

# Memorandum



To: State Surplus Customers  
From: C. David Settlemire, State Surplus Administrator   
Date: June 20, 2003  
Re: Inaccessible Storage Areas in Surplus Property

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The purpose of this memorandum is to inform you of the DAS State Surplus policy regarding locked or inaccessible storage containers

Effective immediately State Surplus is no longer able to accept items that cannot be opened to confirm they do not contain items or information that should not leave state custody. Should an item from your agency arrive at the warehouse with a locked storage area and no key we must refuse to accept the property.

For example: a file cabinet is delivered from your agency. We cannot open the cabinet drawer to confirm there are no contents. This item must be refused.

It will be the responsibility of the agency to retain custody of the item and have the drawer opened and emptied before, the property can be accepted by State Surplus.

This policy applies to any items with lockable drawers or other storage compartments such as desks, file cabinets, safes, etc..

Thank you for your cooperation in this measure intended to ensure no sensitive or otherwise objectionable materials inadvertently leave state custody.

C: Larry Ayres, Chief Administrator, Properties & Facilities