

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Disposal of State Property

**Policy Number:** 402.05

**Effective Date:** 9/23/2020

**Page Number:** 1 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Administration & Finance  
Division (Business Processes)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

To outline proper procedures for the disposal of state property.

**II. Authority:**

A. O.C.G.A. §50-5-141, *et seq.*; and

B. ACA Standards: 2-CO-1B-08, 5-ACI-1B-13 (ref. 4-4037), and 4-ALDF-7D-15.

**III. Definitions:**

None.

**IV. Statement of Policy and Applicable Procedures:**

A. Property disposal can take one of five different forms.

1. State property can be:

- a. Transferred to another GDC facility;
- b. Transferred to another state agency;
- c. Sold to a city or county entity;
- d. Sold to the general public; or
- e. Destroyed/cannibalized or disposed of in the landfill.

2. The process for disposing of state property in either of the five ways mentioned above is described in detail in Attachment 1, Property Disposal Flowchart.

**V. Attachments:**

Attachment 1: Property Disposal Flowchart

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**VI. Record Retention of Forms Relevant to this Policy:**

Attachment 1 shall be utilized per the SOP until revised or obsolete.