

MANAGEMENT MEMO

	NUMBER: MM 12-02
SUBJECT: DISPOSITION OF STATE OWNED COMPUTERS, LAPTOPS, MONITORS AND COMPONENTS TO NON-PROFIT PUBLIC COMPUTER CENTERS	DATE ISSUED: FEBRUARY 16, 2012
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PARTS 160 and 164; PUBLIC CONTRACT CODE SECTION 10389.1 and 10389.2 ; PUBLIC UTILITIES CODE 709 (d)	EXPIRES: UNTIL RESCINDED ISSUING AGENCY: THE DEPARTMENT OF GENERAL SERVICES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 Department of General Services (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 (MM) MM 12-01. To demonstrate compliance with SAM Section 5900, agencies must include a Certification 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>

STATE ADMINISTRATIVE MANUAL

Eligible Recipients

Eligible recipients include authorized nonprofit entities that, in partnership with a school district, operate a public computer center to further the state policy of bridging the digital divide. The list of eligible recipients can be found at <http://www.dgs.ca.gov/ofam>. Eligible recipients will be listed by geographic region so as to minimize the costs of transportation borne by recipients.

Terms and Conditions for the transfer of State-owned computers and components to public computer centers

The DGS has the terms and conditions for the sale and transfer of State-owned information technology to eligible public computer centers available on its website at <http://www.dgs.ca.gov/ofam/programs/sb493.aspx>.

The DGS reserves the right to conduct on-site inspections to verify both the school district and public computer center is in compliance with the terms and conditions.

DGS reserves the right to disqualify any public computer center that violates the terms and conditions from participating in this program.

DGS Responsibilities

The DGS will review and process public computer center applications and also provide contact information to State agencies concerning the availability of public computer centers in their (agency) local areas.

References

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.

Signature

Original signed by Fred Klass Director of Department of General Services on file.

Fred Klass, Director
Department of General Services

Certification for Computing Media Sanitation

DATE

FROM *(Department, Unit, or Office)*

AGENCY DOCUMENT NUMBER

DGS DOCUMENT NUMBER

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.

ITEM	SERIAL NUMBER	OPERATION PERFORMED VERIFICATION
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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	Title
MANAGER	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>