

MANAGEMENT MEMO

SUBJECT: REDUCTION OF CELL PHONES AND CELL DEVICES AND THE REMOVAL OF CONFIDENTIAL, SENSITIVE OR PERSONAL INFORMATION	NUMBER: MM 11-03
	DATE ISSUED: JULY 5, 2011
	EXPIRES: UNTIL RESCINDED Superceded MM11-03.1
REFERENCES: Executive Order B-1-11, Budget Letter 11-02, Budget Letter 11-08, Management Memo 07-09	ISSUING AGENCY: THE DEPARTMENT OF GENERAL SERVICES

Purpose of this memorandum This Management Memo requires State agencies to deliver their surplus cellular devices 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 (G.C. 11000).

Who should review Deputies for Administration, Information Security Officers, Privacy Officers, Program Managers, Business Services Officers, and Property Controllers should review this memo.

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 agencies and departments 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, requires 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.

Surplus Property Procedures Cellular devices must be disposed of in compliance with DGS surplus property procedures:

To meet the Governor's reduction request, state agencies and departments are required to electronically submit a STD 152 Property Survey Report (<http://www.documents.dgs.ca.gov/osp/pdf/std152.pdf>) to the DGS Office of Fleet and Asset Management (OFAM) which lists all reduced phones. The STD Property Survey Report must be used to report all devices reported to the Department of Finance on their "Cellular Device Inventory Reduction Worksheet" marked as surplus including any devices returned to vendors for credit. On each STD 152, every state agency and department must provide clear detail as to the type and number of phones being reduced. Upon approval by DGS, state agencies and departments will be directed to deliver their surplus phones to the DGS Surplus Property and Reutilization facility located at:

1700 National Drive
 Sacramento, CA 95834

Removal of Confidential Information Before surplus phones are sent to DGS for disposal, agencies and departments must remove all confidential, sensitive, or personal information on each phone (see DGS Management Memo 07-09, http://www.documents.dgs.ca.gov/osp/sam/mmmemos/MM07_09.pdf).

STATE ADMINISTRATIVE MANUAL

To demonstrate compliance with SAM Section 5100, agencies and departments must include a Certificate for Computing Media Sanitation (see attached) with the STD 152. On this form, state agencies and departments will certify the method of sanitation and the final disposition of the property. Since DGS must recover maximum value when it sells these reduced phones, every state agency and department 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, which must retrieve the materials immediately. If a security event or incident occurs, however, the disposing agency is responsible for incident notification and filing any necessary reports related to the incident (see SAM Section 5350 for Agency Information Security Incident Management and Notice to Affected Individuals).

References

Should you have any further questions, please refer to the DGS' web site on state surplus personal property (<http://www.dgs.ca.gov/ofam/Programs/StSurplus/Reutilization.aspx>) or call DGS' State Surplus Property and Reutilization Program Manager, Steve Paul, at (916) 928-2183.

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>

Signature

If you need additional information or assistance, please contact: Steve Paul, Surplus Property Program Manager at DGS Office of Fleet and Asset Management, 7100 National Drive, Sacramento, CA 95834, (916) 928-2183 or steve.paul@dgs.ca.gov. Or, call the Office of Fleet and Asset Management main number at (916) 928-5800.

Original memo signed by Fred Klass, Director

Fred Klass
Director, Department of General Services