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Property Survey Reports

State Agency Login for Property Survey Reports (STD 152s and STD 158s) and Viewing State Surplus Personal Property Inventory

Online Submittals and Approvals

To obtain the Office of Surplus Property And Reutilization review and approval of your agency's proposed disposition of State-owned personal property in your agency's possession, submit your request online, below, using either Standard Form 152 or Standard Form 158, as applicable.

Submit Standard Form 152, "Property Survey Report" for the following:

Please notice: The Property Survey Report (STD. 152) now has a Disposition Code 10. Please use this Disposition Code when disposing of e-Waste.

- If you wish to donate the item or items to a qualified recipient; or
- If you wish to sell the item or items at a public sale; or
- If you wish to dispose of the irreparable, unusable item or items through using the services of a State-approved recycler, or through sending the item or items to a State-approved landfill;
- Please note that a Standard Form 152 must be filled out for all items to be shipped for disposition by the OSPR Warehouse located at 1700 National Drive, Sacramento, CA 95638.

Submit Standard Form 158, "Transfer of Location of Equipment" for the following:

- If you wish to transfer the item or items to another agency;
- If you wish to transfer the item or items to another unit of an Agency, this form is not required to be sent to OSPR but may be retained for your record management.

If you need assistance in making your online submittal or have questions concerning any aspect concerning the proper disposition of State-owned surplus personal property, please contact the following, as applicable:

- In Sacramento: (916) 928-5807

Enter Your Billing Code (REQUIRED)

Bill code requires 6 digits. Add a leading 0 if necessary.

eMail Address:

Password: (case sensitive)

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MANAGEMENT MEMO

NUMBER:

XXXXX-XXXX

SUBJECT:

REMOVAL OF CONFIDENTIAL, SENSITIVE OR PERSONAL INFORMATION FROM STATE-OWNED SURPLUS PERSONAL PROPERTY, INFORMATION ASSETS, AND STATE-OWNED SURPLUS VEHICLES

DATE ISSUED:

EXPIRES:

UNTIL RESCINDED

ISSUING AGENCY:

THE DEPARTMENT OF GENERAL SERVICES

REFERENCES:

STATE ADMINISTRATIVE MANUAL (SAM): CHAPTER 1600, SECTION 1693; CHAPTER 3500, SECTION 3520; CHAPTER 4100, SECTION 4111; Chapter 5100; CHAPTER 5300, SECTIONS 5315.2, 5320, 5335, 5350; CHAPTER 5900, SECTION 5953, GOVERNMENT CODE SECTIONS 6250-6265; CIVIL CODE SECTIONS 1798-29, 1798.3, 56 et seq; HEALTH AND SAFETY CODE SECTIONS 123100-123149.5; HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT 45 C.F.R. PARTS 160 and 164; PUBLIC CONTRACT CODE SECTION 10389.1 and 10389.2
Supersedes Management Memo 07-09

Policy

State agencies are responsible for removing all confidential, sensitive, or personal information from their surplus property.

Purpose of This Memorandum

This Management Memo announces recently enacted statute (Public Contract Code Section 10389.2) and defines State agencies' responsibilities for removing confidential, sensitive or personal information from State-owned surplus personal property and surplus vehicles prior to disposition. It also defines the Department of General Services (DGS) and agency responsibilities for incident management if employees find confidential, sensitive or personal information in surplus items. Additionally, it defines the new service charges associated with the DGS sanitizing of computing surplus property not properly completed by agencies.

Who is Affected

All State entities under the Governor's executive authority (G.C. 11000).

Who Should Review

Information Security Officers, Privacy Officers, Program Managers, Business Services Officers, Property Controllers, Fleet Managers, and Warehouse Managers should review this memo.

Definition**Personal Property**

Any property that is not real property and that is movable or not attached to the land. Personal property that may retain confidential information includes, but is not limited to, any information assets, systems, other equipment, or furniture that captures, stores, processes, or transmits information. Examples of Personal Property include, but are not limited to the following:

- **Information technology and equipment:** flash drives, personal computers, personal digital assistants, cell or smart phones, fax machines, copiers, multifunction printers, workstations, and laptops
- **Furniture:** file cabinets, desks, storage cabinets, and safes

Agency Responsibility**Surplus Personal Property**

Before disposing of State-owned surplus personal property, disposing agencies must remove all confidential, sensitive or personal information from the surplus property. Agencies must inspect the property thoroughly for such materials, paying special attention to storage areas in file and storage cabinets, credenzas, and desks, information assets or systems, and provide for its proper disposal (see SAM Sections 1693 and 5953 for disposal requirements).

Furniture with locks, such as storage cabinets, desks, and file cabinets, must be delivered to the State Surplus Property Warehouse unlocked. If keys are available, they must be provided to State Surplus Property Warehouse staff upon the delivery of items. For safes, the combination and any key required to open each safe must be included with the delivery.

STATE ADMINISTRATIVE MANUAL

State-owned Surplus Vehicles

Before disposing of State-owned surplus vehicles, disposing agencies must remove from the vehicles all confidential, sensitive or personal information other than DMV-issued ownership and registration documents. Agencies must inspect vehicles thoroughly for confidential, sensitive or personal information, paying special attention to storage areas such as glove boxes, trunks, consoles, utility boxes, seat pouches and map pockets.

Asset Sanitation

Information assets or computing devices with digital memory and storage capacity must be sanitized prior to disposal. To demonstrate compliance with SAM Section 5900, agencies must include a Certificate for Computing Media Sanitation (see attached) listing each sanitized item with the STD 152 or 158. On this form, agencies will certify the method of sanitation and the final disposition of the property. For the purposes of executing Executive Order B-1-11, agencies may continue to use the Cellular Devices Reduced Pursuant to B-1-11 Certification (see attached). Agencies are advised that it is imperative to recover value for the State's surplus assets. Therefore, agencies must use sanitizing methods that do not compromise the value of assets unless destruction is the only reasonable approach to ensure the elimination of confidential information.

DGS Responsibilities

If DGS employees find confidential, sensitive or personal information in State-owned surplus personal property or a State-owned vehicle, DGS will notify the agency that disposed of the property. The disposing agency must retrieve the materials immediately, and is responsible for incident notification and filing of any necessary reports related to any security event or incident that occurred (see SAM Section 5350 for Agency Information Security Incident Management and Notice to Affected Individuals).

DGS Services

The DGS can provide sanitizing services if arranged in advance of receipt. The DGS will make reasonable efforts to maintain the security of confidential, sensitive or personal information. Refer to SAM Section 5300 for definitions and agencies role and responsibility in protecting state information assets.

References

Additional information can be found on the Certification for Computing Media Sanitation form at DGS OFAM website www.dgs.ca.gov/ofam/

Additional online resources can be found at:

<http://www.cio.ca.gov/OIS/Government/policy.asp>

If you need additional information or assistance, please contact:

Steve Paul, Surplus Property Program Manager
DGS Office of Fleet and Asset Management,
1700 National Drive, Sacramento, CA 95834
(916) 928-2183
steve.paul@dgs.ca.gov

The Office of Fleet and Asset Management main number is (916) 928-5800.

Original memo signed by Fred Klass, Director

Signature

Fred Klass
Director, Department of General Services

Certification for Computing Media Sanitation

Date _____

Department Name _____

Agency Document # _____ DGS Document # _____

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.

List **each** item submitted for disposal and operation performed for secure disposal.

Item Description (make /model)	Serial Number	Operation Performed Verification	Final Disposition
		<input type="checkbox"/> Clear <input type="checkbox"/> Purge <input type="checkbox"/> Destroy <input type="checkbox"/> Other _____ Conducted by _____ Validated by _____	<input type="checkbox"/> Disposed <input type="checkbox"/> Reuse Internal <input type="checkbox"/> Surplus External <input type="checkbox"/> Returned to Manufacturer <input type="checkbox"/> other _____
		<input type="checkbox"/> Clear <input type="checkbox"/> Purge <input type="checkbox"/> Destroy <input type="checkbox"/> Other _____ Conducted by _____ Validated by _____	<input type="checkbox"/> Disposed <input type="checkbox"/> Reuse Internal <input type="checkbox"/> Surplus External <input type="checkbox"/> Returned to Manufacturer <input type="checkbox"/> other _____
		<input type="checkbox"/> Clear <input type="checkbox"/> Purge <input type="checkbox"/> Destroy <input type="checkbox"/> Other _____ Conducted by _____ Validated by _____	<input type="checkbox"/> Disposed <input type="checkbox"/> Reuse Internal <input type="checkbox"/> Surplus External <input type="checkbox"/> Returned to Manufacturer <input type="checkbox"/> other _____
		<input type="checkbox"/> Clear <input type="checkbox"/> Purge <input type="checkbox"/> Destroy <input type="checkbox"/> Other _____ Conducted by _____ Validated by _____	<input type="checkbox"/> Disposed <input type="checkbox"/> Reuse Internal <input type="checkbox"/> Surplus External <input type="checkbox"/> Returned to Manufacturer <input type="checkbox"/> other _____

Additional pages attached.

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.

Certified by: _____
 Manager Signature _____
 Phone: _____
 Email: _____

 Print Name and Title
 Address: _____

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>

DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$162.50
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$200.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$175.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$175.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$200.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$150.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$200.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$200.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$175.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$175.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$175.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$200.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$225.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$200.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$225.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$175.00
DELL PENT IV, MONITOR, KEYBORAD, MUSE SET	\$200.00
DELL PENT IV LAPTOP	\$225.00
DELL PENT IV LAPTOP	\$225.00
DELL PENT IV LAPTOP	\$250.00
GATEWAY PENT IV LAPTOP	\$150.00
GATEWAY PENT IV LAPTOP	\$150.00
GATEWAY PENT IV LAPTOP	\$175.00
GATEWAY PENT IV LAPTOP	\$200.00
GATEWAY PENT IV LAPTOP	\$200.00
GATEWAY PENT IV LAPTOP	\$225.00
IBM PENT IV LAPTOP	\$200.00
IBM PENT IV LAPTOP	\$150.00
IBM PENT IV LAPTOP	\$175.00
IBM PENT IV LAPTOP	\$175.00
IBM PENT IV LAPTOP	\$175.00

EXAMPLE FROM
 QUERY ASSISTANT

DONEE_NUMBER	NAME	PHONE
21-0-0055-4C	SHORELINE UNIFIED SCHOOL - DISTRICT	707-878-2266
21-1-0135-4C	SAUSALITO MARIN - CITY SCHOOL DISTRICT	(415)332-3190
21-0-0008-4C	NOVATO UNIFIED SCHOOL - DISTRICT	(415)897-4217
21-1-0011-4C	BOLINAS-STINSON UNION - SCHOOL DISTRICT	
21-1-0020-4C	DIXIE SCHOOL DISTRICT - 380 NOVA ALBION WAY	(415)492-3700
21-1-0035-4C	KENTFIELD SCHOOL DISTRICT - 699 SIR FRANCIS DRAKE BI	
21-1-0065-4C	MILL VALLEY SCHOOL - DISTRICT	415-389-7700
21-1-0090-3C	REED UNION SCHOOL - DISTRICT	
21-1-0115-4C	SAN ANSELMO SCHOOL - DISTRICT	
21-1-0130-4C	SAN RAFAEL CITY SCHOOLS - 225 WOODLAND AVENUE	415-485-2305
21-1-1115-4C	LINCOLN ELEMENTARY - SCHOOL DISTRICT	
21-2-0025-4C	TAMALPAIS UNION HIGH - SCHOOL DISTRICT	415-945-3728
21-3-0010-4C	MARIN COMMUNITY COLLEGE - DISTRICT	415-457-8811
21-4-0005-4C	MARIN COUNTY - OFFICE OF EDUCATION	415-472-4110

EXAMPLE FROM
CSPS