



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

CONNIE B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

April 30, 2002

TO: EACH SUPERVISOR

FROM: Conny B. McCormack

PUBLIC RECORDS ACT PROTOCOL

In response to your April 2, 2002 motion, the Department has developed the attached policy for releasing official documents to the public. Additionally, as directed, we have identified Alvarez Lecesne, the Assistant Registrar-Recorder/County Clerk, Administration as our designated website contact for responding to Public Records Act requests.

Please contact me or your staff may contact Alvarez Lecesne at (562) 462-2636 if you have any questions.

az/PUBLIC RECORDS
Attachment

c: Halvor Melom, Senior Deputy, County Counsel

RELEASE OF DOCUMENTS TO PUBLIC

A1-14

On April 2, 2002 the Board of Supervisor's passed a motion directing departments to adopt a policy for releasing official documents to the public. In compliance with this motion, the following outlines Registrar-Recorder/County Clerk policy for the release of approved (final version) Department Head correspondence directed to all members of the Board of Supervisors. Note that draft correspondence does not meet the provisions for the release of information. Additionally, in accordance with the Brown Act, whenever Departmental employees meet with three or more Board Deputies the meeting must be posted for public notification 72 hours in advance. The notification process is coordinated through the Executive Office of the Board.

RESPONSIBILITY

ACTION

ALL STAFF

Forwards Department Head correspondence directed to the Board of Supervisors electronically following distribution to the secretaries in both the Executive Office and Assistant Registrar-Recorder/County Clerk, Administration. The Executive Office Secretary will be responsible for the overall coordination of this program unless he/she is off work in excess of two consecutive workdays. The Assistant Registrar-Recorder/County Clerk, Administration, Secretary will serve as the designated back-up to the Executive Office Secretary.

EXECUTIVE OFFICE SECRETARY

Receives Board of Supervisor correspondence electronically and completes the attached "Public Access to Board Information" log. The log will be maintained electronically for viewing by appropriate designated Departmental staff.

Forwards Board of Supervisor correspondence electronically to the Chief, Network and Voter Systems Division and Head, Information and Election Systems Section. Additionally, maintains a copy of all correspondence and reports for review by the public in the Executive Office.

CHIEF, NETWORK AND
VOTER SYSTEMS DIVISION

Receives Board of Supervisor correspondence electronically and forwards to the Department's webmaster for placement on our internet website. The Head, Information and Election Systems Section serves as back-up to the Chief, Network and Voter Systems Division.

RELEASE OF DOCUMENTS TO PUBLIC

RESPONSIBILITY

DEPARTMENT WEBMASTER

ACTION

Receives Board of Supervisor correspondence electronically and places on the Department's internet website. Additionally, notifies secretaries for both the Executive Office and Assistant Registrar-Recorder/County Clerk, Administration once the information has been posted.

CONNOR B. McCORMACK
Registrar-Recorder/County Clerk

Attachment