

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Community Health Agency, Administration

**SUBMITTAL DATE:**  
May 20, 2009

**SUBJECT:** Donation of Video Equipment to the Library of Congress' National Audio Visual Conservation Center

**RECOMMENDED MOTION:** Approve outdated video equipment donation to the Library of Congress' National Audio Visual Conservation Center in Culpeper, VA.

**BACKGROUND:** Over the years the former Community Health Agency Media Production Unit has accumulated numerous pieces of equipment to carry out their functions. Since the Media Production Unit no longer exists there is no longer need for the equipment. County policy directs that all items no longer useable be sent to surplus. This equipment is well over ten years old, supports antiquated formats and cannot be used by the County. Therefore it is requested that this equipment be donated to the Library of Congress - National Audio Visual Conservation Center (NAVCC) for their use. The NAVCC will use the equipment to view material in its original format and transfer to modern formats for preservation.

(See attached Exhibit A)

DS:ds

Roger Uminski II, Administrative Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

<b>SOURCE OF FUNDS:</b> No funds requested	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Debra Cournoyer

County Executive Office Signature

- Dep't Recomm.:  Consent  Policy
- Per Exec. Ofc.:  Consent  Policy

Prev. Agn. Ref.: | District: All | Agenda Number:

Departmental Concurrence

PURCHASING & FLEET SERVICES: Robert Howdyshe, Director

FROM: Community Health Agency, Administration  
 SUBJECT: Donation of Video Equipment to the Library of Congress' National Audio Visual Conservation Center

EXHIBIT "A", Page 1 of 2 pages

County of Riverside  
 Purchasing and Fleet Services Department, Supply Services Division  
 Surplus Property Transfer Form

11316

Transfer From: CHA Internal Support Services, Media Unit  
 Agency/Department: 4065 County Circle Drive, Room 210  
 Street: Riverside, CA 92503  
 City: Riverside, CA 92504  
 Floor: 2nd  
 Contact Person: Michael Lee Telephone 951-358-5082

Transfer To: County Procurement - Surplus Unit  
 Agency/Department: 2980 Washington Street  
 Street: Riverside, CA 92504  
 City: Riverside, CA 92504  
 Floor:

(If items to be turned in exceed the number of available lines, separate sheets containing the information below can be used in lieu of multiple forms. Indicate in the "Description" block.)

ITEM NUMBER	QTY.	PEOPLESOFT ASSET ID. NUMBER	FIXED ASSET TAG NUMBER	MODEL NUMBER	SERIAL NUMBER	DESCRIPTION	SUPPLY DISPOSED OF PROPERTY (Y/N)	DATE DISPOSED
1	1			77A-224	07009717	VIDEO MONITOR, JVC		
2	1		57557	AG-2200	LSHH01277	VHS DECK, PANASONIC		
3	1		58665	AG-1950	687C00215	VHS RECORDER, PANASONIC		
4	1			EVW-300	T3030	HI-8 VIDEO CAM W/LENS		
5						AND CARRY CASE		
6	1			EN1620AT	G91672	GRADCO LIGHT TABLE		
7	1		56005	VO5850	29460	SONY VCR EDITOR		
8	1			AG5210P	K08T00088	VCR DECK, PANASONIC		
9	1			DS-300	7300495	DIGITAL CAMERA, FUJI		
10	1		071645	EVO 9850	13821	SONY VIDEO RECORDER, HI-8		

Signature of Authorization (Print/Sign): Michael S. Lee Date: 3/25/07

Signature of Person Accepting Transferred Property: \_\_\_\_\_ Date: \_\_\_\_\_

INSTRUCTIONS:

- When declaring property surplus, only Agency/Departmental personnel authorized to declare the property surplus are to sign this form for the agency/department.
- After transferring the materials to another department or Supply Services. Assume that the department accepting the materials signs for the shipment and keep the pink copy for your records.
- Complete a separate form for each County fixed asset.
- For other than fixed assets, you may use this form for more than one item.
- Do not complete the shaded section. Supply Services will complete this section and forward to the Auditor-Controller, Fixed Asset Section, after the material has been transferred to another agency/department or disposed of by Supply Services.

**County of Riverside  
Purchasing and Fleet Services Department, Supply Services Division  
Surplus Property Transfer Form**

*[Signature]* 11317

Transfer From: \_\_\_\_\_ Agency/Department: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 Floor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

Transfer To: \_\_\_\_\_  
 Agency/Department: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Floor: \_\_\_\_\_

FROM: Community Health Agency, Administration  
 SUBJECT: Donation of Video Equipment to the Library of Congress'  
 National Audio Visual Conservation Center

EXHIBIT "A", Page 2 of 2 pages

*(If items to be turned in exceed the number of available lines, separate sheets containing the information below can be used in lieu of multiple forms. Indicate in the "Description" block.)*

ITEM NUMBER	QTY.	PEOPLESOFT ASSET I.D. NUMBER	FIXED ASSET TAG NUMBER	MODEL NUMBER	SERIAL NUMBER	DESCRIPTION	SUPPLY DISPOSED OF PROPERTY (Y/N)	DATE DISPOSED
1	1		56249	V05800	30357	VCR EDITOR, SONY		
2	20					Boxes of Video Tapes		
3						Answer Machine		
4								
5								
6								
7								
8								
9								
10								

Signature of Authorization (Print/Sign): Michael S. Lee Date: 3/25/07  
 Signature of Person Accepting Transferred Property: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:**

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