

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES****SUBJECT:** STUDIES/AUDITS/REVIEWS**POLICY NO.** 127

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**PURPOSE::** To maintain a DHS library containing studies/audits/reviews that are conducted within the Department. This library is to be used as a resource available to in-house personnel and others desiring the information therein.

**POLICY::** DHS will maintain a central file containing information on all studies/audits/reviews that are conducted by Consultants, other County departments or State agencies, Health Services Administration, facility staff and/or other individual(s)/organization (s). In addition, the John L. Pomeroy Memorial Library (Administrative Headquarters) will retain a final copy of all studies/audits/reviews.

Procedures for this operation will be issued accordingly.

**GUIDE::** The Office of Contracting and Management will be responsible for:

- Issuing and revising procedures as necessary.
- Maintaining the system that contains all pertinent information.
- Being responsive to all requests from any appropriate department/agency/individual concerning data on any study/audit/review.
- Establishing a central location (i.e., the John L. Pomeroy Memorial Library) for storing the completed reports and ensuring that the reports are sent to that location.

Assigned operational unit managers from all DHS facilities/division/areas shall be held accountable for:

- Complying with issued procedures and submitting all information, as requested, in a timely manner.

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**EFFECTIVE DATE:** Nov 01, 1985

**SUPERCEDES:**

**APPROVED:** Signature on File

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