

Procedure Disposition of County Owned Personal Property	Last Update: July 2021
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References: County Policy Manual- County Personal Property Disposition

Purpose: To establish a procedure for the Disposition of County Personal Property

- A. Disposition of Information Technology Assets under the control of Business Innovation & Technology:
 - 1. If the Information Technology Asset cannot be redeployed within the Department, Division or Office, the Department Director, Division Director or Elected Official shall contact the Business, Innovation & Technology.
 - 2. Business, Innovation & Technology shall determine if the property can be reused/redeployed, or if the asset should be disposed.
- B. Disposition of Information Technology Assets not under the control of Business Innovation & Technology (District Attorney, Human Services, Library, Parks, Public Health or Sheriff):
 - 1. If the Information Technology Asset cannot be redeployed within the Department, Division or Office, the Department Director, Division Director or Elected Official shall have their IT department wipe or destroy the asset prior to disposal.
- C. Disposition of County vehicles not under control of the Airport or the Sheriff's Office:
 - 1. If the vehicle cannot be redeployed within the Department, Division or Office, the Department Director, Division Director or Elected Official shall contact the Fleet Services Director.
 - 2. The Fleet Services Director shall determine if the vehicle can be reused/redeployed or if the vehicle should be disposed.
- D. Disposition of All Other Personal Property
 - 1. If the property cannot be redeployed within the Department, Division or Office, the Department Director, Division Director or Elected Official shall contact the Inventory Control Specialist.
 - 2. The Inventory Control Specialist shall determine if the Property can be reused or redeployed or if the Property should be submitted to the Strategy, Innovation & Finance Director or his/her designee for disposal.