Title: Administrative Policy Disposition of County Personal Property	**Policy No**. Part 6, Management and Use of County Property Chapter 3, Disposition and Acquisition Section 1
	Effective Date April 1, 2008
Policy Custodian Finance and Information Technology	**Adoption/Revision Date** April 1, 2008

Adopting Resolution(s): CC08-171

References (Statutes/Resos/Policies): CC82-191, CC87-113, CC93-53, CC95-364

Procedure: Disposition of County Personal Property Procedure

Purpose: To establish criteria for the disposal of County Personal Property.

Policy: Disposition of County Personal Property

A. Definitions

1. Information Technology Asset(s): All property under the charge of the Information Technology Services Division, including but not limited to such items as computers, computer peripherals, printers, fax machines, cellular phones, electronic calendar devices, etc. Software is excluded from the definition of Information Technology Assets for the purposes of this policy.

2. Personal Property: County owned tangible personal property intended for the use of the employee or elected official to perform his/her job duties

3. Sold As Is: Denotes that the County is selling and the purchaser is buying an item in the condition as presently exists, without warranty and recourse, whether or not any faults exist and/or are apparent.

B. Redeployment of County Personal Property

1. The Department Director, Division Director or Elected Official shall attempt to reuse or redeploy all County personal property within the department, division or office.

2. If the Department Director, Division Director or Elected Official determines that the personal property cannot be redeployed within the department, division or office, an attempt shall be made by the Accounting Division's designee to reuse or redeploy the personal property to another department, division, or Elected Official's office.

3. Determinations to reuse or redeploy shall be made in writing.

C. Disposal of Personal Property

1. If the personal property cannot be redeployed and meets the Criteria for Disposal, the property may be discarded, donated, or sold as determined by the following individuals:

Information Technology Assets	Finance and Information Technology Department Director or his/her appointed designee
County vehicles	Deputy County Administrator or his/her appointed designee
Sheriff's vehicles	Sheriff or his/her appointed designee
Airport vehicles	Development & Transportation Department Director or his/her appointed designee
All Other Personal Property	Finance and Information Technology Department Director or his/her appointed designee

2. Criteria for Disposal

   a. Information Technology Assets: The following criteria shall be used to determine when an Information Technology Asset can be disposed:

      (1) The asset has reached its expected useful life of not less than 3 years or as set forth in the current ITS Replacement Schedule and/or is of no use to the County.

      (2) The asset replacement would cost the County less than upgrading the existing asset.

      (3) All proprietary data and licensed software shall be removed from the asset prior to disposition in one of the following ways:

         (a) ITS staff shall "wipe clean" the data or software from the asset's hard drive or memory and certify such in writing; or

         (b) ITS staff shall remove the hard drive from the asset and certify the removal in writing.

   b. Airport and County Vehicles: The following criteria shall be used to determine when a vehicle can be disposed:

      (1) The asset has reached its expected useful life and/or is of no use to the County, and

      (2) The County Administrator or appointed designee agrees to sign the title.

   c. Sheriff's Vehicles: These vehicles shall be disposed of based upon criteria in common practice for law enforcement vehicles.

   d. All Other Personal Property: The following criteria shall be used to determine when all other personal property can be disposed.

      (1) The property is damaged or dysfunctional; or

      (2) Storage space is unavailable, or

      (3) There is no demand or need for the property.

3. Discarded: Property must be discarded in accordance with applicable Federal, State, or local environmental regulations.

4. Donated: Property to be donated must be given to another governmental entity recognized by the State or to a charitable corporation.

5. Sold: Property to be sold must be sold at public auction unless the County has entered into an agreement with a company or agency to sell or trade personal property.

    a. Proceeds from the sale of all Property shall be deposited into the fund from which the asset was purchased.

    b. All property shall be Sold As Is and cannot be returned for refund.