

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
**ADMINISTRATIVE BULLETIN NO. 36**  
(Revised March 1, 2014)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff/Court Analysts
All Judges	General Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: **Equipment & Property Policy**

I. Controlled Property Defined

Controlled property is defined as (1) any property with a useful life of more than one year and having a value at the time of purchase of \$5,000 or more per unit or (2) any property designated by the manager of fiscal operations as sensitive property regardless of value.

A. Items designated as sensitive property are:

Computer Desktops  
iPads  
Laptops/Notebooks  
Computer Servers  
Computer Tablets

B. The following items are not designated as sensitive property, but will be assigned a State property tag for purposes of internal monitoring:

Copiers  
Facsimiles

II. Controlled Property Records

A. Fiscal operations is responsible for the designation of controlled property. State property tags will be issued for controlled property at the time of acquisition.

- B. Fiscal operations will maintain the controlled property records of the Alaska Court System.

### III. Controlled Property Custodians

- A. Area court administrators, the clerk of the appellate courts and the administrative director will assign an employee in each of their respective court locations or administrative offices to be the property custodian.
- B. The name/position control number (PCN) of the property custodians shall be reported to the fiscal office. Any changes to the property custodians shall be reported to fiscal operations within thirty (30) days of the change.
- C. Property custodians will follow the property procedures established by fiscal operations.
- D. Property custodians will maintain records for controlled property in their court/administrative office.
- E. Property custodians will perform inventories of controlled property at the direction of the manager of fiscal operations.
- F. Property custodians will be responsible for affixing state property tags.

### IV. Local Controlled Property Procedures

- A. Area court administrators, the clerk of the appellate courts and the administrative director may establish additional local property control guidelines.
- B. A copy of such guidelines for controlled property must be approved by the manager of fiscal operations prior to implementation.

### V. Controlled Property Transfer or Disposal

- A. Fiscal operations will establish property acquisition, recordkeeping, maintenance and disposal procedures.
- B. Excess or surplus property can only be disposed of by or under the direction of the manager of fiscal operations or property officer.

- C. Property custodians will obtain authorization from fiscal operations prior to transferring or disposing of any controlled property, except for the purpose of repair or replacement by information systems and support.

VI. Employees' Use of Controlled Property

- A. Employees are responsible for safeguarding property in their possession or use.
- B. Employees must immediately notify the appropriate property custodian of any damaged, lost or stolen controlled property.

VII. Personal Use of Controlled Property

- A. Use of computer equipment and software is allowed under the provisions of Administrative Bulletin No. 62.
- B. Use of other controlled equipment or property is allowed for personal, non-commercial tasks, as long as these personal activities are not engaged in during work hours and have the prior approval of the employee's supervisor.
- C. Employees may not use controlled property to conduct political activities, private business or commercial enterprises, or other fund-generating activities.

Originally issued as a policy memo February 10, 1986; reissued as Bulletin No. 36 on April 6, 1987; amended July 1, 2005; and amended March 1, 2014.

Dated: June 30, 2014  
Effective Date: March 1, 2014

/s/  
Christine E. Johnson  
Administrative Director

cc: Rhonda McLeod, Chief Financial Officer  
Deanna Hoey, Finance Officer  
Jesse Head, Procurement Specialist II  
Michelle McGlashan, Supply Technician