



John W. Morrison
Administrator

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Director and Secretary of Finance and Revenue

Mary Fallin
Governor

**STATE OF OKLAHOMA
OFFICE OF STATE FINANCE
DEPARTMENT OF CENTRAL SERVICES**

M E M O R A N D U M

DATE: June 26, 2012

TO: All State Agencies, Boards, Commissions and Public Trusts Having the State of Oklahoma as a Beneficiary

FROM: John W. Morrison, Administrator

RE: Oklahoma State Government Asset Reduction and Cost Savings Program (74 O.S. §61.7)

Effective November 1, 2011, House Bill 1438 established the Oklahoma State Government Asset Reduction and Cost Savings Program. The new law, 74 O.S. §61.7 mandates the Director of the Department of Central Services to publish a comprehensive report detailing state-owned properties no later than December 31st each year, which includes a list of the five percent most underutilized properties. The Director is also charged with promulgating rules establishing procedures to collect necessary data from each state agency, board, commission and public trust having the State as a beneficiary to develop the report.

This memo is to make you aware of the new law and to request your agency to report its real property inventory using the attached State Real Property Inventory Report. This report may duplicate information submitted to DCS in the past; however, taking an inventory of inventories represents our first step towards developing the new Program. Your cooperation ensures the integrity of the information that will establish the foundation of the Program.

We will communicate updates about the Program as they develop. Our first goal is to build a dynamic real property inventory that is continuously updated and monitored in order to provide an integral tool for state planning and operations.

Please submit your comprehensive response by return email no later than July 31, 2012. We appreciate your time and welcome any comments or suggestions. If you have any questions, please contact Melissa Milburn at (405) 521-3819 or melissa.milburn@osf.ok.us.

Thank You.

"SERVICE, QUALITY, INTEGRITY"