

MARYLAND JUDICIARY
FIXED ASSET INVENTORY CONTROL MANUAL

A. INTRODUCTION

The purpose of the Judicial Branch Inventory Policy Manual is to prescribe procedures for recording controlling, accounting, and verifying the inventories of Judiciary Fixed Assets, and to establish the means for the Judiciary to determine the total value of these inventories.

The Judicial Branch Inventory Policy Manual (the Manual) applies to the Supreme Court of Maryland, the Appellate Court of Maryland, the Administrative Office of the Courts (AOC), the Clerk of Court offices of the Circuit Courts, the Thurgood Marshall State Law Library, the State Board of Law Examiners, the Maryland Supreme Court of Maryland Standing Committee on Rules of Practice and Procedure, the Commission on Judicial Disabilities, and Circuit Court Administrative Offices utilizing AOC assets . This policy does not apply to the District Court of Maryland.

This Manual is a reference to set forth the rules that govern the reporting of inventory values. Also included are the policies for disposing of Judiciary Fixed Assets, for reporting Judiciary Fixed Assets that are stolen or missing, and for establishing a program for sharing inventory resources on a temporary or short- term basis.

B. GENERAL PROVISIONS

1. AUTHORITY

- a. The Chief Justice of the Supreme Court of Maryland, or designee, has authority to promulgate rules and policies to facilitate the administration of the courts in the State of Maryland. Inherent in the authority to promulgate rules and policies for the administration of the courts is the formulation of standards for maintaining inventory control of all Fixed Assets and equipment. Each Judiciary court, Unit, or department must maintain an inventory of Fixed Assets and equipment in its possession. Such inventory shall be subject to audit.
- b. The responsibility for establishing, adherence and maintaining the Fixed Assets policies and procedures is vested with the Administrative Office of the Courts, Facilities Administration.
- b. The responsibility for disposing of Excess or Surplus Judiciary Assets is vested with the Administrative Office of the Courts, Facilities Administration.
- c. All donations of Judiciary Fixed Assets will be approved by the Chief Justice of the Supreme Court of Maryland, or designee. Requests for donations from a 501(c)(3) organization must be validated by the AOC Facilities Administration.

2. POLICIES AND PURPOSES

The purpose of these policies is to:

- a. Ensure the efficient use of capital invested in the Judiciary's inventory of Fixed Assets.
- b. Provide policy guidelines for the management and protection of Judiciary Fixed Assets.
- c. Establish uniform procedures for reporting inventory values.
- d. Provide guidelines for reporting lost, missing and stolen Judiciary Fixed Assets.
- e. Dispose of excess and surplus Judiciary Fixed Assets in a manner serving the best interest of the Judiciary.

3. GENERAL INFORMATION

- a. Requests for information or assistance regarding inventory systems, records, or the preparation of

- required reports should be directed to the Manager of AOC Facilities Administration.
- b. To ensure compliance with policy and procedures, the AOC Facilities Administration may conduct unannounced audits of inventories held at various Judiciary locations.
 - c. Fixed Asset records and reports shall be retained in accordance with the Judiciary Records Retention Schedule provided by the Administrative Office of the Courts.
 - d. Master copies of forms referred to in this Manual are available from the Manager of AOC Facilities Administration upon request. The use of photocopies of these forms is acceptable.

4. DEFINITIONS

The following terms have the meaning indicated when used in these procedures:

- a. "Accountable Officers" shall be supervisory or administrative employees with sufficient authority to direct the care and utilization of Judiciary Fixed Assets assigned to them and/or their office or location. Except in unusual circumstances, employees below the level of program manager or foreman should not be designated as Accountable Officers.
- b. "Capital Equipment" means any single Fixed Asset with a purchase cost that meets or exceeds the current definition of Assets required to be reported to the State of Maryland.
- c. "Custodial Unit" is the "Unit" within the Judiciary which is accountable for Assets under its control.
- d. "Excess Property" means usable and unusable items that have been replaced or that have become obsolete. It also includes Fixed Assets in excess of current requirements of the Custodial Units, or which is damaged, inoperable, or not economical for the Custodial Units to repair and maintain.
- e. "Fixed Assets" includes Capital Equipment. The term does not include materials and supplies, and items that do not meet the criteria of a Fixed Asset.
 - i. Assets with an acquisition cost of \$1,000 or more per unit such as furniture, machinery, and equipment;
 - ii. Law Enforcement Assets- Firearms and other law enforcement weapons, police radios, and satellite phones, regardless of cost;
 - iii. Sensitive Items-Assets with an acquisition cost of less than \$1,000 that are designated as Sensitive Items based upon a history of theft, or which management has determined should be tracked as part of the inventory system. Sensitive Items include laptops, tablets, cell phones, scanners and printers that store data, and media cameras;
 - iv. Fine Arts and Historical Artifacts - Assets which, regardless of cost, have actual and/or historical value; and,
 - v. Motor Vehicles- AOC cars, vans, and SUVs.
- f. All Fixed Assets must be recorded, inventoried, and reported as a Fixed Asset in the Judiciary Fixed Asset system.
- g. "Judiciary" for this policy, designates the Supreme Court of Maryland, the Appellate Court of Maryland, the Administrative Office of the Courts, the Clerk of Court offices of the Circuit Courts, the Thurgood Marshall State Law Library, the State Board of Law Examiners, the Maryland Supreme Court of Maryland Standing Committee on Rules of Practice and Procedure, the Commission on Judicial Disabilities, and Circuit Court Administrative Offices utilizing AOC assets.
- h. "Judiciary Assets" - Consumables- assets including peripheral IT equipment that do not meet the criteria of a Fixed Asset and are not tracked in the AOC Fixed Asset system. These Judiciary Assets may be processed for disposal by the Custodial Unit.
- i. "Materials and Supplies" (Commodities) mean any item that is consumed, expended, or changed in form by use, such as food, office supplies, raw materials, building and maintenance supplies, repair parts, items purchased for resale, storeroom supplies, and other similar items needed to support normal operations.
- j. "Missing Property" means Assets that has been reported missing as the result of audit or inventory

- reconciliation.
- k. "Motor Vehicles" includes AOC cars, vans, and SUVs.
 - l. "Property Officer" shall be the Manager of AOC Facilities Administration and shall report to the Superintendent, AOC Facilities Administration, or designee.
 - m. "Scrap" means Fixed Assets which have no economic or functional value.
 - n. "Sensitive Items" are Fixed Assets with an acquisition cost of less than \$1,000 that are designated as Sensitive Items based upon a history of theft, or which management has determined should be tracked as part of the inventory system. Sensitive Items include laptops, tablets, cell phones, scanners and printers that store data, and media cameras.
 - o. "Stolen or Lost Property" means the sudden or conspicuous disappearance of a Judiciary Asset. An item shall be presumed stolen or lost by its sudden or conspicuous disappearance whether or not there is evidence of theft or forced entry.

C. INVENTORY CONTROLS

1. GENERAL INVENTORY CONTROLS

- a. The Judiciary is vested with the responsibility for the control, care, maintenance, and security of all Judiciary Fixed Assets within its organization regardless of its value.
- b. Physical Inventories do not apply to buildings and improvements.
- c. The Judiciary has the authority to purchase and manage Judiciary Motor Vehicles.

2. CONTROLS FOR FIXED ASSETS

The Chief Justice of the Supreme Court of Maryland has delegated the authority to the Superintendent, AOC Facilities Administration to develop and implement policies and procedures for inventory control of Judiciary Fixed Assets.

- a. Record Keeping Requirements
The following minimum data shall be maintained per asset:
 - i. Item Identification consisting of the Judiciary property identification number and description;
 - ii. Purchase order or other acquisition information;
 - iii. Acquisition cost and date;
 - iv. Physical location of the asset;
 - vi. Justification and authorization for disposal or transfer.
 - vii. Detail inventory records and the control account shall be maintained by category (i.e., Computers, Furniture, Communication & Media Equipment, Fleet).
- b. Cyclical Physical Inventories
Announced and/or unannounced inventory checks may be performed at any given time. A record of the Fixed Asset physical inventory (i.e., procedures, count sheets, etc.) shall be maintained as prescribed by the Judiciary Records Retention Schedule.
 - i. Law Enforcement Assets will be inventoried annually.
 - ii. Fine Arts Assets will be inventoried annually.
 - iii. All other Fixed Assets are inventoried at a minimum of every three years.
- c. Reconciliation of Inventory Records
When the physical inventory is taken:
 - i. Inventory records shall be verified against the items inventoried for accuracy.
 - ii. Records for missing Judiciary Assets are investigated, reported, and removed in accordance with the procedures.

- d. Reporting Requirements
 - i. An inventory control account shall be maintained for Fixed Assets in either an automated or manual system.
 - ii. The Fixed Asset system shall be reconciled with the control account on a monthly basis.
 - iii. Adjustments to a control account balance or to the inventory records shall be approved by the Superintendent, AOC Facilities Administration, or designee.
 - iv. The Judiciary shall produce one Department-wide Inventory Report. The annual Inventory Reports shall be itemized to include the Fixed Asset description by location, identification number, and asset values.
- e. Receiving Property Requirements
 - i. The Administrative Office of the Courts Facilities Warehouse (AOC Facilities Warehouse) will be the central location for receiving all IT materials, supplies and equipment deemed an asset, procured by the AOC. IT assets procured by the District Court does not apply.
 - ii. Exceptions to the ship to address are on a case-by-case basis and may include large/heavy/oversize equipment which requires special transportation and equipment to move, and must be approved in advance by the Superintendent, AOC Facilities Administration, or designee.
 - iii. Supplies, consumables, and non-IT equipment such as furniture, and small office equipment will be received at the jurisdictions of the Judicial Unit procuring the items.
- f. Removal and Disposal of Hard Drives
 - i. Prior to the disposal, sale, or transfer of assets, all hard drives or devices that store data must be removed from all equipment prior to removal from a Judiciary facility and submitted to AOC Fixed Assets to be destroyed.
- g. Equipment Identification
 - i. Fixed Assets shall be marked with a property identification number and the words "Property of Judiciary." When feasible, this marking shall be conspicuously located on items to be readily seen. In areas where assets are housed in hard-to-reach, concealed, or exterior locations, an alternative placement for identification will be provided in a readily accessible location as close to the asset as feasible or documented in a centralized record.

D. GENERAL INVENTORY MANAGEMENT REQUIREMENTS

1. DELEGATION OF PROPERTY OFFICER RESPONSIBILITIES

To ensure effective management of the Judiciary Fixed Assets, responsibilities shall be delegated to the Property Officer. The Judiciary Property Officer is the Manager of the AOC Facilities Administration, or designee.

- a. Duties of Property Officers
 - i. Initiate and implement internal inventory control policies and procedures and make recommendations for improvements.
 - ii. Coordinate and initiate the actions to take physical inventories of Judiciary Fixed Assets.
 - iii. Ensure the correct maintenance of inventory records.
 - iv. Receive and review Excess Property Declaration Form DGS- 950-9, disposal, or modification requests from Accountable Officers in the court, office, or department.
 - v. Verify the accuracy of the declaration and ensure that proper agency approvals are obtained.
 - vi. Forward the approved declarations with recommended disposition when the Judiciary Assets is no longer required by the court, office, or department.

- vii. Report Lost, Missing, and Stolen Property in accordance with the Fixed Asset Policy.
- viii. Oversee the reconciliation of physical inventories to inventory records.
- ix. Review and approve reconciled inventory records.
- x. Provide, in writing, Judiciary physical inventories to the Judicial Units.

2. DELEGATION OF ACCOUNTABLE OFFICER RESPONSIBILITIES

Custodial responsibilities shall be delegated to Accountable Officers. Accountable Officers shall be supervisory or administrative employees with sufficient authority to direct the care and utilization of Judiciary Fixed Assets assigned to them, their department, unit, or court. The manner in which these responsibilities are delegated will depend upon the department, court, or unit size.

- a. Duties of Accountable Officers
 - i. Assume custody of all Fixed Assets under their jurisdiction.
 - ii. Know the location, at all times, of all Fixed Assets under their jurisdiction.
 - iii. Review physical inventories of Fixed Assets under their jurisdiction.
 - iv. Ensure that each Fixed Asset is properly marked and identified.
 - v. Instruct employees that they are personally responsible for the use and care of Judiciary Fixed Assets in their custody or under their control, and for reporting losses promptly.
 - vi. Report Lost, Missing, Stolen and Damaged Judiciary Assets to the Property Officer immediately upon discovery of loss or damage.
 - vii. Report Excess Property to the Property Officer immediately when the Judiciary Asset is no longer needed.
 - viii. Reconcile physical inventories to inventory records.

3. FIXED ASSET EQUIPMENT LEASED, OBTAINED THROUGH GRANTS, LOANS AND DONATIONS, WITHOUT ORIGINAL COST INFORMATION, OR ACQUIRED FROM THE "MARYLAND STATE AGENCY FOR SURPLUS PROPERTY"

- a. An item that is being leased shall be recorded and controlled in the same manner as other purchased items if:
 - i. The terms of the lease transfer ownership of the property to the Judiciary by the end of the lease period; or,
 - ii. The lease contains an option allowing the Judiciary to purchase leased property for a nominal sum or price substantially less than fair market value at the time the option becomes exercisable.
- b. Equipment under a lease/purchase agreement shall be recorded at full cost when it is received. The recorded inventory value shall be the cost of the equipment only and shall not include service, maintenance, or interest charges.
- c. Items acquired through Federal grants shall be recorded as a Fixed Asset and considered property of the Judiciary under current Federal regulations.
 - ii. The Judiciary will use, manage, and dispose of equipment acquired under a grant in accordance with State laws and procedures, and the terms and conditions of the Federal grant. (Ref: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; 78 Federal Register, page 78608, Dec. 26, 2013, as amended at 79 Federal Register page 75884, Dec. 19, 2014).
 - iii. Title to equipment acquired by a Judiciary grantee under a grant or sub grant will vest upon acquisition in the grantee or sub grantee respectively.
- d. Property donated to the Judiciary becomes the property of the Judiciary and shall be recorded in the Fixed Asset system immediately upon receipt.

- i. The value of donated items shall be established at the time of acceptance by the Judiciary by insurance assessment or other agreed upon method.
- e. Property on loan to the Judiciary shall be recorded and managed as though it was Judiciary property for the duration of the loan. Property labeling is optional; however, ownership of the item must be readily ascertainable through appropriate documentation.
- f. Property acquired from another State agency or department shall be recorded as follows:
 - i. Property received to satisfy a short term or emergency need should not be recorded as a Judiciary Fixed Asset.
 - ii. Items acquired from other State agencies for long term use shall be recorded in the same manner as other purchased items and shall be considered a Judiciary's Fixed Asset. The actual amount paid by the Judiciary is the item's acquisition cost.

4. THURGOOD MARSHALL STATE LAW LIBRARY DONATION & BAILMENT PROCEDURES AND PROCESSES

- a. Most communications about donations and bailments should be conducted through the Library Donations e-mail. The exceptions include initial contacts with judges and single item offers of a donation. The purpose of the Library Donations e-mail is for prospective donors to specially document their offer to the Library.
- b. A bailment is a loan of an historical artifact by someone who wishes that the Library return it to the bailor at some point in the future. JUDICIARY EMPLOYEE HANDBOOK -7- Maryland Judiciary - Inventory Policy Manual Effective: March 2006, Revised October 2020
 - i. Bailments are not inter-library loans. All bailments must have an accompanying agreement, which must be dated, signed, and witnessed. The Library shall keep the loan only for as long as the bailor or the bailor's estate wishes, subject to the Library's agreement with the bailor.
 - ii. As bailee, the Library will exercise the care and respect to the described property that a reasonably prudent person in the Library's situation would in safeguarding his or her own similar property, but the Library is not obligated to insure the described property while it is in the Library's possession. If bailor elects to maintain bailor's own insurance, the Library, as bailee, can accept no responsibility for any error or deficiency in information furnished to or by bailor's insurers nor for lapses in coverage. The Library shall notify bailor immediately if and when the Library discovers that the described property is damaged, destroyed, lost, or stolen.
 - iii. Prospective bailment items shall be given to the Library Director or Deputy Director for an acquisition decision. All bailments should generally follow the Library's Collection Development Policy.
- c. All donated items, which shall be limited to books and historical artifacts, should generally follow the Library's Collection Development Policy.
 - i. All donated items are accepted with the understanding that the donation becomes an unrestricted gift. Library staff may add items to its collection or may choose to dispose of them for any reason.
 - ii. Accepted donations and bailments will be acknowledged by posted letter or by e-mail. Letters will not define value of the donation or loan for tax or any other purposes but will acknowledge the item(s) given. Bailment agreements must be dated, signed, and witnessed. All acknowledgements and bailment agreements shall be retained following the approved Records Retention Policy.

4. SECURITY MEASURES FOR JUDICIAL FIXED ASSETS

- a. Judiciary Units shall take every precaution that is practical or necessary to protect Judiciary Fixed Assets from being lost or stolen.
- b. Accountable Officers shall investigate losses to determine the cause and to take corrective action to protect Fixed Assets against future loss occurrences.
- c. Each employee or staff member is responsible for the safekeeping of their assigned Judiciary Assets.

5. REPORTING LOST, MISSING, AND STOLEN JUDICIARY ASSETS

Only Judiciary-owned assets that are lost, stolen, or missing are subject to these procedures. The Judiciary is not responsible for the theft or other disappearance of the personal belongings of a Judiciary employee or other staff. These procedures do not apply to cash or other financial assets that are stolen or missing. For the purposes of these procedures, Fixed Assets on loan or otherwise in temporary custody of the Judiciary, are considered Judiciary-owned.

- a. Procedure for Reporting Lost or Stolen Judiciary Assets:
 - i. Stolen Judiciary assets, regardless of value, shall be reported immediately upon discovery to the local police department, the Judiciary internal security force, the Manager of AOC Facilities Administration, and the Assistant State Court Administrator Operations. Notification must be sent to aoc.sl.asset.notification@mdcourts.gov.
 - ii. Lost Judiciary assets, regardless of value, shall be reported immediately upon discovery to the Manager of AOC Facilities Administration and the Assistant State Court Administrator Operations. Notification must be sent to aoc.sl.asset.notification@mdcourts.gov.
 - iii. Obtain a copy of the investigation report from local police, or internal security, when applicable.
 - iv. Complete the Report of Lost or Stolen Judiciary property form and include, when applicable, copy of official investigation report.
 - v. In addition to these policies, the procedures for reporting theft of a Motor Vehicle as prescribed in the State Treasurer's Insurance Manual shall be followed.
 - vi. The Property Officer shall record the stolen property in the Judiciary inventory records.
 - vii. Notify the Director of Budget and Finance regarding the filing and status of any insurance claims.
- b. Procedure for Reporting Missing Judiciary Assets:

The Judiciary is required to investigate and document any lost or stolen Judiciary assets. Judiciary assets are considered missing, as opposed to stolen, if:

 - i. There is no evidence of theft or forced entry; and,
 - ii. Asset disappearance is not sudden or conspicuous; and,
 - iii. The loss is disclosed as a result of an audit or inventory.
 - iv. The Judicial Unit is required to perform an investigation of all missing assets and document by completing the Investigation of Missing and Lost Judiciary Property report for each missing asset.
- c. Lost, Missing, or Stolen Judiciary Fixed Assets must remain on inventory records until approval is received from the Assistant State Court Administrator for Operations to remove them from the records.

6. DISPOSAL OR EXCESS AND SURPLUS JUDICIARY ASSETS

The Judiciary has the authority to promulgate policies regarding the disposal of excess and surplus Judiciary assets. For this policy, disposal shall include transfer, selling, scrapping or donation. Transfers within the same department or among Units of the Judiciary are not subject to these disposal procedures.

- a. General Requirements
 - i. The Property Officer will determine the method of asset disposition in accordance with the Judiciary's recommendations.
 - ii. Excess assets will be transferred to another Judiciary department, whenever feasible, before other methods of disposal are considered.

- iii. Unless other arrangements have been recommended by the Property Officer (i.e., auctioning of Judiciary surplus vehicles, etc.), all sales of surplus Judiciary assets will be transacted through GovDeals.
 - iv. When serviceable assets are no longer needed, they are to be declared to the Property Officer as Excess Property. They should not be placed in storage, cannibalized, scrapped, sold, or transferred outside the Judiciary without the Property Officer's acknowledgement.
 - v. Assets that are unserviceable and are worn or damaged beyond economical repair should be declared as Scrap by the Property Officer. Once these items are declared as Scrap, the Accountable Officer will make the necessary arrangements to have them disposed.
 - vi. When requisitioning a Fixed Asset that is to serve as a replacement for an existing asset, the Accountable Officer must notify the Property Officer as to whether the existing asset is a trade-in, or a replacement, and shall be declared as excess.
 - vii. Fixed Assets disposed of shall be recorded as disposed in the Fixed Asset system.
 - viii. All hard drives and data storage devices must be removed from all Judiciary assets prior to disposal, auction, transfer or traded-in to vendor and prior from removal from Judicial facility.
- b. Probations
- i. The preferential sale or gratuitous disposition of Judiciary assets to a Judiciary official or employee is prohibited.
 - ii. State Ethics Commission Opinion Number 81-24 dated June 23, 1981, prohibits State officials and employees from purchasing surplus personal property if their official duties are directly connected with the disposal process. In addition, other Ethics Law provisions generally applicable to surplus personal property sales could, in particular situations, limit the private activities of a State official or employee.
- c. Disposal Types
- i. Intra-Judiciary transfers (Assets transferred within the Judiciary)
 - Whenever an asset is declared excess to a program or Unit, the Property Officer should ensure that the asset is made available to all other programs or Units of the Judiciary.
 - If the asset is needed elsewhere in the Judiciary, it shall be transferred accordingly.
 - An Excess Property Declaration is not required for intra-Judiciary transfers.
 - The Property Officer shall ensure that the proper internal recordkeeping is completed.
 - ii. Inter-Agency transfers (Assets transferred between agencies)
 - The Property Officer, in accordance with the recommendations of the Judiciary, shall determine whether Excess and/or Surplus Property will be transferred to another agency.
 - Requests for inter-agency transfers (Assets transferred between agencies) shall be handled in accordance with the procedures outlined above.
 - It is the responsibilities for the receiving Agency to satisfy State requirements for receiving and recording the assets for their records.
 - iii. Direct Transfers
 - Assets not needed currently will be stored within the Judiciary for potential future use or should be considered for donations.
 - iv. Online Auction
 - DGS has contracted with GOVDEALS.COM to conduct online auctions of surplus assets. The Property Officer is registered on GOVDEALS and must perform the auctions in compliance with GOVDEALS procedures.
 - Monies received from the sale or auction of Judiciary assets not being replaced shall be deposited in the State's general fund and may not be credited to the Judiciary account.
 - v. Scrap
 - The disposal of damaged or defective assets that either cannot be or are too costly to repair.

- d. Motor Vehicle Disposition
 - i. Obsolete Motor Vehicles are designated in conjunction with the budget process.
 - ii. Disposition of Motor Vehicles is done in accordance with Maryland State policy.
- e. Trade-Ins
 - i. Procurement, Contract and Grant Administration shall determine if trading-in an asset is in the best interest of the Judiciary.
 - ii. The cost of the replacement asset, less allowance for the trade-in, must be shown on the vendor invoice.
- f. Damaged or Defective Items
 - i. The AOC Facilities Administration shall determine whether it is in the best interest of the Judiciary to dispose of any Judiciary assets deemed unrepairable.
- g. Donation
 - i. The Judiciary's Property Officer will determine if it is in the Judiciary's best interest to donate Excess Property. The Chief Justice or designee must approve all donations.
 - ii. Donations shall be made to non-profit organizations.
 - iii. The Property Officer must certify that the item is in excess of the needs of the Judiciary.
 - iv. Removal of these item(s) from the Judiciary Fixed Asset records will be made by AOC Facilities Administration.
- i. Disposal of Fixed Assets Acquired under a Federal Grant or Cooperative Agreement
 - i. Under current Federal regulations, the Judiciary will use, manage, and dispose of equipment acquired under a grant in accordance with Judiciary laws and procedures, and the terms and conditions of the federal grant.

Administrative Office of the Courts Facilities Administration

Fixed Assets Inventory Control Procedures

Addendum

The Administrative Office of the Courts, Facilities Administration, is responsible for the recordation, inventory, tracking, reporting, policy and procedures for all fixed assets for the Administrative Office of the Courts (AOC), Supreme Court of Maryland (SCM), Appellate Court of Maryland (ACM), Judicial Information Systems (JIS), Circuit Court, Thurgood Marshall State Law Library, the Maryland Commission on Judicial Disabilities, the State Board of Law Examiners, and the Standing Committee on Rules of Practice and Procedure. These procedures do not apply to the Attorney Grievance Commission, the Client Protection Fund, or to the District Court.

This addendum provides a summary of the principal policies and procedures set forth by the AOC Facilities Administration, and the purposes of these procedures are to:

- Provide consistent guidelines for the management and protection of Judiciary fixed assets.
- Provide consistent guidelines for the issuance, relocation, and removal of Judiciary fixed assets.
- Establish uniform procedures for the recordation and modification of Judiciary assets in the fixed asset system.
- Establish uniform procedures for verifying and reporting inventory.
- Provide consistent guidelines for reporting missing and stolen Judiciary fixed assets.
- Dispose of excess and surplus Judiciary fixed assets in a manner that best serves the interests of the Judiciary.

The Superintendent of the Facilities Administration shall maintain a Fixed Assets Procedures Manual. The Manual may include details, procedures, or processes that support the policies stated in this document. The Manual may be periodically updated as the Superintendent deems necessary.

Judicial units, as named above, may implement supplemental, internal procedures to ensure the continued support and accountability of fixed assets within their jurisdiction, provided they adhere to policies and procedures set forth in the AOC Facilities Administration Inventory Control Manual and Fixed Assets Inventory Control Procedures.

Contents

Fixed Asset Controls Summary	4
Modification of Fixed Asset Data Controls Summary	6
Process for Modification of Fixed Asset Static Data	6
Financial Adjustments, AOC/District Court Organization Reassignment	6
Financial Adjustments.....	7
Transfer of Assets Between AOC and District Court.....	7
Procurement, Receiving & Barcoding New Assets Controls Summary	7
New Asset and Barcode Receiving	8
Asset Receiving at AOC Facilities Warehouse.....	8
Receiving of Non-Asset (Consumables) JIS Purchases at AOC Facilities Warehouse.....	8
Asset Receiving at Courts and Judicial Units.....	8
Assets Obtained Through Grants	8
Disposal of Fixed Assets Summary	9
Destruction of Hard Drives and Data Storage Devices	9
Disposal of Non-IT Assets	10
Disposal Through GovDeals Auction Services	10
GovDeals – AOC Facilities Warehouse	10
GovDeals - Circuit Courts and Judiciary Units	10
Inter/Intra-Agency Transfers	10
Donations	11
Trade-Ins, Add-Ons, Warranty/Service Replacements	11
Disposal of Fleet Vehicles	11
Brokering Assets	11
Reporting & Recording Missing, Lost, Stolen, or Seized Assets	11
Missing Assets	11
AOC IT Assets Unlocated by JIS or Service Desk.....	12
Assets Unlocated During Physical Inventory	12
Stolen and Lost Assets	13
Stolen Assets	13
Lost Assets	13
Seized Assets.....	13
Updating Fixed Assets for Separated and Retired Personnel	14
Assignments and Transfers of Desk Top Electronics Control Summary	14

(includes PCs, monitors, printers, scanners, personal use equipment).....	14
Process for the Assignment and Transfers of Desk Top Electronics.....	14
Issuing and Transferring of Equipment	14
Internal Equipment Move	15
Removal of Equipment from Location	15
Non JIS Personnel Movement of AOC IT Equipment in County Facilities.....	15
Process for the Return of Desk Top Electronics to AOC Facilities Warehouse	16
Assignment and Transfers Major AOC IT Equipment Control Summary	16
(includes all network components, wireless equipment, audio/visual.....	16
components, and telecom equipment).....	16
Transfer and Assignment of Major AOC IT Equipment Process	17
Process for the Return of Major AOC IT Equipment.....	17
Physical Inventory	17
Thurgood Marshall State Law Library - Historical Artifacts.....	18
Annual inventory	18
Donations & Bailments	18
Movement of Historical Artifacts.....	18
Inactive Fixed Assets - Unlocated Fixed Assets	19
Fixed Asset Disposals – Policy Change	19
Location Maintenance Controls	19
Temporary 'ZZ' Location Code Procedures	20
Inactivated Location Codes Process	20
Appendix A Forms & Exhibits	21

Fixed Asset Controls Summary

1. The AOC Facilities Manager, the AOC Fixed Asset Specialists, designated AOC Facilities Warehouse personnel, and designated JIS personnel are authorized to modify fixed asset records in the fixed asset system as determined by specific and limited security roles.
 - a. All requests to modify fixed asset data sent via a Service Desk incident ticket must be 'assigned to' AOC Fixed Assets.
2. Relocation of assets, changes to locations, and assignments of all assets must be recorded immediately as the actions occur. Assets transactions are not to be held for updating at a later date.
 - a. All assets must be recorded with the specific Room Location Code where asset will reside. Building level location codes or county name is not to be used for any assets with the exception of specialty assets installed outside the building, such as generators or roof top equipment.
 - b. All assets must be recorded with the specific Department Code where assets will reside. Building level location codes or county name is not to be used for any assets.
 - c. All assets must be recorded with an 'assigned to' or 'managed by' name of person responsible for the asset.
3. Hard drives from all devices or equipment that store data must be removed prior to disposal and returned to the AOC Facilities Administration for permanent destruction.
4. Desktop and personal use of AOC IT equipment such as computers, printers and scanners that store data, and cellphones will be 'assigned to' the individual Judiciary employee using the equipment.
5. Common use of AOC IT equipment such as network printers and copiers will be 'managed by' the Manager or designee of the department for which the equipment was issued for all Judiciary facilities. 'Managed by' must be at a Department or Unit Manager level or above.
6. Furniture (except approved ADA requested) and related non-IT assets will be 'managed by' the Manager or designee of the department for which the furniture was installed. 'Managed by' must be at a Department or Unit Manager level or above.
7. Major AOC IT Equipment (includes all network/server components, wireless access points, audio/video conferencing components-wall and ceiling mounted, and telecom system equipment) will be 'managed by' the JIS Manager of each related department. 'Managed by' must be at a Manager level or above.
8. All ADA special requested furniture will be 'assigned to' the individual named on the ADA approval. Upon separation from the Judiciary, or when no longer needed, ADA furniture will be removed and placed in AOC Facilities Warehouse stock.
9. Assigning and managing of SCM and ACM judges' desk top AOC IT and non-IT assets will be recorded as follows. "*Touch-down offices*" are classified as non-permanent offices, located at 361 Rowe Boulevard, for visiting judges or for the use by judges whose permanent chambers is an off-site location.
 - a. SCM and ACM desk top AOC IT equipment and mobile devices will be 'assigned to' the respective judge residing at 361 Rowe Boulevard or their permanent off-site locations.
 - b. SCM desk top AOC IT equipment located in *touch-down offices* will be 'managed by' the Clerk of the Supreme Court of Maryland.
 - c. Non-IT assets for SCM judges residing at 361 Rowe Boulevard will be 'managed by' the Clerk of the Supreme Court of Maryland.
 - d. ACM desk top AOC IT equipment located in *touch-down offices* will be 'managed by' the Clerk of the Appellate Court of Maryland.
 - e. Non-IT assets for ACM judges residing at 361 Rowe Boulevard will be 'managed by' the Clerk of the Appellate Court of Maryland.
 - f. Non-IT assets for both SCM and ACM judges residing at their permanent off-site locations will be 'managed by' the respective judge.
10. All AOC assets that are reassigned to District Court must be removed from AOC inventory and transferred to District Court inventory. All organizational transfers to District Court must be approved by the District Court Fixed Asset Manager prior to assignment and completion of the **Request to Modify Existing Asset** form submitted for each asset to document the financial transactions.
11. Assets that are considered "In Stock" and are maintained in a warehouse or storage area:

- a. Must be assigned with the physical location room code.
 - b. Location is restricted to either designated JIS Warehouse, JIS headquarters storage, AOC Facilities Warehouse, or District Court warehouse(s).
 - c. No other location to have assets recorded as “stock” unless approved Regional Service Desk Technician location as described in *Item 12 and 13*.
12. All AOC IT assets held in locations outside of the AOC or JIS warehouses for Regional Service Desk Technicians’ “stock” are required to have a ‘managed by’ of the controlling JIS Regional Service Desk Technician and their physical location code within the facility where the assets are stored. This is restricted to Regional Service Desk Technician stock only which is held in their secured location. Court and Judicial Unit staff are not custodians of any assets waiting for final assignment.
 13. All AOC IT assets that are being “held” outside of the AOC or JIS warehouses to implement a project installation require a ‘managed by’ of the controlling JIS Regional Service Desk Technician and the physical location code in a secure location within the facility where the assets are held until final placement. Court and Judicial Unit staff are not custodians of any assets waiting for final assignment.
 14. Assets that are “In Transit” are to be ‘managed by’ the controlling Service Desk personnel who is transporting the asset and their location will be the respective ‘ZZ’ code (i.e., MJC02-ZZ) for the destination location until final placement of the asset.
 15. Assets that are “In Configuration”, “In Maintenance”, or “Pre-Deployment”, and are in one of the designated warehouse locations, are not to be ‘assigned to’ or have a location code of a Judicial court or Judicial Unit staff. Instead, assets are to remain ‘managed by’ the owning JIS unit and their respective location until final placement of the asset.
 16. Assets that are “In Configuration”, “In Maintenance”, or “Pre-Deployment” in the field must be scanned to the appropriate location code where the equipment will reside while these services are performed and ‘managed by’ the controlling Regional Service Desk Technician until placed in its final destination.
 17. Assets in transport should remain in a secure location and not stored in fleet vehicles overnight or left in open, easily accessed areas.
 18. Designated JIS personnel are responsible for maintaining and updating the assignments and movements of all AOC IT related equipment. Included but not limited to are laptops, desktop equipment, major AOC IT equipment, wireless access point equipment, audio/video conferencing equipment, mobile phones, tablets, monitors over \$1,000.00 and, printers and scanners over \$1,000.00 or that store data.
 19. After a thorough search to locate, all assets not located during a physical inventory will be recorded as ‘missing’ and submitted to the authorized accountable officer of said location for further investigation and completion of the **Investigation of Missing and Lost Judiciary Property** form is required per the Maryland Judiciary Inventory Control Manual, Section D, “General Inventory Management Requirements”, Item 5, “Reporting Missing and Stolen Assets.
 20. Request for disposal of assets, including removal of missing, stolen, or lost assets from the inventory records will only be accepted with approval from the Administrative Official of the Judicial unit, court, or department. Upon approval, said assets will be recorded as disposed.
 - a. For all AOC IT related equipment purchased by JIS: the Assistant State Court Administrator – Information Technology.
 - b. For Circuit Court purchases: the Clerk of Court.
 - c. For assets assigned to county or city personnel (POIs): the Court Administrator of the Court.
 - d. For Programs (Access to Justice, Juvenile & Family Services, Mediation & Conflict Resolution, Problem Solving Courts, Research & Analysis): Assistant State Court Administrator- Programs.
 - e. For AOC purchased furniture and non-IT equipment: Assistant State Court Administrator – Operations.
 - f. For Judicial College: Assistant State Court Administrator – Judicial College.
 - g. For Government Relations and Public Affair (GRPA): Assistant State Court Administrator – GRPA.
 - h. For all AOC law enforcement equipment: Assistant State Court Administrator – Operations.
 - i. For Operations (Budget & Finance, Payroll, Procurement, Facilities, Security): Assistant State Court Administrator – Operations.
 - j. For the Thurgood Marshall State Law Library: Director, State Law Library.
 - k. For Internal Affairs (Fair Practices, Internal Audit, Legal Affairs): Assistant State Court Administrator – Legal

Affairs.

- l. For Human Resources: Assistant State Court Administrator – Human Resources.
 - m. For assets assigned to Judicial Units: The Director of the Judicial Unit.
21. All lost or stolen assets are to be reported to the immediately upon discovery. The employee must complete a **Report of Lost or Stolen Judiciary Property** form and include a copy of the Police Report for stolen property and a written statement describing how the lost or stolen event occurred. All notifications and communications to be submitted through aoc.sl.asset.notification@mdcourts.gov.
 22. Any fixed asset that has been seized or taken for investigation must be reported immediately to the AOC Facilities Manager. The AOC Facilities Manager will record the asset as “Flagged for Judiciary Disposal Approval” and update the fixed asset system in accordance with directions provided by the investigating department.
 23. Acquisition of grant funded assets must identify as such, be recorded, and follow the State or Federal guidelines for tracking and disposal of fixed assets as described in the AOC Inventory Control Manual.
 24. All warranty or service replacements require a purchase order or written documentation, including no-charge replacements. Under no circumstances is a barcoded asset to be removed or disposed under service or warranty without documentation and prior notification to AOC Fixed Assets.
 25. Assets purchased to replace existing assets or assets traded-in against a purchase require a purchase order and the barcode of the existing asset recorded on each respective line of the new purchase order.
 26. Add-ons that increase the value of an existing asset are to be coded as an asset. The barcode of the existing asset which will receive the add-on to be recorded on each respective line of the new purchase order.
 27. Referenced forms can be found in Appendix A Forms & Exhibits.

Modification of Fixed Asset Data Controls Summary

1. Modification is restricted to designated AOC Fixed Asset personnel authorized to modify the detailed fixed asset information. This includes, but is not limited to, model numbers, descriptions, model category, model subcategory, barcode, serial number, acquisition date and cost, and physical inventory date.
2. Modification is restricted to designated AOC Fixed Asset personnel authorized to place fixed assets into a state of Disposal, Pending Disposal, Lost, Stolen, Missing, Inter/Intra-Agency Transfers, or Donations for Judicial Units as described in the AOC Inventory Control Manual.
3. Modification is restricted to designated AOC Fixed Asset personnel authorized to perform organization transfers from the AOC to or from the District Court.
4. Modification is restricted to designated AOC Fixed Asset personnel authorized to place assets in a state of “missing” or remove items from a state of “missing” to any other state, and only with proper documentation that the asset has been located.

Process for Modification of Fixed Asset Static Data

1. Complete the **Request to Modify Existing Asset** form. To be completed by the requester.
 - a. Complete current asset details and data to be modified.
 - b. Include a copy of all related documents such as invoice, photo, etc., when applicable.
 - c. Obtain signature of authorized Administrative Official.
2. Email the form to AOC Fixed Assets aoc.fixedassets@mdcourts.gov.

Financial Adjustments, AOC/District Court Organization Reassignment

1. Financial adjustments are restricted to the AOC Facilities Manager, or the designated Fixed Asset Specialist authorized to perform cost adjustments for fixed assets.
2. All cost adjustments will be reviewed and approved with proper documentation *prior* to modification in the

fixed asset system.

3. Cost adjustments could be the result of, but not limited to, transfer of assets between the AOC and District Court, updated appraisal values of Historical Artifacts, changes to purchase orders, modifications to existing assets increasing or lowering the value based on vendor invoice cost adjustments, or order entry errors.

Financial Adjustments

1. Upon completion of the independent annual appraisal's value adjustments to Thurgood Marshall State Law Library historical artifacts, the head of Collection Management submits an itemized inventory of historical artifacts identifying the prior year value and the current appraisal value supported by a full copy of the final current year appraisal report.
2. Corrections to purchase orders due to vendor invoice cost changes, modification to existing assets increasing or lowering the value, or order entry errors will be performed by the AOC Facilities Manager or designee.

Transfer of Assets Between AOC and District Court

1. The transfer of assets from the District Court will be sent to the AOC Facilities Manager via the completed and approved **District Court Equipment Transfer Record form DCA33**.
 - a. Assign a new AOC barcode, location code, assign to or managed by.
 - b. Change "Organization" code from District Court to the AOC.
2. Transfer of assets from the AOC to the District Court will be sent to the designated District Court Fixed Asset specialist via an AOC **Request to Modify Existing Asset** form. The District Court will:
 - a. Assign a new District Court barcode location code, assign to, or managed by.
 - b. Change the "Organization" code from the AOC to the District Court.

Procurement, Receiving & Barcoding New Assets Controls Summary

1. Creation of new assets is restricted to AOC Facilities personnel. AOC Fixed Asset Specialists are permitted to receive, enter in the fixed asset system, and issue barcode(s) for all non-IT equipment and for all AOC IT equipment received outside of the AOC Facilities Warehouse. AOC Facilities Warehouse personnel are authorized to receive, enter in the fixed asset system, and issue barcode(s) for all AOC IT equipment received by the AOC Facilities Warehouse.
2. All fixed assets received at the AOC Facilities Warehouse must have a valid purchase order. If there is no purchase order, assets will not be barcoded until an approved purchase order is issued; unless, if by a documented, approved exception, it is purchased by corporate credit card.
3. Any modifications to asset purchases require an updated purchase order issued prior to receiving the asset(s).
4. All fixed assets acquired by federal funding must be recorded as such on the purchase order(s) and designated as such in the fixed asset system.
5. All purchase orders containing a trade-in or replacement of an asset must state "trade in" or "replacement" of existing asset and barcode of existing asset noted on purchase order.
6. Items classified as an "add-on" purchase and add value to an existing asset are to be assigned a fixed asset account code. The barcode of the existing asset that is subject to the add-on is to be recorded on each related line on the purchase order.
7. All purchases containing an asset must have a valid model number, name of manufacturer (not name of vendor supplying asset) and accurate description of asset.
8. All JIS equipment purchases **must** ship to the AOC Facilities Warehouse with noted exceptions. Exceptions are oversized data racks, PDU's, Lieber units, and like oversized items which require special transportation and specialized equipment to move and approved by the Superintendent of Facilities or designee.
9. All non-IT asset purchases will ship to respective location of purchasing agency.
10. All Law Enforcement equipment ships directly to the AOC Chief of Security.

New Asset and Barcode Receiving

Asset Receiving at AOC Facilities Warehouse

1. Upon delivery, the AOC Warehouse personnel will verify model number(s) on purchase order with the assets received.
 - a. The model number on purchase order must match model number on item receiving.
 - b. If model numbers do not match, the requester will be notified. The requester is responsible for notifying Procurement to correct the purchase order and receiving for the item is put on hold until the purchase order has been corrected.
2. Apply barcode(s) to the asset(s) and scan to the fixed asset system.
3. The AOC Warehouse Supervisor is responsible for creating the asset receipts in the financial database for AOC IT assets received in the AOC Facilities Warehouse.

Receiving of Non-Asset (Consumables) JIS Purchases at AOC Facilities Warehouse

1. On a case-by-case basis, and with prior approval by the Superintendent of Facilities, the AOC Facilities Warehouse will assist with large volumes of pallet shipments of consumable non-barcoded purchases. (ex. docking stations, monitors, and printers and scanners that do not store data).
2. A JIS representative must be present at the time of delivery.
3. The JIS representative will be responsible for verifying counts, inspecting for damages or shortages, and accept delivery.

Asset Receiving at Courts and Judicial Units

1. At the beginning of each month, the Asset Reconciliation report is generated from the financial database. This report provides a list of invoices entered in the financial database containing fixed asset account codes for the specified accounting period for Judicial Units covered under the Inventory Control Manual.
2. Upon notification by AOC Fixed Assets, purchasing agency to provide physical location of asset(s), assigned to, or managed by, or any other pertinent information needed to create new assets.
3. AOC Fixed Assets will complete **Inventory Receiving Report** and assign barcode for each asset and create new asset in fixed asset system.
4. The receiving report with barcode(s)s will be mailed to respective Judicial Unit to place barcodes on asset(s).
5. Judicial Unit to verify asset information is correct, sign, verifying barcode(s) have been adhered and return to AOC Fixed Assets aoc.fixedassets@mdcourts.gov, within ten (10) business days from receipt of receiving report.

Assets Obtained Through Grants

1. The AOC Fixed Asset Team must be notified by the purchasing agency when assets are obtained through grant funds.
2. For the AOC, assets costing \$1,000.00 or more or classified as sensitive items are considered fixed assets and tracked in the AOC fixed asset system but the definition in the grant funding agreement may be different. If the grant funding requires tracking, the purchase will be entered in the fixed asset system regardless of cost.
3. The purchasing agency *must* identify the grant funding name, number, and the relevant instructions in the funding that govern the purchase, tracking, and disposal of the assets. This information must be retained by the purchasing agency and provided to AOC Fixed Assets for accurate documentation within the fixed asset system and tracking.
4. The business group with the contract is responsible for the final reporting required under the grant funding terms.

5. Upon written approval, the assets will be removed from the fixed asset system and follow the disposal of fixed asset procedures outlined herein, or as provisioned in the grant agreement.

Disposal of Fixed Assets Summary

1. Placement of assets in a state of “Disposed” is restricted to authorized AOC Fixed Asset Specialists.
2. Placement of assets in a state of “Flag for Judiciary Disposal Approval” or “Waiting DGS Disposal Approval” is restricted to authorized AOC Fixed Asset Specialist and AOC Facilities Warehouse personnel.
3. Only authorized Fixed Asset Specialists as recorded in *Appendix A, ServiceNow Access Controls*, are permitted to remove or reinstate an asset from a state of “Disposed” or “Pending Disposal Approval”, and only after proper documentation that the asset has been located and placed in use.
4. Disposal of asset(s) can occur when they are approved by the AOC Fixed Asset Property Officer for destruction and placed in a disposal container, submitted for auction through the DGS auction service GovDeals, when replaced under warranty service, by equipment trade-in, donation, through an Inter/Intra-Agency transfer, or as a result of a policy change.
5. Requests for disposal, auction, warranty, trade-in, donation, or Inter/Intra agency transactions can only be made for assets purchased by the requesting agency. For assets purchased and installed by others, Judicial Unit to make request to purchasing agency to remove when assets are no needed.
6. All disposal processes require approval prior to disposal and documentation with one or more of the following:
 - a. **Request for Disposal of Judiciary Property** form.
 - b. **Request for Destruction of Judiciary Property** form. To be used for destruction of hard drives, data storage devices and cell phones.
 - c. **Excess Property Declaration – DGS 950-9** form. To be used for all DGS auction services.
 - d. **Inter/Intra-Agency and Donation** form.
 - e. **Warranty-Service** form with supporting warranty/service replacement documentation from vendor.
 - f. Purchase order and vendor quote identifying asset replacement or trade-in.
7. Donations to non-State related agencies require written approval by the Chief Justice of the Supreme Court of Maryland, the State Court Administrator, or designee and should follow Judiciary guidelines for not-for-profit agencies.
8. Prior to the disposal, sale, or transfer of assets, all hard drives or devices that store data must be removed and submitted to AOC Fixed Assets to be destroyed. **All hard drives or data storage devices must be removed from the equipment prior to removal from a Judiciary facility.**
9. All Judiciary barcodes must be removed or destroyed prior to any disposal.

Disposal of Hard Drives and Data Storage Devices

1. All hard drives or data storage devices must be removed from Judiciary equipment that is not being returned to stock or AOC Facilities Warehouse prior to its removal from a Judiciary facility. Under no circumstances is a vendor permitted to remove equipment from a Judiciary location under the assumption that they will mail the hard drive or storage device back to the Judiciary.
2. All assets retrieved and placed in storage, or considered for reassignment, and maintained in “Stock”, to be wiped upon return following JIS media sanitation procedures.
3. All computers, laptops, printers, and scanners that store data, and any other equipment that stores data and delivered directly to the AOC Facilities Warehouse for disposal or auction, the AOC Facilities Warehouse will remove and shred hard drives and data storage devices.
4. For all cell phones, complete the Request for **Destruction of Judiciary Property** form, obtain approval signature by the Administrative Official, and submit to AOC Facilities Manager for shredding by AOC Facilities Warehouse.

Disposal of Non-IT Assets

This pertains only to the disposal of damaged, defective, unrepairable non-IT equipment that does not have hard drives or store data. Assets, such as copiers, that have hard drives or store data will follow *Destruction of Hard Drives and Data Storage Devices* prior to disposal. For assets that are defective or damaged **and** either cannot be, or are too costly, to repair, **and** are unable to auction on GovDeals:

1. A **Request for Disposal of Judiciary Property** form is required to be completed by the AOC, Circuit Court, or Judicial Unit requester.
2. Obtain a signature from the Administrative Official of unit requesting disposal.
3. The requester is responsible for removing the barcode and disposal of the asset.
4. The requester must sign and enter the date of disposal and return the form to AOC Fixed Assets aoc.fixedassets@mdcourts.gov.

Disposal Through GovDeals Auction Services

GovDeals – AOC Facilities Warehouse

1. All AOC IT equipment returned to the AOC Facilities Warehouse must follow the requirements in *Process for Return of Desk Top Electronics to AOC Facilities Warehouse*.
2. Return of assets to the AOC Facilities Warehouse requires advance notice and requires a list of barcodes, approved by the respective JIS Manager, for asset verification prior to delivery to the AOC Facilities Warehouse.
3. AOC Facilities Warehouse personnel will prepare all GovDeals auction documents in accordance with DGS procedures through the final sale and removal.
4. Assets, such as computers, laptops, printers, scanners, and cell phones, that have hard drives or store data will follow *Destruction of Hard Drives and Data Storage Devices* prior to release to buyer or disposal.

GovDeals - Circuit Courts and Judiciary Units

1. Circuit Court or Judicial Unit personnel authorized to oversee fixed assets must complete the **Excess Property Declaration – DGS 950** form and include a minimum of (3) photos per asset as required by DGS and submit to AOC Facilities Manager.
2. The AOC Facilities Manager will submit the assets to GovDeals in accordance with DGS procedures.
3. All assets will remain at the Circuit Court or Judicial Unit location through the final sale and removal of the equipment.
4. Assets, such as copiers, that have hard drives or store data will follow *Destruction of Hard Drives and Data Storage Devices* prior to release to buyer.
5. Circuit Court or Judicial Unit personnel are responsible for removing or destroying the barcodes applied to the asset prior to removal from location.
6. Circuit Court or Judicial Unit personnel will be the contact for coordination of the removal of assets and for obtaining the signature and photo of the driver's license from the buyer at the time of pick up.
7. Upon completion of the pick-up, Circuit Court or Judicial Unit personnel must email all DGS and supporting documents to AOC Fixed Assets aoc.fixedassets@mdcourts.gov.

Inter/Intra-Agency Transfers

1. Complete the **Excess Property Transfer** form and submit it to the AOC Facilities Manager for review.
2. Assets that have hard drives or store data will follow *Destruction of Hard Drives and Data Storage Devices* prior to disposal.
3. All barcodes must be removed or destroyed prior to the transfer of asset(s).

4. Transportation for moving the property is the responsibility of the requesting agency.
5. At the time of pickup, the requesting agency must sign and date the **Excess Property Transfer** form acknowledging receipt of property and a copy returned to AOC Fixed Assets aoc.fixedassets@mdcourts.gov.

Donations

1. All donations require prior written approval by the Chief Justice of the Supreme Court of Maryland, the State Court Administrator, or designee.
2. Requests for donations from a 501(c)(3) organization must be validated and follow Judiciary policy and guidelines.

Trade-Ins, Add-Ons, Warranty/Service Replacements

1. Assets that have hard drives or store data will follow *Destruction of Hard Drives and Data Storage Devices* prior to replacement or disposal.
2. **All hard drives or data storage devices must be removed from the equipment prior to its removal from a Judiciary facility.** Under no circumstances is a vendor permitted to remove equipment from the location under the assumption that they will mail the hard drive or storage device back to the Judiciary.
3. All Service or Warranty replacements (including no-charge replacements) require completion of **Warranty/Service Replacement** form. Provide supporting documentation and vendor return authorization or acknowledgement. No barcoded asset to be removed or disposed of without documentation and prior notification to AOC Fixed Assets.
4. All trade-ins and add-ons to assets require a purchase order properly coded as an asset.
5. All purchase orders must have the existing barcode(s) recorded and a brief description to identify a trade-in or add-on. (ex. Trade-in of copier barcode 0001234 or add-on to mail machine barcode 00002345).

Disposal of Fleet Vehicles

1. The AOC Fleet Supervisor will submit to AOC Fixed Assets the completed and approved by DGS form **950-9 Excess Property Declaration, DGS Vehicle Changeover Authorization/Disposal Order, and Odometer Disclosure Statement** forms.

Brokering Assets

Brokering services may be project specific or established for AOC for general brokering of both consumables and tracked assets. Guidelines for this method of disposal will be outlined in a detailed scope of work and adhere to the Judiciary's Procurement policy.

Reporting & Recording Missing, Lost, Stolen, or Seized Assets

Missing Assets

18. Per the Maryland Judiciary Inventory Control Manual, Section D, "General Inventory Management Requirements", Item 5, "Reporting Missing and Stolen Assets", the Judiciary and its Judicial units are required to investigate and document the investigation for all assets unlocated and deemed missing as a result of an audit or inventory. For any assets not found upon review of the attached inventory report, you must complete the **Investigation of Missing and Lost Judiciary Property** form and submit to AOC Fixed Assets.
19. Assets to be reported in a state of "missing" due to theft, loss or as a result of recent physical inventory is restricted to authorized AOC Fixed Asset personnel.

20. Only AOC Fixed Asset personnel are authorized to remove assets from a state of “missing”.
 - a. If the asset is found, a photo of the barcode is required to validate possession of the asset.
 - b. For desk top AOC IT assets ‘found on the network’ (such as printer, computer, laptop), the JIS personnel, Regional Technician, or local user must locate and provide a photo of the asset as verification asset is on site and in use, to AOC Fixed Assets.
 - c. For AOC IT assets found by JIS personnel while performing an onsite investigation, a photo must be sent to AOC Fixed Assets as verification the asset is on site and in use.
21. Any asset that was recorded as missing during the cyclical physical inventory, or which was unlocated and documented by JIS personnel upon completion of a JIS investigation and is still unlocated at the time of the next cyclical inventory (3-year cycle), a request can be made for the **Missing and Lost Judiciary Property Request to Inactivate Asset Authorization** form for consideration to inactivate (dispose) of asset from inventory. Upon completion of the investigation provided by the Administrative Official, the request will be submitted to the State Court Administrator or designee for approval to inactivate (dispose) of the asset from inventory.

AOC IT Assets Unlocated by JIS or Service Desk

During routine verification of AOC IT equipment, JIS personnel may be unable to locate an AOC IT asset and determine asset as missing. An investigation of unlocated assets must be performed and documented with two (2) weeks of discovery of unlocated assets.

1. JIS personnel are required to communicate directly with the individual AOC IT asset was ‘assigned to’ or ‘managed by’ for assistance to determine if asset moved or was replaced.
2. JIS personnel should attempt to search all locations within facility to locate.
3. JIS personnel are required to communicate with the Manager or Administrative Official that the asset has not been located and request assistance to locate or if aware asset has been moved or was replaced.
4. Upon completion of investigation, JIS personnel are required submit an investigation report to their respective manager outlining all steps taken to locate asset(s). JIS personnel are required to submit a copy of the report to AOC Fixed Assets.
5. Any AOC IT assets found by JIS personnel, a photo of the barcode must be sent to AOC Fixed Assets as verification the asset is onsite and in use.
6. It is the responsibility of JIS personnel to correct or update asset data such as location or assignment when asset is located.

Assets Unlocated During Physical Inventory

1. At the end of an inventory or audit, AOC Fixed Assets will generate the location inventory report identifying the last inventory scan date and identify any assets unlocated at the time of inventory.
2. The Fixed Asset Specialist may request from the department or court, any available documents that show removal of the fixed asset from the site.
3. For assets not located during a physical inventory, AOC Fixed Assets will:
 - a. Submit the list of unlocated assets to the Administrative Official of the AOC, Court, or Judicial Unit for further investigation.
 - b. Submit a copy of the **Investigation of Missing and Lost Judiciary Property** form to the respective Administrative Official to complete for all unlocated assets.
 - c. Any AOC IT assets not found during a physical inventory, a copy of the unlocated AOC IT assets will be sent to JIS to provide assistance in locating the asset or to provide documentation the AOC IT asset was removed by JIS.
 - d. Completion of the **Investigation of Missing and Lost Judiciary Property** form is required for all unlocated assets and must be returned to AOC Fixed Assets within two (2) weeks from the date the unlocated assets report was submitted.
4. Any asset still not found after completion of an investigation and upon submission of the final inventory results will be placed in a state of “missing”.

5. Upon completion of a current physical inventory, assets recorded missing during a **previous** cyclical inventory:
 - a. AOC Fixed Assets will submit a final inventory identifying previous missing assets report to the respective Administrative Official of the location.
 - b. The Administrative Official may request the **Missing and Lost Judiciary Property Request to Inactivate Asset Authorization** form. Completion of this form is required to request disposal and write-off of an asset from inventory. Upon approval, asset will be recorded as 'disposed', inactive' in the fixed asset system.
 - c. The State Court Administrator or designee must approve the **Missing and Lost Judiciary Property Request to Inactivate Asset Authorization** form prior to disposal.

Stolen and Lost Assets

Stolen Assets

1. It is the responsibility of each employee in possession of Judiciary property, regardless of value, to report stolen asset(s) immediately upon discovery to the local police department when loss occurs outside a Judiciary facility.
2. A copy of an official police report must be obtained by the employee.
3. The employee must immediately notify their supervisor or manager. The employee must provide a written statement listing the Judiciary assets stolen, the date the theft was discovered, the location where the assets were stolen, explain how the theft occurred, and submit this to their supervisor or manager, and provide a copy to aoc.sl.asset.notification@mdcourts.gov.
4. The employee must also complete the **Report of Lost or Stolen Judiciary Property** form and submit it, with a copy of police report, to the AOC Facilities Manager.
5. The AOC Facilities Manager will submit the report to the Assistant State Court Administrator – Operations for approval to dispose, and for any further actions with the employee's manager or supervisor.
6. Further investigation of stolen property may be performed by the AOC Office of Security Administration and JIS Security when AOC IT assets are involved.

Lost Assets

1. It is the responsibility of each employee in possession of Judiciary property, regardless of value, to report the loss of the asset immediately upon discovery.
2. The employee must immediately notify their supervisor or manager of the lost asset. The employee must provide a written statement to include when the loss was discovered, the suspected location of the loss, and explain how the loss might have occurred, and submit this information to their supervisor or manager, and provide a copy to aoc.sl.asset.notification@mdcourts.gov.
3. The employee must complete the **Report of Lost or Stolen Judiciary Property** form and submit it to the AOC Facilities Manager.
4. The AOC Facilities Manager will submit the report to the Assistant State Court Administrator – Operations for approval to place in a state of "missing".
5. It will be at the discretion of JIS Security and the employee's supervisor or manager whether to replace lost AOC IT equipment, or if any further action is needed.

Seized Assets

1. Any fixed asset seized by law enforcement or turned over to its custody pursuant to a subpoena, or stolen assets that were recovered, must be reported immediately to the AOC Facilities Manager.
2. After consultation, the AOC Chief of Security, JIS Security officer, or managing Legal Counsel, will subsequently inform the Administrative Official about recommended course of action, if any, depending upon the circumstances.
3. For a fixed asset in the possession of the Judiciary that could potentially be considered as evidence, the asset will be securely retained by the AOC Office of Security Administration.

4. The AOC Chief of Security, or designee, will be the custodian. The asset will remain in their custody until the investigation, or any related litigation, is complete, and the appropriate asset disposition is determined.

Updating Fixed Assets for Separated and Retired Personnel

1. Upon notification of employee separation, updates to all assets should be completed within 24 hours of the effective date reported by AOC Human Resources (HR).
2. For all non-IT assets, AOC Fixed Assets will remove the name of the employee from both 'assigned to' and 'managed by' assets. The manager or supervisor as recorded on the HR report will be entered as the new 'managed by' for each non-IT asset.
3. JIS is responsible for reassignment or removal and updating all AOC IT equipment. It is recommended JIS contact the Manager or department head to determine if equipment will remain in place, onsite or removed and returned to stock.

Assignments and Transfers of Desk Top Electronics Control Summary (includes PCs, monitors, printers, scanners, personal use equipment)

1. Only designated JIS personnel are authorized to *physically* distribute, move, or remove AOC IT assets, unless pre-approved County IT personnel have been identified. See *Non JIS Personnel Movement of AOC IT Equipment in County Facilities*.
2. All warehouse, JIS, and Service Desk field transactions should be performed via handheld scanner. Manual entry should be limited, and all manual changes must be documented in the 'Work Notes'.
3. Changes to locations and assignments of all AOC IT equipment must be recorded immediately as the transactions occur. No assets are to be held for updating at a later date.
4. All desk top equipment must be 'assigned to' the user, their department, room location code. The parent or general building level code is not to be used for the department or location.
5. Upon notification of an employee termination, for AOC IT equipment, JIS personnel are required to contact the manager, remove the equipment assignment from the terminated employee, and complete the location transfer update. If the equipment will stay in place for future employee, JIS personnel must enter 'managed by' as the Manager of the respective department.
6. Upon issuance of any AOC IT equipment, JIS personnel are responsible for entering the 'assigned to' or 'managed by' of the staff member, the department, and physical location code for each asset. The parent or general building level code is not to be used for the department or location.
7. All AOC IT equipment placed in the field waiting for "final assignment" must have a 'managed by' the controlling Regional Service Desk Technician and their physical location code until the final assignment is completed. No asset pending final placement is to be assigned or managed by court or Judicial Unit personnel. Once assigned, JIS personnel are responsible for updating the assignment and location code.
8. Written documentation is required for all equipment moves, reassignments, and removals performed by non-JIS IT personnel.
9. Assets placed in a ZZ location for the purpose of transporting between locations are to be updated with their final location each day.

Process for the Assignment and Transfers of Desk Top Electronics

Issuing and Transferring of Equipment

1. All AOC IT equipment being relocated from one building to another must be scanned to the 'State' of "In Transit" for each piece of AOC IT equipment.
2. The name of the JIS personnel transporting the asset must be recorded in the 'managed by' for each individual

- piece of AOC IT equipment.
3. Assets that are "In Transit" (removed from original location and not yet arrived at the destination) are required to use the ZZ location code of the destination location.
 4. Immediately upon placement in the location, JIS personnel must scan each AOC IT asset and update the following:
 - a. Name of 'assigned to' for all desk top equipment for individual use.
 - b. The Department of the 'assigned to' or the 'managed by'.
 - c. The physical location code (ex. MJC02-123) of the asset. The parent or general building level code is not to be used.
 - d. Change the 'State' to "In Use".

Internal Equipment Move

1. JIS will disconnect equipment and move it to the new location.
2. At the new location, scan each AOC IT asset barcode and immediately update:
 - a. Name of the 'assigned to' for all desk top equipment for individual use.
 - b. Name of the 'managed by' employee for all shared equipment such as network printers.
 - c. Assign the "Department" of the 'assigned to' or the 'managed by'.
 - d. The physical location code (ex. MJC02-123) of the asset. The parent or general building level code is not to be used.

Removal of Equipment from Location

1. Scan the barcode change 'State' to "In Transit" for each AOC IT asset.
2. Change the name to the JIS personnel transporting the asset to 'managed by' for each AOC IT asset.
3. Assets that are "In Transit" (removed from original location and not yet arrived at the destination) are required to use the ZZ location code of the destination location.
4. Immediately upon return to a JIS warehouse, JIS personnel must scan each AOC IT asset and update the following. All assets placed "In Stock" must follow guidelines in *Fixed Asset Control Summary*.
 - a. Assign the "Department" and name of the 'managed by'.
 - b. The physical warehouse location code (ex. MJC02-123) of the asset. The parent or general building level code is not to be used.
 - c. Change the 'State' to "In Stock".
5. Assets returned to the AOC Facilities Warehouse to follow guidelines in *Process for the Return of Desk Top Electronics to AOC Facilities Warehouse*.

Non JIS Personnel Movement of AOC IT Equipment in County Facilities

With JIS permission, non-AOC/JIS IT staff members at county facilities may be permitted to relocate, remove, and reassign IT equipment.

JIS is responsible for the oversight to ensure all non-AOC/JIS IT personnel adhere to all AOC Fixed Asset policies and procedures, including reporting of all movement and reassignment of AOC IT assets. These relocations, removals and reassignments may be performed without a JIS IT representative on site to oversee but requires documentation to be submitted at the time each action occurs.

1. JIS should maintain and keep up to date a list of each non-AOC/JIS staff member authorized to relocate, remove, and reassign AOC IT equipment for every location, including:
 - a. Name
 - b. Phone number
 - c. Email address
 - d. Location where the authorized employee resides
2. Provide the updated contact list to the Fixed Asset group.

3. Require authorized personnel to provide written documentation or complete the **Request to Modify Existing Asset** form, all relocations, removals, and reassignments. The document or form must be created for each piece of equipment to contain the following:
 - a. Barcode
 - b. Serial number
 - c. Model number
 - d. Description
 - e. New location code
 - f. New 'assigned to' or 'managed by'
 - g. Date of the transaction
4. Non-AOC/JIS IT personnel must provide a copy of the documentation or forms to JIS within 24 hours of the transaction.
5. JIS must update the fixed asset equipment fixed asset system within 24 hours of the receipt of the transaction report(s) and maintain a copy for verification.

Process for the Return of Desk Top Electronics to AOC Facilities Warehouse

1. Assets in transport from the field are to be returned to the AOC/DCM warehouses within five (5) business days.
2. Fleet vehicles are provided to approved drivers for all equipment transportation. Most Regional Service Desk Technicians have assigned vehicles on site to regularly transport all equipment to and from the site.
3. JIS personnel are responsible for tagging all equipment that is broken or does not work, and for providing a brief description of the issue, prior to transferring the asset to the AOC Facilities Warehouse.
4. A complete list of all assets being transferred to the AOC Facilities Warehouse must be approved by the respective JIS or Service Desk manager and submitted to the AOC Facilities Warehouse Supervisor prior to transfer of the assets to the warehouse.
5. JIS personnel must notify the AOC Facilities Warehouse Supervisor a minimum of 24 hours in advance of any equipment arriving at the AOC Facilities Warehouse. Cyclical replacements and projects may require additional notification and coordination.
6. As each asset is removed, scan the barcode, and change the 'State' to "In Transit" and remove 'assigned to' or 'managed by' for each piece of AOC IT equipment.
7. Change the name to the JIS personnel transporting in the 'managed by' for each piece of asset.
10. Change the location code. Assets that are "In Transit" (removed from original location and not yet arrived at the destination) are required to use the destination location ZZ location code and update that code to the actual location code immediately upon placement at the destination. Assets placed in a ZZ location for the purpose of transporting between locations are to be updated with their final location each day.
8. Prior to transfer to the AOC Facilities Warehouse, generate a complete list of the barcodes to include model, description, and recommended disposition of each item (disposed, GovDeals).
9. JIS personnel are responsible for tagging each piece of equipment that is broken or does not work prior to transfer to the AOC Facilities Warehouse. A brief description of each defect must be provided to report accurately on GovDeals and recorded against the asset in the fixed asset system.

Assignment and Transfers Major AOC IT Equipment Control Summary (includes all network components, wireless equipment, audio/visual components, and telecom equipment)

1. Only designated JIS personnel are authorized to physically distribute, move, or remove AOC IT equipment assets, unless pre-approved County IT personnel have been identified. See *Non JIS Personnel Movement of AOC IT Equipment in County Facilities*.

2. It is recommended that all transactions of AOC IT assets be performed using a designated handheld scanning device for correct recordation and for audit requirements at the time of the asset transaction.
3. Designated JIS personnel will be recorded as the 'managed by' for all major AOC IT equipment including, but not limited to, servers, switches, wireless access points (WAP), audio/visual conferencing, and telephone systems.
4. Upon issuance of equipment, JIS personnel are responsible for entering the 'managed by', department, and physical location code for each asset assigned. The parent or general building level code is not to be used.
5. JIS personnel are responsible for all updates when reassigning or transferring equipment.
6. All AOC IT equipment placed in the field waiting for "final assignment" must have a physical room location code where assets will be held, and a 'managed by' must be the controlling Regional Technician until final placement. Court and Judicial Unit staff are not custodians of any assets waiting for final assignment.
7. JIS personnel are required to have written documentation of all equipment moves, reassignments, and removals performed by non-JIS IT personnel.

Transfer and Assignment of Major AOC IT Equipment Process

1. Scan the barcode and change 'State' to "In Transit" for each piece of AOC IT equipment.
2. Add the name of the JIS personnel transporting the asset in the "managed" by for each AOC IT asset.
3. Change the location code. Assets that are "In Transit" (removed from original location and not yet arrived at the destination) are required to use the ZZ location code for the destination location and update that code to the actual room location code immediately upon placement at destination.
4. Immediately upon placement in the location, the JIS personnel must scan each AOC IT asset and update the following:
 - a. Add the "managed" by to the designated JIS employee.
 - b. Assign the "department".
 - c. Record the physical room location code (ex. MJC02-123). The parent or general building level code is not to be used.
 - d. Change the state to "In Use".

Process for the Return of Major AOC IT Equipment

Return of all major AOC IT electronics, whether to stock or AOC Facilities Warehouse to follow procedures as set forth in *Assignments and Transfers of Desk Top Electronics*.

Physical Inventory

1. The inventory of Law Enforcement assets will occur annually.
2. The inventory of Historical Artifacts will occur annually and prior to the annual appraisal of the historical artifacts.
3. The inventory of the AOC Facilities Warehouse will occur annually.
4. Inventory schedules are maintained for the AOC, Circuit and Appellate Courts, and Judicial Units. Fixed Asset inventories are conducted in accordance with policy and at least every three years.
5. All inventories will be scheduled with prior, written notice to the location officials to include the date of arrival of the AOC Fixed Asset Specialists, the planned duration, and request for access required to perform the inventory.
6. Upon completion of the physical inventory, a complete inventory report will be provided to the location officials, which will include identification of any unlocated assets. Notification provides instructions and the date, in which to respond with additional information regarding the unlocated assets.
7. JIS will receive a copy of the inventory identifying the unlocated AOC IT assets. It is recommended that JIS provide assistance to the location officials to locate missing IT assets and provide them with information regarding any AOC IT asset that may have been removed or replaced.

8. JIS personnel recorded as the 'managed by' for AOC IT server equipment including, but not limited to, servers, switches, wireless access points (WAP), audio/visual conferencing, and telephone systems will receive a copy of any of these unlocated AOC IT assets. It is recommended that JIS provide assistance to the location officials to locate missing AOC IT assets and provide them with information regarding any asset that may have been removed or replaced.
9. During the unlocated asset investigation period, asset records will be updated for assets found from the administrative official, which includes photos verifying the asset is in use in the location, documentation the asset was removed, and any other related documents to support the finding.
10. Upon the final completion of the inventory review and investigation by the location officials and/or JIS personnel, any unlocated assets not responded to will be recorded in a state of "Missing". Refer to *Missing Assets* for missing assets process.
11. Any asset not found after an inventory review and investigation, the Judicial Unit must submit a completed **Investigation of Missing and Lost Judiciary Property** form identifying steps taken to locate for each unlocated asset. Per the Maryland Judiciary Inventory Control Manual, Section D, "General Inventory Management Requirements", Item 5, "Reporting Missing and Stolen Assets", the Judiciary and its Judicial units are required to investigate and document the investigation for all assets unlocated and deemed missing as a result of an audit or inventory. For any assets not found upon review of the inventory report, you must complete the **Investigation of Missing and Lost Judiciary Property** form and submit to AOC Fixed Assets.

Thurgood Marshall State Law Library - Historical Artifacts

Annual inventory

1. A complete inventory of Historical Artifacts located at the Thurgood Marshall State Law Library (State Law Library) will be conducted annually.
2. Inventory of Historical Artifacts will follow all guidelines provided in *Physical Inventory* and *Missing Assets* for missing assets process.
3. Any items not found will be documented and reported to the Director of the State Law Library for further investigation.
4. Annually, the Director of the State Law Library will initiate an appraisal of the Historical Artifacts with an independent appraisal service.
5. Upon completion of the independent appraisal, a copy of the itemized report with any recorded appraisal adjustments will be sent to the AOC Facilities Manager.
6. Although not required by Policy, the State Law Library may choose to maintain a separate inventory of the Historical Artifacts.

Donations & Bailments

1. The initiation process for donations to the State Law Library will be conducted in accordance with the Law Library's posted procedures.
2. Upon acceptance of a donated item, the State Law Library must provide a receipt for the item to include the item description, donated by, date received, signature of donor, and the date and signature of the Director of the Law Library or designee who is accepting the donation. A copy to be provided to AOC Fixed Assets and will be recorded with the asset.
3. For all items, the receipt must include an estimated value of the item or the collection.

Movement of Historical Artifacts

1. Documented approval, via a chain of custody form, is required by the director of the State Law Library for any historical artifacts items to be moved out of the library for various purposes.

2. The State Law Library should maintain a log recording the date, description of the item, barcode number, purpose of transfer, recipient, and date of anticipated return.

Inactive Fixed Assets - Unlocated Fixed Assets

1. Assets in consideration to be identified as “Inactive” must follow criteria and procedures as outlined in *Section Unlocated During Physical Inventory*, or assets classified in the fixed asset system as “missing” or “lost”.
2. Fixed Assets are considered missing or lost only after a thorough search and investigation has been performed to locate the assets and a completed **Investigation of Missing and Lost Judiciary Property** form has been submitted documenting the steps taken to locate.
3. The **Missing and Lost Judiciary Property Request to Inactivate Asset Authorization** form must be completed for all requests and after the completed investigation has been performed.
4. A request to classify fixed assets as missing or lost, or to inactive, will only be accepted from the Administrative Official of the Department or location where the asset was assigned:
 - a. JIS: Assistant State Court Administrator – Judicial Information Systems
 - b. Circuit Court: Clerk of Court
 - c. Assets assigned to county or city personnel (POIs): the Court Administrator of the Court
 - d. Programs (Access to Justice, Juvenile & Family Services, Mediation & Conflict Resolution, Problem Solving Courts, Research & Analysis): Assistant State Court Administrator- Programs
 - e. Judicial College: Assistant State Court Administrator – Judicial College
 - f. Thurgood Marshall State Law Library: Director, State Law Library.
 - g. Government Relations and Public Affair (GRPA): Assistant State Court Administrator – GRPA
 - h. Operations (Budget & Finance, Payroll, Procurement, Facilities, Security): Assistant State Court Administrator – Operations
 - i. Internal Affairs (Fair Practices, Internal Audit, Legal Affairs): Assistant State Court Administrator – Legal Affairs
 - j. Human Resources: Assistant State Court Administrator – Human Resources
 - k. AOC law enforcement equipment: Assistant State Court Administrator – Operations
 - l. Judicial Units: Director of the Unit
5. All requests to classify missing or lost fixed assets as “Inactive” will be submitted to the State Court Administrator, or designee, for final approval.

Fixed Asset Disposals – Policy Change

A change in policy may result in an item being added or removed as a fixed asset. Any change to the definition of fixed assets must be approved by the State Court Administrator or designee. A letter of authorization identifying the item to be removed classification as a fixed asset and no longer tracked fixed asset system must be provided.

- a. A completed list of barcodes will be generated related to the declassification of the fixed asset and the ‘State’ change to “Disposed” with the ‘Substate’ of “Policy Change”.
- b. A copy of the approved policy change and the authorization to remove will be attached to each asset for audit documentation of the disposal.

Location Maintenance Controls

1. It is the responsibility of the Judiciary employee who is conducting actions with a fixed asset who encounters the need to add, correct, or modify a location code to notify the AOC Facilities Manager of action needed. This includes, but is not limited to, Fixed Asset Specialists, JIS personnel, Circuit Court, and Judicial Unit personnel responsible for the oversight of fixed assets.

2. When a new location code is needed, it is the responsibility of the originating requester, in conjunction with AOC Fixed Assets or JIS personnel, to update the fixed asset system with the correct location code once the new locations codes have been entered.
3. A temporary “ZZ” location is created for all locations as a placeholder until a new location code has been created.
4. Parent and general building level codes are not to be used for assigning fixed asset locations.
5. Judiciary location code descriptions should be generic and are not to contain the names of Judiciary personnel. They can be the Department, building area, room type (ex: Civil Office, Lobby, Judicial Chambers).

Temporary ‘ZZ’ Location Code Procedures

1. If a location code is not available for asset assignment, assign the asset to the ZZ location code of the respective building (temporary holding location code).
2. Once the new location code is available, moving the asset from ZZ to the new location code to be performed within 24 hours of notification of new code creation.
3. Assets that are “In Transit” (removed from original location and not yet arrived at the destination) are required to use the ZZ code of the destination location and updated to the physical room location code immediately upon asset placement at the destination. Assets placed in a ZZ location for the purpose of transporting between locations should be cleared out of ZZ each day.

Inactivated Location Codes Process

1. AOC and related Judicial Unit location codes can be inactivated but will not be deleted to preserve historical information.
2. Prior to inactivation of a location code, a report by location code will be generated to ensure there are no assets remaining in the location. Any assets recorded in a location to be activated will be provided to the Judicial Unit to provide the correct location code where asset(s) reside.

Appendix A Forms & Exhibits

Note: Forms may be updated at any time to reflect current Fixed Asset requirements. Please contact AOC Facilities Administration for the most current forms.

- Request to Modify Existing Asset
- Request for Disposal of Judiciary Property
- Excess Property Declaration DGS 950-9
- Report of Lost or Stolen Judiciary Property
- Request for Destruction of Judiciary Property
- Fixed Assets Inventory Receiving Report
- Request for Asset Warranty/Service Replacement
- Investigation of Missing and Lost Judiciary Property
- Missing and Lost Judiciary Property Request to Inactivate Asset Authorization
- Excess Property Transfer
- Equipment Transfer Record DCA 33
- ServiceNow Access Controls

Request to Modify Existing Asset
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

187 Harry S Truman Parkway
Annapolis, MD 21401

Requestor: Date:
Unit: Telephone:

- INSTRUCTIONS:**
1. Original to: Facilities Administration
Fixed Assets Administration
445 Defense Highway, Suite L
Annapolis, MD 21401
 2. Attach all documentation for change or modification, including any pictures.

Organization Change Only - Must attach full asset history documentation From: To:

Current Asset Details

Barcode:
Serial Number:
Model Name:
Description:
Category:
Sub-category:
Location Code:
Cost:

Requested Change

Barcode:
Serial Number:
Model Name:
Description:
Category:
Sub-category:
Location Code:
Cost:

Detailed Reason for Change (Attach documentation):

Property Officer

Modified by Fixed Assets

Signature Date

Signature Date

REQUEST FOR DISPOSAL OF JUDICIARY PROPERTY

MARYLAND JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

187 Harry S Truman Parkway
Annapolis, MD 21401

Unit:

Department:

Address:

Address 2:

City: State Zip Code

Accountable Officer:

Telephone: Date:

INSTRUCTIONS:

1. Original to: Facilities Administration
Fixed Assets Department
445 Defense Highway, Suite L
Annapolis, MD 21401
email: aoc.fixedassets@mdcourts.gov
2. Attach documentation of damage and reason for disposal.

Item No.	Description	Property Tag No.	Purchase Date	Purchase Price

GRAND TOTAL

Description of damages or reason for disposal:

<p>Authorized Administrative Head</p> <p><input style="width: 100%; height: 20px;" type="text"/></p> <hr/> <p>Signature _____ Date _____</p> <p>AOC Fixed Assets Property Officer</p> <p><input style="width: 100%; height: 20px;" type="text"/></p> <hr/> <p>Signature _____ Date _____</p>	<p>Barcode Removed/Property Disposed</p> <p><input style="width: 100%; height: 20px;" type="text"/></p> <hr/> <p>Signature _____ Date _____</p> <p>Removed from Fixed Assets (completed by AOC Fixed Assets)</p> <p><input style="width: 100%; height: 20px;" type="text"/></p> <hr/> <p>Signature _____ Date _____</p>
--	---

EXCESS PROPERTY DECLARATION
 STATE OF MARYLAND
 DEPARTMENT OF GENERAL SERVICES
 301 W. PRESTON STREET, ROOM 1514
 BALTIMORE, MARYLAND 21201
 410-767-0587

Instructions:
 Refer to Property Disposal Procedures in Department
 of General Services Inventory Control Manual.
 dgs.statewidepropertydisposals@maryland.gov

DGS Control No.

Agency:
 Sub-Unit:
 Sub-Unit Code:
 Address:
 City/State/Zip:
 Contact Person:
 E-mail Address:
 Phone No.:

Agency Head:
 Signature:
 E-mail Address:
 Property Officer:

Date:

Date:

Items Listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty.	Property Tag No.	Description (Make, Model and Serial Number)	Acquisition		Description Of Needed Repairs/Comments	Good	Fair	Poor	USRV
				Cost	Mo./yr.					
		TOTAL:								
	0									

REPORT OF LOST OR STOLEN JUDICIARY PROPERTY

**MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS**
 187 Harry S Truman Parkway
 Annapolis, MD 21401
 (410) 260-1400

INSTRUCTIONS:

1. Submit Original to:
 Administrative Office of the Courts
 Office of Facilities Management
 445 Defense Highway, Suite L
 Annapolis, MD 21401
2. Attach Police Report for Stolen Property
3. Refer to Reporting Procedure for Stolen/Lost Property
 in the AOC Fixed Asset Inventory Control Manual.

Unit:

Sub-Unit:

Address:

Address 2:

City: State Zip Code

Employee Name:

Telephone: Date:

Manager:

Manager Telephone:

Fixed Assets Property Officer

Signature _____ Date _____

Assistant Administrator

Signature _____ Date _____

Item No.	Select		Description	Barcode No.	Purchase Date	Purchase Price
	Stolen	Lost				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
TOTAL						\$0.00

1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:

a. Item(s) identified as State property with permanent type labeling or engraving? Yes No

b. Describe other security measures:

2. FOR MISSING PROPERTY ONLY:

a. Date loss was discovered d. Last scan date

b. Last known location

c. Explain how the loss might have occurred

Describe Measures Taken to Prevent Future Occurrence

FOR AOC FIXED ASSETS USE ONLY

Removed from active Fixed Assets

 Signature _____ Date _____

REQUEST FOR DESTRUCTION OF JUDICIARY PROPERTY

MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

187 Harry S Truman Parkway
Annapolis, MD 21401

Location:

Department:

Address:

Address 2:

City: State Zip Code

Accountable Officer:

Telephone: Date:

INSTRUCTIONS:

1. Original to: Facilities Administration
Fixed Assets Department
445 Defense Highway, Suite L
Annapolis, MD 21401
2. Attach documentation of damage and reason for disposal OR prior approval for destruction of State Property.

Item No.	Description	Property Tag No.	Purchase Date	Purchase Price
TOTAL				\$0.00

WAS PROPERTY DAMAGED: Date damaged occurred

Description of damages that occurred and actions taken for repair (if any)

DESTRUCTION OF PROPERTY: . Explanation for destruction:

Administrative Official

Signature Date

Removed from Fixed Assets

Signature Date

Fixed Asset Property Officer

Signature Date

Property Destroyed (when applicable)

Signature Date

**Maryland Judiciary
Administrative Office of the Courts**

Fixed Assets Inventory Receiving Report

Barcode:

Serial Number:

Model Name:	<input type="text"/>	Category/Sub:	<input type="text"/>
Model :	<input type="text"/>	Product ID:	<input type="text"/>
Receipt Date:	<input type="text"/>		
Assigned To OR:	<input type="text"/>	Managed By:	<input type="text"/>
Code (Bldg.):	<input type="text"/>	Dept. ID:	<input type="text"/>
Date Created:	<input type="text"/>	Cost Center:	<input type="text"/>
Department Name:	<input type="text"/>	Owner Code:	<input type="text"/>

Purchase Order:	<input type="text"/>	P.O Date:	<input type="text"/>
Invoice Number:	<input type="text"/>	Manufacturer:	<input type="text"/>
Invoice Date:	<input type="text"/>	Vendor:	<input type="text"/>
Cost:	<input type="text"/>		

Comment:

Entered in Service Now:	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>
	<i>Signature</i>	<i>Date</i>
Forwarded to County:	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>
	<i>Signature</i>	<i>Date</i>
Bar Code Received/Affixed:	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>
	<i>Signature</i>	<i>Date</i>

Owners Code Listing:	
30 Circuit Courts (CC)	80 Law Library (LL) Historical Artifacts
60 Administrative Office of the Courts (AOC)	90 Judicial Information Systems (JIS) Equipment

MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE
COURTS

187 Harry S Truman Parkway
Annapolis, MD 21401

REQUEST FOR ASSET WARRANTY/
SERVICE REPLACEMENT

Judiciary Unit:	<input type="text"/>
Street:	<input type="text"/>
City, State, Zip:	<input type="text"/>
Requester:	<input type="text"/>
Phone:	<input type="text"/>
Date:	<input type="text"/>

Complete form and submit to AOC Fixed Assets Department, aoc.fixedassets@mdcourts.gov

<u>Existing Asset</u>	
Original Barcode Number:	<input type="text"/>
Original Serial Number:	<input type="text"/>
Asset Description:	<input type="text"/>
Location Code:	<input type="text"/>
Date Removed:	<input type="text"/>
Reason for Replacement:	<input type="text"/>
	<input type="text"/>

<u>Replacement Part</u>	
New Part Number:	<input type="text"/>
New Serial Number:	<input type="text"/>
New Part Name:	<input type="text"/>
Cost:	<input type="text"/>
New Barcode Number:	<input type="text"/>
<small>(Barcode only-To be completed by Fixed Assets)</small>	

<u>Additional Comments:</u>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**MISSING and LOST JUDICIARY PROPERTY REQUEST TO
INACTIVATE ASSET AUTHORIZATION**

Maryland Judiciary
Administrative Office of the Courts
Facilities Administration, Fixed Assets
187 Harry S Truman Parkway
Annapolis, MD 21401

INSTRUCTIONS:

Section A: Completed by Custodial
Department of Judicial Unit and returned to
Facilities Administration, Fixed Assets
aoc.fixedassets@mdcourts.gov

A request to classify fixed assets as 'inactive' will only be accepted from the Administrative Official of the department or location where the asset was assigned.

Section A

Judicial Unit: _____ Administrative Official: _____
Address: _____ Telephone: _____
City, State, Zip Code: _____ Date: _____

Complete fields prior to submitting:

- a. Item(s) identified as State property with permanent type labeling or engraving? Yes No
- b. Date loss was discovered: _____ c. Date of last physical inventory: _____
- d. Last known location: _____
- e. Who had custody of the asset? _____
- f. Who had custody of the asset when last seen? _____
- g. Who saw the property last? _____
- h. Was the property assigned and used in a secure area? Yes No
- i. If so, how was it secured?

- j. Who had authorization to the area where the property was used? _____
- k. Were there any procedures in place to safeguard property at time of loss? Yes No
- l. If so, were the procedures followed and how?

- m. Describe measures taken to prevent future occurrence:

Item #	Asset Tag (Barcode)	Model	Description	Purchase Date	Purchase Price

Authorized signature: _____ Total: \$ 0.00
Date: _____

Section B

Authorization is given to remove from inventory records Item # _____ listed above.

Signature _____ Date _____
State Court Administrator

Removed from the agency's inventory records.

Signature _____ Date _____
Fixed Asset Specialist

**INVESTIGATION OF MISSING and LOST
JUDICIARY PROPERTY**

Maryland Judiciary
Administrative Office of the Courts
Facilities Administration, Fixed Assets
187 Harry S Truman Parkway
Annapolis, MD 21401

INSTRUCTIONS:

Section A: Completed by Custodial Department of Judicial Unit and returned to Facilities Administration, Fixed Assets
aoc.fixedassets@mdcourts.gov

Per the Maryland Judiciary Inventory Control Manual Section D "General Inventory Management Requirements", Item 5 "Reporting Missing and Stolen Judiciary Assets", the Judiciary is required to investigate and document investigation for all assets unlocated and deemed missing as a result of an audit or inventory. Please complete the following for all assets reported as unlocated.

Judicial Unit: <input style="width:90%;" type="text"/>	Administrative Official: <input style="width:90%;" type="text"/>
Address: <input style="width:90%;" type="text"/>	Telephone: <input style="width:90%;" type="text"/>
City, State, Zip Code: <input style="width:90%;" type="text"/>	Date: <input style="width:90%;" type="text"/>

Asset Tag (Barcode)	Model	Description	Purchase Date	Purchase Price
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Complete fields prior to submitting:

a. Item identified as State property with permanent type labeling or engraving? Yes No

b. Date loss was discovered:

c. Date of last physical inventory:

d. Last known location:

e. Who had custody of the asset?

f. Who had custody of the asset when last seen?

g. Who saw the property last?

h. Was the property assigned and used in a secure area? Yes No

i. If so, how was it secured?

j. Who had authorization to the area where the property was used?

k. Where there any procedures in place to safeguard property at time of loss? Yes No

l. If so, were the procedures followed and how?

m. Describe measures taken to prevent future occurrence:

Authorized signature:

Please print name

Date:



Excess Property Transfer

Statement of surplus Judiciary property utilization by an Inter-Agency, Intra-Agency or donation to Non-Profit Organization.

The Maryland Judiciary formally submits the following transfer of assets. The agency named below certifies that the items listed are excess to this agency.

Donating Agency		Recipient Organization	
Unit:		Unit:	
Department:		Department:	
Address:		Address:	
Address 2:		Address 2:	
City:		City:	
	State		State
	Zip Code		Zip Code
Accountable Officer:		Accountable Officer:	
Telephone:		Telephone:	
	Date:		Date:

Barcode No.	Serial No.	Description	Purchase Price

I understand all property is offered "as is".
Loading/unloading and transportation is the responsibility of the recipient's agency.

Acknowledgement of Pick-Up/Transfer/Receipt

I, , ,
(Recipient - Print Name) (Title)

am in receipt and take full ownership of all items as listed,
on behalf of

_____ _____
(Recipient - Signature) (Date)

_____ _____
(Maryland Judiciary Representative) (Date)

EQUIPMENT TRANSFER RECORD
(Use when transferring barcoded items only.)

USE THIS SPACE WHEN TRANSFERRING BARCODED ITEMS FROM ONE COURT LOCATION TO ANOTHER.

Class Code* _____

Barcode (Provide old tag number if barcode is missing.) _____

Description of Item _____

Manufacturer Name and Model No. _____

Serial Number, if applicable _____

Color _____

Value (To be provided by Headquarters.) _____

TRANSFERRED FROM: District Court of Maryland # _____, located at _____

Reason for repair, if applicable: _____

Signature _____

Date of Transfer _____

RECEIVED BY:

District Court of Maryland # _____, located at _____

Area: _____

Other: AOC _____

Signature _____

Date Received _____

USE THIS SPACE WHEN TRANSFERRING BARCODED ITEMS FROM ONE AREA TO ANOTHER WITHIN THE SAME COURT LOCATION.

DISTRICT COURT OF MARYLAND # _____

Class Code* _____

Barcode (Provide tag number if barcode is missing.) _____

Description of Item _____

Original area location (ex: room #, clerk's office, etc.) _____

New area location _____

Signature _____

Date of Transfer _____

*NOTE: Class codes will be filled in at Headquarters.

DCA 33 (Rev. 5/93)

Facilities Administration – Fixed Assets
Fixed Assets Inventory Control Procedures
Effective: July 2022

Revised: December 2022 (Renaming of Supreme Court)
Revised: April 2023 (New Procedure Revisions)

ServiceNow Access Controls:

Access and modification to fixed assets whether via the database or scanner is limited to AOC Facilities Administration, Fixed Asset personnel and only JIS personnel who are directly responsible for the installation, movement, and removal of AOC IT equipment.

D=Access to create or modify in database S=Access to create or modify on scanner NA=Refer to itemized access controls	Fixed Asset Specialist	Facilities Manager	Facilities Superintendent	Warehouse Supervisor	Warehouse Assistant	JIS/Service Desk
Read Only Access	NA	NA	D	NA	NA	NA
Create New Asset	D	D		D	D	
Create New Asset Model Name	D	D		D		
Change Asset Model Name	D	D				
Change Model Category	D	D				
Change Model Subcategory	D	D				
Enter Last Scanned Date (Restricted to Inventory)	D	D				
Enter New Asset Tag	D	D		S	S	
Change Asset Tag	D	D				
Enter Serial Number	D	D		S	S	
Change Serial Number	D	D				
Change State = In Use	D/S	D/S				D/S
Change State = Dispose	D					
Change State = Flag for Judiciary Disposal Approval	D/S	D/S		D/S	D/S	
Change State = Waiting DGS Disposal Approval	D/S	D/S		D/S	D/S	
Change State = Lost	D	D				
Change State = Stolen	D	D				
Change State = Missing	D					
Change State = In Transit	D/S	D/S		D/S	D/S	D/S
Change State = In Maintenance	D/S	D/S				D/S
Change State = In Configuration	D/S	D/S				D/S
Change State = Pre-Deployment	D/S	D/S				D/S
Change State = In Stock	D/S	D/S		D/S	D/S	D/S
Change State From=Disposed/Lost/Stolen/Missing	D	D				
Change SubState	D/S	D/S				D/S
Enter/Change Assigned To	D/S	D/S		S	S	D/S
Enter/Change Managed By	D/S	D/S		S	S	D/S
Enter/Change Location	D/S	D/S		D/S	D/S	D/S
Change Organization		D				
Change Department	D/S	D/S		D/S	D/S	D/S
Enter PO Number	D	D		S	S	
Change PO Number	D	D				
Enter/Change Invoice Number	D	D				
Enter/Change Invoice Date	D	D				
Enter Vendor	D	D		S	S	
Change Vendor	D	D				
Enter Cost	D	D		S	S	
Enter Cost Adjustment		D				
Enter DGS Number/Date	D	D				
Enter Disposal Reason	D	D				
Enter Work Notes	D	D		D	D	D