

# MANAGEMENT MEMO

	NUMBER: <b>MM 11-03 REVISION 1</b>
SUBJECT: <b>REDUCTION OF CELL PHONES, SMARTPHONES, AND CELL DEVICES PURSUANT TO EXECUTIVE ORDER B-1-11 AND THE REMOVAL OF CONFIDENTIAL, SENSITIVE OR PERSONAL INFORMATION</b>	DATE ISSUED: <b>JULY 14, 2011</b>
REFERENCES: <b>Executive Order B-1-11, Budget Letter 11-02, Budget Letter 11-08, Management Memo 07-09, Supercedes MM 11-03</b>	EXPIRES: UNTIL RESCINDED ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

**Purpose** This Management Memo requires State agencies (agencies) to deliver cellular devices eliminated pursuant to [Executive Order \(EO\) B-1-11](#) to the Department of General Services (DGS) and defines State agencies’ responsibilities for removing confidential, sensitive, or personal information from these devices prior to disposition.

**Who is affected** All State entities under the Governor’s executive authority (Government Code 11000). Entities under the Legislative and Judicial Branches of government are requested to implement similar cuts.

**Who should review** Deputies for Administration and Information Technology; Information Security Officers; Privacy Officers; Program Managers; Business Services Officers; and Property Controllers.

**Agency responsibility** Executive Order B-1-11, issued on January 11, 2011, requires agency secretaries and department directors to reduce the number of cell phones and smart phones (phones) within their operations by 50 percent no later than June 1, 2011.

[Budget Letter 11-02](#), issued January 28, 2011, provided guidance on how to calculate and account for these reductions. [Budget Letter 11-08](#), issued May 26, 2011, required agencies to discontinue monthly service for cellular devices by June 1, 2011 and complete physical reduction of cellular devices no later than June 30, 2011.

Cellular devices eliminated pursuant to EO B-1-11 must be disposed of in compliance with this Management Memo.

**Delivery Procedures** To comply with EO B-1-11, agencies are required to electronically submit a [STD 152. Property Survey Report](#) to the DGS Office of Fleet and Asset Management. Agencies only need to provide the following information on this form:

- Detailed Description (manufacturer, model number)
- Quantity (QTY)
- Present Condition Code

## STATE ADMINISTRATIVE MANUAL

The STD 152 must be used to report all devices reported to the Department of Finance on their "Cellular Device Inventory Reduction Worksheet," including any devices returned to vendors for credit. Agencies must provide clear detail as to the type and number of phones being reduced. Upon approval by DGS, agencies will be directed to deliver their surplus phones to either vendors for credit or the DGS Surplus Property and Reutilization facility located at:

1700 National Drive  
Sacramento, CA 95834

### Removal of Confidential Information/ Closing Accounts

Before surplus phones are sent to DGS for disposal, agencies must remove all confidential, sensitive, or personal information on each phone (see [DGS Management Memo 07-09](#)). Agencies will be required to certify that all confidential, sensitive or personal information has been removed. Agencies will also be required to certify that the billing account assigned to any phone reduced pursuant to EO B-1-11 has been closed. The form used for this certification may be accessed at <http://www.dgs.ca.gov/ofam/Forms.aspx>.

Agencies must use sanitizing methods that do not compromise the value of these phones unless destruction is the only reasonable approach to ensure the elimination of confidential, sensitive or personal information. If DGS employees find confidential, sensitive or personal information on these devices, DGS will notify the agency that disposed of the property to retrieve the materials immediately. If a security event or incident occurs, however, the disposing agency will be responsible for incident notification and filing any necessary reports related to the incident.

### Submission of Forms

Transmit completed STD 152, Property Survey Report forms to:  
[<http://www.applications.csps.dgs.ca.gov/agencylogin.asp>]

Transmit Cellular Device Certification by fax to 916-928-4644, Attention: Jeff Jones or Norman Cottman.

### References

Additional online resources can be found at:  
<http://www.cio.ca.gov/OIS/Government/policy.asp>

### Need Assistance?

If you need additional information or assistance, please contact: Steve Paul, Surplus Property and Reutilization Program Manager, DGS Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834, at (916) 928-2183 or (916) 928-5800, or [steve.paul@dgs.ca.gov](mailto:steve.paul@dgs.ca.gov).

### Signature

*Original memo signed by Fred Klass, Director*

Fred Klass, Director  
Department of General Services