HB83

146714-2

By Representative DeMarco

RFD: State Government

First Read: 05-FEB-13

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SYNOPSIS: Under existing law, the State Auditor's Office, operating through the Property Inventory Control Division of the office, oversees the inventory of sensitive personal property and property valued at $500 or more owned by the state and used or acquired by the state departments or agencies.

This bill would require the Property Inventory Control Division to develop and maintain a searchable inventory database of all state personal property for each department or agency.

A BILL
TO BE ENTITLED
AN ACT

To amend Section 36-16-8 of the Code of Alabama 1975, relating to the State Auditor's Office, Property Inventory Control Division; to require the Property Inventory Control Division to develop and maintain a searchable
inventory database of all state personal property for each
department or agency.

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

Section 1. Section 36-16-8 of the Code of Alabama
1975, is amended to read as follows:

"§36-16-8.

"(a) The Property Inventory Control Division shall
establish a control in the following manner of all
nonconsumable state personal property not exempt under Section
36-16-11.

"(1) The head of each department or agency of the
state shall designate one of its employees as property manager
for the department or agency. Except for books, the property
manager shall make a full and complete inventory of all
nonconsumable personal property and certain other items of
personal property deemed important or sensitive enough by the
Property Inventory Control Division to be included in the
inventory of state property of the value of five hundred
dollars ($500) or more owned by the state and used or acquired
by the department or agency. The term "sensitive property"
includes, but is not limited to, weapons and electronic
storage devices such as, but not limited to, computers, laptop
and tablet computers, external hard drives, notebooks,
netbooks, and servers. The inventory shall show the complete
description, manufacturer's serial number, cost or price, date
of purchase, location, and custodial agency, responsible
officer, or employee, and the state property control marking.
For agencies without system access, a copy of the inventory shall be submitted to the Property Inventory Control Division on October 1 and April 1 of each year. Each inventory shall show all property acquired since the date of the last inventory. When any inventory fails to show any property shown on the previous inventory, then a complete explanation accounting for the property or the disposition thereof shall be attached to the inventory and submitted to the Property Inventory Control Division. All property managers shall keep at all times in their files a copy of all inventories submitted to the Property Inventory Control Division, and the copies shall be subject to examination by any and all state auditors or employees of the Department of Examiners of Public Accounts.

"(2) Each property manager shall be the custodian of, and responsible for, all property in his or her department or agency. When any property is entrusted to other employees or officers of the department or agency, the property manager shall require a written receipt of the property so entrusted, which receipt shall be executed by the person receiving the property. In that event, the property manager shall be relieved of responsibility of the property, and the employee or officer of the department or agency shall be responsible for the property.

"(3) No property, except property being transferred to the Department of Archives and History under Section 41-6-10, shall be disposed of, transferred, assigned, or
entrusted to any other department, agency, or employee thereof without the written permission of the Director of the Alabama Department of Economic and Community Affairs or the Governor of the State of Alabama or the designee of either of them.

"(4) Biannually, the Property Inventory Control Division shall conduct an inventory of all such state personal property excluding historical materials in the custody of the Department of Archives and History, holding every officer or employee strictly accountable for all personal property assigned to his or her custody.

"(5) No later than November 30 of each new fiscal year, the State Auditor shall report in writing to the Governor all losses and missing items of state property valued at more than five hundred dollars ($500) as revealed by the most recent inventory of state personal property.

"(6) Whenever any property manager ceases for any reason to be the property manager of his or her department or agency, the director of the department or agency shall immediately notify in writing the Property Inventory Control Division. The division shall immediately check the inventories of all property in the department or agency, and the successor to the property manager shall execute a written receipt for all property received by him or her or coming into his or her custody or control. The last payment of salary due the property manager shall be withheld until a complete check of the inventory of the property has been made and approved. In the event of any shortages, the property manager shall be held
strictly accountable. Notwithstanding the foregoing, the property manager shall not be held accountable for property entrusted to any other employee or officer of the department or agency and for which he or she holds the written receipt of the employee or officer.

"(b) The Property Inventory Control Division shall develop and maintain a searchable inventory database of all state personal property within its inventory for each department or agency.

"(c) The inventory database shall be searchable on the following criteria:

"(1) The name of the department or agency where the property is located.

"(2) The county where the property is located.

"(3) A description of the property.

"(4) The date the property was placed in inventory.

"(d) The database shall be updated once a month.

"(e) The database shall be available on the official State of Alabama website as a link to the website of the State Auditor's Office website where the database shall be maintained.

"(f) Each department or agency shall be responsible for updating property records in the Statewide Property Management System to ensure that the searchable database is accurate and current."
Section 2. This act shall become effective on January 1, 2014, following its passage and approval by the Governor, or its otherwise becoming law.