

MANAGEMENT MEMO

SUBJECT: DISPOSITION OF STATE OWNED COMPUTERS, LAPTOPS, MONITORS AND COMPONENTS TO NON-PROFIT PUBLIC COMPUTER CENTERS	NUMBER: XXXXX-XXXX
REFERENCES: STATE ADMINISTRATIVE MANUAL (SAM): CHAPTER 1600, SECTION 1693; CHAPTER 3500, SECTION 3520, 3520.5; 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and 164; PUBLIC CONTRACT CODE SECTION 10389.1 and 10389.2 ; PUBLIC UTILITIES CODE 709 (d)	DATE ISSUED: EXPIRES: UNTIL RESCINDED ISSUING AGENCY: THE DEPARTMENT OF GENERAL SERVICES

Policy	Senate Bill 493, Chapter 251, Statutes of 2011 (Padilla) adds Section 10389.2 to the Public Contract Code, to further the state policy of bridging the digital divide. State agencies can now offer surplus computers, monitors, laptops and related components at less than fair market value to eligible non-profit organizations that operate public computer centers. Eligible public computer centers must be non-profit organizations in partnership with a public school district.
Purpose of This Memorandum	This Management Memo provides state agencies with information about their responsibilities when providing state-owned surplus computers, monitors, laptops and related components to eligible non-profit organizations that operate public computer centers.
Who is Affected	All state agencies (G.C. 11000).
Who Should Review	Information Security Officers, Privacy Officers, Program Managers, Business Services Officers, Property Controllers, and Warehouse Managers should review this memo.
Eligible Items	Personal Computer, Laptop Computer, Computer Monitor, Computer Printer, Computer Keyboard, Computer Hardware, Computer Cable and Cord, Computer Mouse, Computer Speakers, Computer Power Unit, Computer Storage Unit, Computer Server.
Fair Market Value	Fair Market Value (FMV) is defined as the price obtained for a similar item at the most recent DGS surplus property auction or on surplus property websites such as Ebay or Craigslist. FMV information related to eligible items sold at DGS surplus property auctions will be made available to agencies by DGS at its website, http://www.dgs.ca.gov/ofam .
Agency Responsibility	<p>DGS Approval Using Disposition Code 11, available on the revised online STD. 152, disposing state agencies must submit and receive DGS approval for the disposition of surplus state-owned information technology as outlined in SAM 3520 and coordinate with the selected public computer center for the transfer of those assets.</p> <p>Asset Sanitation Information assets and computing devices with digital memory and storage capacity must be sanitized prior to disposal according to the requirements set forth in Management Memo XX-XX (to be determined). To demonstrate compliance with SAM Section 5900, agencies must include a Certificate for Computing Media Sanitation (see attached) with the STD 152. On this form, agencies will certify the method of sanitation and the final disposition of the property. Agencies are advised that it is imperative to maintain the functionality of these surplus assets for use by the public computer center. Therefore, agencies must use sanitizing methods that do not compromise the functionality of these assets. Additional information can be found on the Certification for Computing Media Sanitation form at the DGS website http://www.dgs.ca.gov/ofam. If a security event or incident occurs, the disposing agency is responsible for incident notification and filing any necessary reports related to the incident (see SAM Section 5350).</p>