

Chapter 1335 - BUSINESS OPERATIONS, POLICY AND PLANNING BRANCH

1335 PROGRAM SUMMARY, RESOURCES, AND CONTACTS

(Revised 6/05)

The Business Operations, Policy and Planning Branch (BOPPB) provides the necessary support and administrative services to all elements of the RESD, except for services provided at the DGS departmental staff level. BOPPB focuses on service to the line organizations. Services provided by BOPPB to RESD include human resources, business services, contract administration, RESD financial management and budgeting, customer billing, information systems, performance monitoring and reporting, real property inventory, continuous improvement and other general support.

Additional information on BOPPB's services and operations may be accessed from our home page located at <http://www.resd.dgs.ca.gov/bopp/default.htm>. If you wish to write or call us, our mailing address and telephone number are:

Business Operations, Policy and Planning Branch
Real Estate Services Division
707 Third Street, 1st Floor
West Sacramento, CA 95605
(IMS Z-1)

Telephone: (916) 376-1857 or CALNET 480-1857
Fax: (916) 376-1856 or CALNET 480-1856

1335.1 STATEWIDE PROPERTY INVENTORY

(Revised 6/04)

Where DGS is responsible for the inventory.

The DGS is required to maintain a complete and accurate statewide property inventory of all real property held by the State of California. This is called the Statewide Property Inventory (SPI) and is a comprehensive database of all state proprietary land holdings.

Where the agency is responsible for the inventory.

State agencies that acquire, encumber, or dispose of real property (other than the Department of Transportation and the University of California) are required to provide information to DGS for inclusion in the Statewide Property Inventory (SPI) and routing to the Secretary of State Archives. For assistance in determining the appropriate documents to be submitted, contact RESD, SPI Unit at (916) 375-4056 or (916) 375-4052.
