

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

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OFFICE WEST VIRGINIA
SECRETARY OF STATE

Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: WV State Auditor TITLE NUMBER: 155

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 5

TITLE OF RULE BEING PROPOSED: "State Auditor's Computer & Technology Donation
Program"

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 299

SECTION 64-9-4(b), PASSED ON 4/13/01 (Signed by Gov 4/23/01)

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE

FOLLOWING DATE: June 5, 2001



Authorized Signature



State of West Virginia

Office of the State Auditor
Building 1, Room W-100
Charleston, West Virginia 25305

Glen B. Gainer III
State Auditor

Telephone: (304) 558-2251
FAX: (304) 558-5200
Internet: <http://www.wvauditor.com>

June 5, 2001

Ms. Judy Cooper
Director, Administrative Law Division
Secretary of State's Office
Capitol Complex
Charleston, West Virginia 25305

RE: 155CSR5 - "State Auditor's Computer & Technology Donation Program"

Dear Ms. Cooper:

In accordance with SB 299, Section 64-9-4(b), this letter will serve as my approval to file the above-referenced rule with your office as "Notice of Final Filing and Adoption of a Legislative Rule Authorized by the West Virginia Legislature."

If you should have any questions concerning this filing, or require additional information, please feel free to call me at 558-2251, ext. 113.

Sincerely,

A handwritten signature in cursive script that reads "Paul S. Mollohan".

Paul S. Mollohan
Senior Deputy State Auditor

PSM:cc

155CSRS

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**TITLE 155
WEST VIRGINIA STATE AUDITOR**

OFFICE WEST VIRGINIA
SECRETARY OF STATE

SERIES 5

“STATE AUDITOR’S COMPUTER AND TECHNOLOGY DONATION PROGRAM”

§155-5-1. General.

1.1. Scope.-- This legislative rule establishes the operation of the State Auditor’s computer and technology donation program, procedures for implementation, public communication and fair distribution of donated computers and other related technology.

1.2. Authority.- - W. Va. Code §12-4B-2.

1.3. Filing Date. - - June 5, 2001

1.4. Effective Date. - - June 5, 2001

§155-5-2. Definitions.

2.1. Agency. - - The Office of the State Auditor.

2.2. Applicant. - - Public schools, juvenile detention centers, and municipal and county public safety offices applying to receive computers and other donated technology under the computer and technology donation program created under W. Va. Code §12-4B-2.

2.3. Application Form. - - A form to be created by the director containing such information or requests for information as are necessary to donate the obsolete equipment, such as: authority to make the request or approval to receive such equipment from the appropriate authority within the public school, juvenile detention center, municipal or county public safety offices; a statement of intended use; the number of people who will be able to access or use the equipment; a waiver of liability for the agency; and such other information as would be useful to the director and others who would determine allocation of the donations.

2.4. Director. - - The day-to-day manager of the computer and technology donation program.

2.5. District Rotation. - - The method by which obsolete equipment shall be disbursed.

2.6. Eligible Institutions. - - Public schools, juvenile detention centers, and municipal and county public safety offices.

2.7. Item of Obsolete Equipment. - - One item shall mean any unit or combination of units of obsolete equipment as designated by the director to be offered for donation in the program. An example of one unit would be a single computer monitor, printer, mouse or other item of obsolete equipment offered for donation under the program. A single unit may also be the combination of a monitor, computer, mouse or other obsolete equipment offered for donation under the program.

2.8. Obsolete Equipment. - - Equipment certified by the agency Information Technology Director as no longer fit for an existing agency use.

2.9. Program. - - The computer and technology donation program created under §12-4B-2.

§155-5-3. Director's Duties.

3.1. The director shall keep records and accounts that identify the equipment donated, the age of the equipment, the reasons for declaring the equipment obsolete and to which eligible institution the obsolete equipment was donated.

3.2. The director may work with the information technology staff of the agency to determine which equipment is obsolete equipment.

3.3. The director shall be responsible for securing such publicity and notice of the program as he or she deems necessary to assure that eligible institutions are aware of the availability of computers or technology for distribution.

3.4. The director shall maintain for three years either in hard copy or by other media a record of all publications or other forms of notice used by him or her to effect notice of eligible institutions.

3.5. The director, annually, upon a date set by the auditor, but in time for inclusion in the report of the auditor to the legislature, shall report to the auditor upon all his duties and the donations of obsolete equipment made to eligible institutions.

3.6. The director shall implement these rules, amend them, per the requirements of W. Va. Code §29A, as necessary to fulfill the intent of W. Va. Code §12-4B.

§155-5-4. Administration.

4.1. The director shall receive obsolete equipment as so designated by the appropriate officer within the agency, and shall store it or hold it in an appropriate place so as to avoid any damage or degradation of the integrity of the obsolete equipment.

4.2. The director shall keep a record of: all such obsolete equipment received, and what, if anything is not functional on the obsolete equipment. Upon receipt and inspection, the director shall then devise an organizational plan for offering the obsolete equipment for donation. Under this section, as part of his or her organizational plan, the director may hold such obsolete equipment until he or she determines that the equipment should be donated so as to maximize its usefulness. An example of such a hold over would be holding a computer monitor until a computer becomes available and thereafter, at the time required by this rule, offering for donation the two units together as one item.

4.3. The director shall receive such obsolete equipment and may, if the expense for doing so is minimal, repair such equipment to the extent repair is deemed reasonably by the director. Nothing in this rule, however, may require the director to repair obsolete equipment prior to offering it for donation. He or she must only disclose to applicants any repairs that, to the best of the director's knowledge, need to be undertaken to make the obsolete equipment fully functional.

4.4. Nothing in this rule may be construed to require the director or the agency to maintain the obsolete equipment after it has been donated. Once equipment is donated it is no longer the property or obligation of the agency.

4.5. The director shall initiate annually, or when the number of items of obsolete equipment reaches five or more, but in no case more than four times a year, the offering of obsolete equipment to eligible institutions.

§155-5-5. Notice.

5.1. The director shall annually, or when the number of items of obsolete equipment reaches five or more, but in no case more than four times a year, send by United States mail, first class, postage pre-paid, to the superintendent of schools, the county sheriff, and the department heads of municipal police forces of the county or counties selected for donation, notice of the availability of obsolete equipment.

5.2. The notice sent shall include the number of items offered for donation, the condition of the items, and the name, address, phone, fax and electronic mail address of the director to whom recipients of the notice must send a request for a donation request application package.

5.3. Upon receipt of a request for an application package, the director shall send to the applicant an application package containing such information or requests for information as are necessary to donate the obsolete equipment to the applicant, such as: authority to make the request or approval to receive such equipment from the appropriate authority within the public school, juvenile detention center, municipal or county public safety offices; a statement of intended use; the number of people who will be able to access or use the equipment; a waiver of liability to the agency; and such other information as would be useful to the director and others who would determine allocation of the donations.

5.4. Completion of an application package with all information requested and all forms signed by the appropriate authority is required for an applicant to be given consideration under the program.

5.5. In the event that requests for donation exceed the number of items available, the director may assemble a small committee to help him or her decide among the applicants which eligible institution shall receive the items offered for donation. The members of the committee shall include at least one person familiar with technology use and application, and at least one each from law enforcement and the public schools. Such committee persons may be current or retired members of the state government, law enforcement and the public schools.

§155-5-6. Selection.

6.1. So that every county has a meaningful opportunity to apply for donated obsolete equipment, the offering of obsolete equipment shall be as follows:

6.1.a. The method of distribution shall be through district rotation, meaning that items shall be offered in accordance with the numerical order of the congressional districts of the West Virginia congressional delegation. All eligible institutions within the congressional district numerically in order to receive a donation of obsolete equipment shall be eligible to apply for receipt of obsolete equipment during that donation.

6.1.b. If the number of items offered for donation is five or more, then the offering shall include the next numerical congressional district in line. For example, if there are five items for donation and the previous donation was offered to the first congressional district, then the next notice of donation of five items would go to the second and third congressional districts. If the number of items offered for donation is fifteen or more, then all three congressional districts shall be included in the donation. This pattern of arithmetic progression shall continue until the number of congressional districts eligible for participation is exhausted and the rotation shall begin again with the first congressional district.

6.2. Priority of selection within the district rotation shall be as follows:

6.2.a. The first three computers of any five ordered shall, in accordance with the constitutional priority of budget funding, go to the public schools or juvenile detention facilities.

6.2.b. Among the public schools, priority of receipt of damaged or used obsolete equipment shall be given to vocational programs wherein students are learning to work on computers and other forms of technology. Severely damaged or used obsolete equipment offered for donation shall be clearly marked, distinguished or otherwise disclosed as such to applicants for the donation.

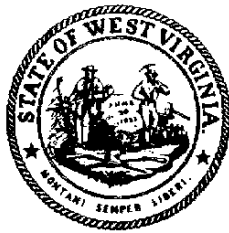
§155-5-7. Liability and Miscellaneous.

7.1. Neither the agency nor the auditor and director, either in his or her official or personal

capacities, are liable for the malfunction, repair, failure or harm caused to those receiving, using, handling or operating the donated obsolete equipment.

7.2. The director shall recommend to the auditor if he or she deems it appropriate that in the future other public agencies, such as public libraries, be eligible to participate in the program.

7.3. If any provision or application of this rule is held invalid, the invalidity does not affect any other provision or application of this rule which can be given effect without the invalid provision or application, and to this end the provisions of this rule are severable.



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State of West Virginia
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April 16, 2001

Paul S Mollohan
Auditor
State Capitol
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Charleston, WV 25305

SB 299 authorizing, **Title 155, Series 04, Transaction Fee & Rate Structure** passed the Legislature on **April 13, 2001**. It is now awaiting the Governor's signature.

You have sixty (60) days after the Governor signs **SB 299** to final file the legislative rule with the Secretary of State's office. To final file your legislative rule, fill in the blanks on the enclosed form #6, the "Final Filing" form and file the form with our office. For your convenience, the forms are now available on the Internet. Go to www.state.wv.us/sos and click on Administrative Law, then click on forms. You may fill out the form online and then print it. Authorization for your legislative rule is cited in **SB 299 Section 64-9-4(a)**. The agency may set the effective date of the legislative rule up to ninety (90) days from the date the legislative rule is final filed with the Secretary of State's office. Please have an authorized signature on the bottom line.

*****IMPORTANT: IF YOUR AGENCY HAS COMPLETED THE LEGISLATIVE RULE ON A WORD PERFECT OR WORD PERFECT COMPATIBLE COMPUTER SYSTEM THAT USES A 3 1/2" DISK, YOU MUST SUBMIT A CLEAN COPY WITH ALL UNDERLINING AND STRIKE-THROUGHS, HEADERS OR FOOTERS REMOVED, TO OUR OFFICE WHEN FINAL FILING THE RULE. REMEMBER, THE TEXT OF THE COMPUTER FILED RULE MUST BE IDENTICAL - WORD FOR WORD, COMMA FOR COMMA, WITH ALL UNDERLINING, STRIKE-THROUGHS, HEADERS OR FOOTERS REMOVED, AS THE HARD COPY AUTHORIZED BY THE LEGISLATURE. NOTICE: ALL ELECTRONIC FILINGS NOT COMPLYING WITH THIS WILL BE REJECTED AND SENT BACK TO THE AGENCY TO BE RESUBMITTED!**

After the final rule is entered into the data base, the rule will be sent back to the agency for review and proofing. The agency has ten (10) working days to send a confirmation or corrections to the Secretary of States. **If the agency fails to return this within ten (10) working days, the rule WILL be filed in the data base with a disclaimer attached stating that the agency failed to review the rule.** Following confirmation, corrections or failure to review, as the case may be, the Secretary of State shall submit to the agency a final version of the rule for their records.

If you have any questions or need any assistance, please do not hesitate to contact our office.

Thank you,
Administrative Law Division