

DISPOSAL OF PROPERTY

All property shall be disposed of in the manner required by state law.

Property which is no longer needed by this agency, and which has not been damaged or destroyed shall be delivered to State Surplus Property and a report of the same shall be made on SFN 2526 (with a copy being sent to the Administrative Office). Both the employee to whom the property was assigned (if any) and the Supervising Attorney in the office shall sign the form as the "Authorized Representative."

If the property is destroyed or otherwise damaged to such an extent that it is unusable, the property shall be disposed of in the garbage, unless the property is of such a nature that that would be imprudent, in which case the employee should contact the Administrative Office for disposal directions. The Administrative Office shall be notified in writing of any destroyed or damaged property, and the method of disposal. The writing shall be signed by the employee to whom the property was assigned (if any) and the Supervising Attorney in the office.

Computer and copier hard drives shall be removed prior to disposal of the property, and sent to the Administrative Office, where they will be destroyed.

The Agency's Administrative Officer shall keep a log of property which has been disposed of under this policy and shall update the agency's inventory records as needed.

Comment: See also Commission on Legal Counsel for Indigent 's Fixed Asset Policy; OMB Expenditure and Revenue Policy 205 - Fixed Assets; Surplus Property Disposal Manual