

# Brickyard News

*Louisiana Property Assistance Agency*

## Special points of interest:

- Copier Information
- Vehicle Surpluses
- LPAA Personnel Changes
- Hold Harmless Agreements
- MV-2s Due
- Important Reminders



### Auction Information

The next two auctions will be on May 8th and June 12th. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

• [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa)

## Information on Copiers

In the March 2010 issue of the Brickyard News, we reported that prior to surplusing computers agencies must follow the OIT data classification guideline. This guideline should be the same with copiers.

CBS News reported the dangers in digital copiers:

“Modern-day copiers - anything built after 2002 - are essentially computers that store an image of every document scanned, copied or emailed onto a hard drive.

Once that rather stunning fact sunk in, I started doing the mental calculation - adding up the number of times over the years I've used the office copier or that 24-hour shop down the street to make copies of my tax returns, investment portfolio, driver's license, passport or bank records. Safe to say, it was not a good feeling.



As part of our investigation we purchased copiers at a warehouse where 6,000 used copiers sat around waiting to be shipped to new buyers. As it turns out, our copiers contained tens of thousands of documents. “

[http://www.cbsnews.com/8301-31727\\_162-20002830-10391695.html](http://www.cbsnews.com/8301-31727_162-20002830-10391695.html)

The copiers mentioned in the article are not from LPAA, but copiers received to our warehouse are sold to the general public at auction. **Any copiers leased/rented through the State Purchasing contract already follow the policy of clearing the information**, per the lease agreement. If your agency owns copiers, be sure you follow proper procedures prior to surplusing it.

## From the Desk of Steve Bice

One misconception we see is that property/fleet managers mistakenly believe they are required to use a surplus vehicle for a trade as soon as it is turned in or they lose the “credit.” Not true. If a vehicle “dies,” becomes too costly to repair, or begins accumulating zero or very little mileage over time, surplus it at that point. Don't try to keep it till you can find a replacement or get budget money to replace it. LPAA will allow your agency to use it as a trade if its replacement is acquired within a reasonable amount of time. Conversely, if you wait till we discover that it was not used for a long period of time, you probably will be told that you did without it all that time and therefore did not need it. If that happens, you will not be allowed to use it as a trade.



## LPAA Personnel Updates

LPAA now has a new warehouse supervisor, Tod Howard. If you are looking for something particular in the warehouse, he can be reached by email at [tod.howard@la.gov](mailto:tod.howard@la.gov).

Have surplus to be picked up? You'll be talking to Ms. Floy Delaune. She comes to LPAA from another state agency and can be reached at 225-342-3407 or by email at [Floy.Delaune@la.gov](mailto:Floy.Delaune@la.gov).

As always, if you need assistance and don't know who to contact, LPAA's main number is 225-342-6849.



## Hold Harmless Agreements

Attached is the new Hold Harmless Agreement which is replacing the Indemnification Agreement. Anyone (including athletics), other than an official state employee, who will be driving or transported in a state-owned vehicle and/or a vehicle which has been rented to the State of Louisiana must sign this Hold Harmless Agreement. This agreement has been updated and issued by the Office of Risk Management and has replaced the Indemnification Agreement on our website. Please forward to all appropriate personnel.



Also attached is a Hold Harmless Agreement for passengers riding in state-owned courtesy buses (excluding buses provided for athletes, courtesy vans, courtesy limousines and courtesy passenger vehicles). Thank you for your immediate attention to this matter. If you have any questions, you may contact Office of Risk Management's Underwriting Section at 342-8500.

## Personal Assignment/Home Storage for 2010-2011

Please note that if you have not submitted Personal Assignment/Home Storage requests for the 2010-2011 fiscal year period for your agency's fleet vehicles, **the deadline has passed**. Any approvals from fiscal year 2009-2010 will expire as of June 30, 2010. The Louisiana Administrative Code .34.XI Fleet Management Regulations states:

"Annually, it shall be the responsibility of the agency transportation coordinator to insure that a Home Storage Agreement form (DOA form MV-2) is completed and forwarded to the state fleet manager by **May 1** and is signed and approved by the commissioner in order to continue home storage into the new fiscal year beginning July 1. Any home storage approved by the commissioner during the year **shall expire June 30** and renewal will require submission of a Home Storage Agreement (DOA form MV-2) as described above. "

If you have requests for personal assignment/home storage for the 2010-2011 fiscal year, that have not been sent to LPAA, please send them in as soon as possible. Be sure to send in the original and keep in mind that you must also request the assignment in AMS. Contact Rick Janis at 225.342.6855 or by email at [Richard.janis@la.gov](mailto:Richard.janis@la.gov) for further information.

## Certification Reminder!

Don't let your annual certification of property inventory be late. You can always fax a copy on your actual due date and mail the original the same day. Also, don't forget to forward a copy to the Legislative Auditors.





**BOBBY JINDAL**  
GOVERNOR

**ANGELE DAVIS**  
COMMISSIONER OF ADMINISTRATION

# State of Louisiana

Division of Administration  
Office of Risk Management

## HOLD HARMLESS AGREEMENT

By signing this document, I agree to the following:

In consideration of the benefit received from my driving, or being transported in, a state-owned vehicle or vehicle rented to the State of Louisiana, State Department, Agency, Board or Commission, or authorized driver thereof, I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my presence in said vehicle. I further release and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my driving or being transported in, a state-owned vehicle or vehicle rented to the State of Louisiana, State Department, Agency, Board or Commission, or authorized driver thereof.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



BOBBY JINDAL  
GOVERNOR

ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

## State of Louisiana

Division of Administration  
Office of Risk Management

April 1, 2010

Agencies have asked ORM for an effective way to administer the Hold Harmless Agreement for passengers riding in state-owned courtesy buses (excluding buses provided for athletes, courtesy vans, courtesy limousines and courtesy passenger vehicles). Below is wording which **must** be displayed on state-owned courtesy buses (excluding buses provided for athletes, courtesy vans, courtesy limousines and courtesy passenger vehicles) in such a manner that a passenger will see the wording before entering the bus. This wording may be used in place of the Hold Harmless Agreement only for passengers riding in state-owned courtesy buses.

**THIS VEHICLE IS PROVIDED AS A COURTESY TO ITS PASSENGERS. BY RIDING IN THIS VEHICLE, YOU, THE PASSENGER, ARE ASSUMING ALL RISKS ASSOCIATED THEREWITH, INCLUDING, THE RISK OF INJURY AND ARE WAIVING YOUR RIGHT TO MAKE A CLAIM AGAINST THE STATE OF LOUISIANA, ITS AGENCIES OR EMPLOYEES.**