

1 HB19
2 146714-3
3 By Representative DeMarco
4 RFD: State Government
5 First Read: 14-JAN-14
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8 SYNOPSIS: Under existing law, the State Auditor's
9 Office, operating through the Property Inventory
10 Control Division of the office, oversees the
11 inventory of sensitive personal property and
12 property valued at \$500 or more owned by the state
13 and used or acquired by the state departments or
14 agencies.

15 This bill would require the Property
16 Inventory Control Division to develop and maintain
17 a searchable inventory database of all state
18 personal property for each department or agency.
19

20 A BILL
21 TO BE ENTITLED
22 AN ACT
23

24 To amend Section 36-16-8 of the Code of Alabama
25 1975, relating to the State Auditor's Office, Property
26 Inventory Control Division; to require the Property Inventory
27 Control Division to develop and maintain a searchable

1 inventory database of all state personal property for each
2 department or agency.

3 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

4 Section 1. Section 36-16-8 of the Code of Alabama
5 1975, is amended to read as follows:

6 "§36-16-8.

7 "(a) The Property Inventory Control Division shall
8 establish a control in the following manner of all
9 nonconsumable state personal property not exempt under Section
10 36-16-11.

11 "(1) The head of each department or agency of the
12 state shall designate one of its employees as property manager
13 for the department or agency. Except for books, the property
14 manager shall make a full and complete inventory of all
15 nonconsumable personal property and certain other items of
16 personal property deemed important or sensitive enough by the
17 Property Inventory Control Division to be included in the
18 inventory of state property of the value of five hundred
19 dollars (\$500) or more owned by the state and used or acquired
20 by the department or agency. The term "sensitive property"
21 includes, but is not limited to, weapons and electronic
22 storage devices such as, but not limited to, computers, laptop
23 and tablet computers, external hard drives, notebooks,
24 netbooks, and servers. The inventory shall show the complete
25 description, manufacturer's serial number, cost or price, date
26 of purchase, location, and custodial agency, responsible
27 officer, or employee, and the state property control marking.

1 A For agencies without system access, a copy of the inventory
2 shall be submitted to the Property Inventory Control Division
3 on October 1 and April 1 of each year. Each inventory shall
4 show all property acquired since the date of the last
5 inventory. When any inventory fails to show any property shown
6 on the previous inventory, then a complete explanation
7 accounting for the property or the disposition thereof shall
8 be attached to the inventory and submitted to the Property
9 Inventory Control Division. All property managers shall keep
10 at all times in their files a copy of all inventories
11 submitted to the Property Inventory Control Division, and the
12 copies shall be subject to examination by any and all state
13 auditors or employees of the Department of Examiners of Public
14 Accounts.

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

25 "(3) No property, except property being transferred
26 to the Department of Archives and History under Section
27 41-6-10, shall be disposed of, transferred, assigned, or

1 entrusted to any other department, agency, or employee thereof
2 without the written permission of the Director of the Alabama
3 Department of Economic and Community Affairs or the Governor
4 of the State of Alabama or the designee of either of them.

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

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

16 "(6) Whenever any property manager ceases for any
17 reason to be the property manager of his or her department or
18 agency, the director of the department or agency shall
19 immediately notify in writing the Property Inventory Control
20 Division. The division shall immediately check the inventories
21 of all property in the department or agency, and the successor
22 to the property manager shall execute a written receipt for
23 all property received by him or her or coming into his or her
24 custody or control. The last payment of salary due the
25 property manager shall be withheld until a complete check of
26 the inventory of the property has been made and approved. In
27 the event of any shortages, the property manager shall be held

1 strictly accountable. Notwithstanding the foregoing, the
2 property manager shall not be held accountable for property
3 entrusted to any other employee or officer of the department
4 or agency and for which he or she holds the written receipt of
5 the employee or officer.

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

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

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

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

15 "(3) A description of the property.

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

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

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

22 "(f) Each department or agency shall be responsible
23 for updating property records in the Statewide Property
24 Management System to ensure that the searchable database is
25 accurate and current."

1 Section 2. This act shall become effective on
2 January 1, 2015, following its passage and approval by the
3 Governor, or its otherwise becoming law.