sandra Wallace Blaydow, Senior Human Resources Manager, at (213) 351-8945.

LMG:SWB
JSM:lh

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