

**LOST, STOLEN, OR DESTROYED PROPERTY**

**8643**

(Revised 06/13)

Whenever property is lost, stolen, or destroyed, departments will prepare a Property Survey Report form, STD. 152. The department will adjust its property accounting records and retain the Property Survey Report as documentation. The report will contain:

1. A description of the events
2. Precautions to be taken to prevent repeat situations
3. A statement that the California Highway Patrol has been notified (Government Code Section 14613.7)

Losses of state property due to fraud or embezzlement will be reported to the Department of Finance (Finance), Office of State Audits and Evaluations and the California State Auditor's Office. See SAM section 20080. Employees will be charged with any loss and damages to state property due to their negligence or unauthorized use.

Department management must promptly investigate incidents involving loss, damage, or misuse of information assets. Departments shall immediately notify the California Highway Patrol upon discovery of all Information Technology security incidents and computer related crimes. See SAM Sections 5350.1 through 5350.4.

Each department having ownership responsibility for information must complete a Security Incident Report. The Security Incident Report, part of the State Information Management Manual, is available at [http://www.cio.ca.gov/Government/IT\\_Policy/SIMM.html](http://www.cio.ca.gov/Government/IT_Policy/SIMM.html). The report must be submitted to Finance within ten working days of the department's becoming aware of an incident involving the theft of such information, including information stolen in conjunction with the theft of a computer or data storage device.