

<b>STATE &amp; FEDERAL SURPLUS PROPERTY POLICY &amp; PROCEDURES</b>		
<b>NUMBER:</b>  <b>GSD-SFP-18</b>	<b>TITLE:</b>  <b>Locked or Inaccessible Property</b>	<b>APPROVAL:</b>  <b>Amy Rice, Manager</b>
<b>EFFECTIVE DATE:</b>  <b>March 1, 2012</b>	<b>REVISED DATE:</b>  <b>March 1, 2015</b>	<b>REFERENCES:</b>  <b>ORC Section 125.13</b>

**PURPOSE:**

To define the policy of DAS State Surplus for locked or inaccessible storage containers.

**POLICY:**

Prior to delivering property to DAS State Surplus, an agency is responsible for ensuring the content of all property is accessible, all contents are removed and properly secured.

State Surplus will not accept any locked or inaccessible property as the contents may store items, information or data that should remain in the custody of the agency. Property (e.g. lockable drawers, other storage compartments: desks, file cabinets, safes, etc.) delivered to State Surplus and not readily accessible or does not have a key will be refused.

**PROCEDURES:**

**Agency Responsibility:**

Agencies delivering locked items without keys will be requested to take the containers back to their agencies.

Agencies that have locked items delivered by commercial carrier will be contacted and given the option to have the commercial carrier return the locked items to their agency or they can make arrangements to bring the keys to State Surplus.

**Local Disposal:**

Agencies granted authorities for local disposal are responsible for ensuring the property is unlocked, contents are removed, and no records remaining in the property.