

## CHAPTER 10

# INVENTORY AND MANAGEMENT OF STATE PROPERTY

### Introduction

This chapter identifies requirements for the inventory, tracking, acquisition and disposal of equipment purchased with State WIC Program funds, and the requirements for applying State identification tags. All assets purchased by the WIC local agency with State funds are the property of the State.

The electronic Local Agency Inventory System (LAIS) is an automated asset management tool. A WIC local agency must submit detailed information on all newly acquired equipment purchased with State WIC funds or received from the State. The LAIS User Guide is posted on the WIC website home page [www.wicworks.ca.gov](http://www.wicworks.ca.gov) (local agency resources tab) and includes detailed instructions on how to get started.

## I. ASSETS

### Major Equipment

Major equipment is defined as tangible items with:

- A unit acquisition cost of **\$5,000 or more** (not including tax), and
- A useful life of at least one year.

### Minor Equipment

Minor equipment is defined as tangible items with:

- A unit acquisition cost of **less than \$5,000** (not including tax), and
- A useful life of at least one year.

## II. INVENTORY MANAGEMENT

### **Maintaining Accurate Inventory**

Each time a WIC local agency submits a new purchase or acquisition through LAIS, the information will be reviewed by the State WIC Property Controller and either returned for correction or added to LAIS. The WIC local agency should forward new equipment acquisitions as soon as possible to ensure the electronic inventory information is updated and accurate.

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### **Tagging**

#### **Major Equipment**

After the State WIC Property Controller reviews the LAIS equipment data submitted through LAIS, the appropriate numbered tags for major equipment will be sent to the WIC local agency.

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#### **Minor Equipment**

The following Minor equipment also requires numbered tags:

- Personal digital assistants (PDA)
- PDA/cell phone combinations (such as BlackBerries)
- Laptops
- Desktop personal computers (tower unit)
- LAN servers, routers, and switches.

All other minor equipment requires un-numbered tags. Submit a request to the State WIC Property Controller for a supply of unnumbered tags.

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#### **Modular Furniture**

Equipment tags are not required for modular furniture (cubicles).

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### **Tracking**

#### **Major and Minor Equipment**

All items that have a numbered ID tag will be tracked by the State WIC Program by reviewing LAIS submissions from a WIC local agency. Items will not be removed from LAIS until disposal is requested by the WIC local agency and approved by the State WIC Property Controller.

Other minor items (such as breast pumps used as loaners) with blank tags will be included in LAIS as “non-trackable” inventory so local agencies can produce reports that identify the items and their locations.

### III. STOLEN, LOST, or DESTROYED PROPERTY

#### Stolen, Lost, or Destroyed State Property

If equipment is damaged, lost, destroyed, or stolen, a disposal request must be submitted to the State WIC Property Controller with additional information described below. If the loss is due to negligence on the part of WIC local agency staff, the WIC local agency must be prepared to replace the item(s) with non-WIC agreement funds, such as insurance claims.

- If damaged, a repair estimate and statement from the supervisor that the item is too costly to repair.
- If lost or destroyed, a statement from the supervisor detailing the circumstances surrounding the loss or destruction, along with appropriate documentation from the police department, fire department, insurance agency, etc.
- If stolen, a copy of the police report, and a statement of precautionary steps that will be taken to prevent the recurrence of theft.

### IV. DISPOSAL of STATE PROPERTY

#### Disposal Process

To dispose of equipment purchased with State WIC Program funds, a WIC local agency must submit a LAIS request using the “dispose inventory” tab.

For items not in LAIS (such as something not originally added to LAIS) submit to the State WIC Property Controller by mail or email the following information: description of the item, date of purchase, unit cost, model and serial numbers (if applicable) and why the item is being disposed.

Once all the necessary information is received, the State WIC Property Controller will complete a Property Survey Report (PSR) and submit it to the Department of General Services (DGS) for approval.

## **Information Removal**

Before disposing of State-owned surplus property, a WIC local agency must remove all confidential, sensitive or personal information from that property.

Computing devices with digital memory and storage capacity can contain confidential, sensitive or personal information. Prior to the disposal of any computing devices or computer media, information residing on these mediums must be sanitized (securely wiped or physically destroyed) and certified as unrecoverable.

Each WIC local agency must establish, maintain and be able to provide records of all State-owned surplus property that has been sanitized of confidential, sensitive or personal information.

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## **Information Removal Reporting Requirements**

Prior to disposal of equipment that could contain confidential, sensitive, or personal information; a WIC local agency must submit the Certification for Computing Media Sanitation form. The completed form must be submitted to either the email address [WICInventoryDesk@cdph.ca.gov](mailto:WICInventoryDesk@cdph.ca.gov) or the following mailing address:

State WIC Program  
Attention: State WIC Property Controller  
3901 Lennane Drive  
Sacramento, CA 95834

The Certification for Computing Media Sanitation form is attached to this chapter (Attachment 10-1) and must contain the following information: the sanitation date, each item that has been made sanitary, the serial number of that item, who conducted the sanitation (conducted by), who validated the sanitation (validated by), and who is certifying the sanitation (certified by). The WIC local agency staff conducting and validating the sanitation must be different. The WIC local agency staff conducting and certifying the sanitation must be different. The WIC local agency staff person certifying the sanitation must be the PWPC or the PWPC's designee.

By submitting disposal requests for equipment, a WIC local agency acknowledges that there is no confidential, sensitive, or personal information contained in/on the surplus property.

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**Copy Machine Disposal**

Copy machines pose a data security risk, as they typically retain hundreds of images of documents on internal hard drives. When copy machines are disposed of, these images can be retrieved from the hard drive, which may contain confidential data. Newer copy machines have security features available to address this; however, older ones may not. All newer copy machines should have enabled programming to assure that data is erased from the hard drive after each job is completed. Older copy machines which do not have these capabilities must have any internal hard drive physically destroyed or secure wiping documented prior to disposal. Hard drives can be removed by a copier technician or staff with sufficient knowledge and tools.

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**Approval of Disposition Request and Next Steps**

When a PSR is approved by DGS, the State WIC Property Controller will send a copy of the DGS approval letter and PSR to the WIC local agency.

- The WIC local agency must complete the remainder of the PSR(Certificate of Disposition section) and return it to the State WIC Property Controller certifying the manner of disposal (e.g., stolen, donated to Public School [indicate school's name] or Public School District [indicate school district's name] or local recycle center.
  - The WIC local agency must dispose of the equipment within 30 days after receiving the approved disposal notice.
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**Donating State Property**

After the disposal approval has been given, a WIC local agency is encouraged to donate the items. Per the Department of General Services, a WIC local agency may donate to:

- a Public School,
- a Public School District, or
- a Local Recycler/Salvage Center.

Dispose of equipment properly, do not place in a garbage dumpster.

### **Transferring State Property to Another WIC Local Agency**

**Prior** to the transfer of equipment to another WIC local agency, the donor releasing the equipment must submit their request in LAIS, indicating the equipment is no longer needed and that another WIC local agency can use the equipment.

The State WIC Property Controller will review and then return or approve the request. The WIC local agency acquiring the equipment is **required** to submit an acknowledge receipt through the LAIS. Once this is done and the State WIC Property Controller reviews the information, the equipment will be transferred to the receiving WIC local agency's inventory.

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## **V. VEHICLE ACQUISITION**

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### **Taking Possession of a Vehicle**

Upon receiving a purchased vehicle, a WIC local agency is required to submit all required information through the LAIS as well as forward copies of the proof of insurance and vehicle registration to the State WIC Property Controller. The LAIS system requires the following information:

- the manufacturer's name,
- make, model type,
- seating capacity (e.g., eight passengers),
- unit cost (before tax),
- date WIC local agency physically took possession of the vehicle,
- vehicle identification number (VIN) in the serial number column.

Forward the license plate number to the State WIC Property Controller. The State WIC Program will subsequently update the LAIS.

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### **Vehicle Registration**

A WIC local agency must register the vehicle as follows:

- Registered Owner is:  
WIC Local Agency Legal Name
- Legal Owner is:  
California Department of Public Health  
Vehicle Services MS 1801  
P.O. Box 997377  
Sacramento, CA 95899-7377

## **Submitting Insurance Certificates**

A WIC local agency must submit a copy of a new insurance certificate at least thirty days prior to the expiration date of the current insurance coverage. It must show continued coverage for not less than the remainder of the term of the WIC local agency agreement or for a period of not less than one year. It must be submitted to the State WIC Property Controller (certificate will be forwarded to CDPH Asset Management, Vehicle Services) at the following address:

State WIC Program  
Attention: State WIC Property Controller  
3901 Lennane Drive  
Sacramento, CA 95834

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## **VI. VEHICLE USE**

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### **Travel Logs**

WIC local agency program supervisors are responsible for ensuring vehicles are used only for required State business travel and not for personal use. This can be accomplished by implementing the use of travel logs and documenting the regular review of the logs. The retention period is current fiscal year plus preceding fiscal year.

A Travel Log is available for use by a WIC local agency; see CMB Chapter 9, Section III for further information or you can develop and use your own travel log that collects the same information.

Travel log maintenance and vehicle use monitoring may be included as part of the Program Evaluation financial review.

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### **Maintenance**

If you would like guidelines for State vehicle maintenance, please refer to the State of California Fleet Handbook, Guide to Fleet, Travel, and Parking Policies, which is located at:  
<http://www.documents.dgs.ca.gov/ofa/handbook.pdf>

Log maintenance and repairs performed in an Automotive Maintenance Record, such as form STD 271, available for order from the DGS Office of State Publishing at:  
<http://www.osp.dgs.ca.gov/StandardForms/Default.htm>, or you can use your own.

## VII. VEHICLE DISPOSITION

### **Requesting Disposition of a Vehicle**

Submit the request through LAIS using the “dispose inventory” tab.

### **Schedule Vehicle Inspection Appointment**

The State WIC Property Controller will schedule an appointment for vehicle inspection with the DGS Office of Fleet Administration Inspector, letting them know they have a state vehicle to survey.

Once the vehicle is inspected, the WIC local agency will receive an Office of Fleet Administration (OFA 6) form, completed by the inspector. This form must be forwarded to the State WIC Property Controller along with a copy of all relevant documents (such as registration, proof of insurance, and relevant maintenance information). A Property Survey Report will then be prepared and forwarded to Vehicle Services for final approval.

Once approval is received, the State WIC Property Controller will notify the WIC local agency of how and where to dispose of the vehicle. The WIC local agency is responsible to transport the vehicle to the designated disposal site.

## VIII. ATTACHMENTS

Certification for Computing Media Sanitation

Attachment 10-1

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STATE OF CALIFORNIA  
**Certification for Computing Media Sanitation**

DATE

FROM (Department, Unit, or Office)

AGENCY DOCUMENT NUMBER

DGS DOCUMENT NUMBER

This document certifies the removal or destruction of data on computing devices with digital memory and storage capacity. Information systems capture, process, store, and transmit information using a wide variety of media such as, but not limited to, magnetic tapes, flash drives, personal computers, personal digital assistants (PDA), cell or smart phones, multifunction printers, workstations and laptops. These media may require special disposition in order to mitigate the risk of unauthorized disclosure and ensure the confidentiality of information.

ITEM	SERIAL NUMBER	OPERATION PERFORMED VERIFICATION
		Conducted by Validated by

The Department guarantees any information on the device is irretrievable and complies with State Administrative Manual Section 5100.

The DGS will audit the destruction of confidential information by review of items submitted for disposal to the Office of Surplus Property Reutilization. This surplus disposal process complies with State Administrative Manual Section 5300 in the managed protection of information assets and reporting incidents of inappropriate disclosure or access through the asset's life cycle.

<b>CERTIFIED BY</b>	<b>Title</b>
<b>MANAGER</b>	<b>Address</b>

**Instructions for Completing the Form**

State agencies and employees are reminded to follow the formal disposal and surplus process and securely remove old data using a secure wipe program for information technology equipment BEFORE releasing state equipment for recycling. State policy, State Administrative Manual Section 5953, speaks to the agency's responsibility for disposal of IT supplies, paper goods, and magnetic media, specifically SAM 5320.5 and 5320.2.

If disposition code 8 is used, a copy of this form will need to accompany the delivery to the Surplus Property warehouse.

You may also want to refer to the following for additional information and guidance:  
<http://www.cio.ca.gov/OIS/Government/policy.asp>