

**FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (FCERA)
SURPLUS PROPERTY**

I. Policy

The Board of Retirement recognizes its constitutional and statutory fiduciary duty to prudently administer the retirement system for the benefit of the members and their beneficiaries. Prudent administration requires the Board to adopt a policy that properly accounts for the disposition of equipment no longer in working condition or needed for the efficient operation of FCERA.

II. Purpose

This Surplus Property Policy sets forth the guidelines governing FCERA's disposal of equipment.

III. Definitions

- 1) Surplus — Property that is no longer required or useful by FCERA but may be useful by another member employer or County Department. Sensitive equipment, includes but is not limited to copiers, printers, scanners, multifunction devices, computers, external/hard drives and items that may have personal or sensitive data, shall be securely overwritten to minimize the likelihood of data being misappropriated, before being disposed of.
- 2) Non-Surplus — Property that is no longer required, cannot be reused, and is considered non-sensitive equipment. Non-sensitive equipment includes, but is not limited to, staplers, footrests, desktop organizers, and other small furnishings.
- 3) Documentation of Surplus Property — Either a Fixed Asset Management Form (FCAC-082) a County of Fresno Form used to document the surplus and transfer of equipment that is no longer needed by the department or a Fresno County REACH ticket (an electronic service request to retrieve County Surplus).
- 4) Disposal of Property — Process to dispose of property that is no longer required by FCERA and is not useable by a member employer or County Department or is damaged beyond repair.

IV. Guidelines

Disposal of FCERA property may only be authorized by the Board of Retirement or the Retirement Administrator.

- 1) The Board of Retirement alone shall determine whether to dispose of FCERA property which has a scrap value of \$10,000 or more per item. The Retirement Administrator or his/her designee shall submit an Agenda Item to the Board of Retirement requesting authorization for disposal and recommended action. Following a decision by the Board of Retirement to dispose of such property, the Retirement Administrator shall proceed with removal.

- 2) Property that has a scrap, or fair market, value of less than \$10,000 will be documented by FCERA Administration and disposed of at the discretion of the Retirement Administrator using methods and procedures which return the greatest benefit to FCERA.

V. Documentation of Surplus Property

- 1) Surplus items in working condition may be sent to County Surplus. Form FCAC-082 Fixed Asset Management Form must be filled out. For Information Technology (IT) related property, the form will be sent to the County ITSD liaison. For non-IT related property the form will be sent to County of Fresno Surplus Coordinator.
- 2) Non-Surplus items in non-working condition and with a scrap value of less than \$10,000 will be disposed of and documented at the discretion of the Retirement Administrator.

VI. Disposal of Property

- 1) Disposal of FCERA property may only be authorized the Board of Retirement or the Retirement Administrator, as provided for in Section IV.

VII. Policy Review

- 1) The Board shall review this Surplus Property Policy at least every three (3) years, ensuring it remains relevant and appropriate. This Policy may be amended from time to time by majority vote of the Board.

VIII. Policy History

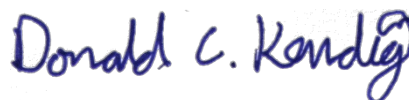
- 1) This Policy was originally adopted on March 21, 2007.
- 2) The Board of Retirement reviewed and modified this policy on December 16, 2015, December 5, 2018, and October 6, 2021.

IX. Secretary's Certificate

I, Donald Kendig, the duly appointed Secretary of the Fresno County Employees' Retirement Association, hereby certify the adoption of this Policy.

October 6, 2021

Date of Action:



By: Retirement Administrator