

Office of Facilities and Support
Services

1470 Real Property Management

2024-10-28

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Department of Human Services
Policy and Manual Management System

Index: POL1470

Revised: 10/2023

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Subject: Real Property Management

Policy

The policy of the Department of Human Services (DHS) is to manage the acquisition, use and disposition of real property in the most efficient and effective manner.

Authority

O.C.G.A. 37-1-21

O.C.G.A. 50-16-3

O.C.G.A. 50-16-61

References

Act Number 102, 2009; Op. Attorney General No. 67-75; State Space Management Act of 1976, Georgia Laws 1976, p. 252 et seq.

Applicability

All real property that is under the custody of, leased or used by the DHS.

Definitions

Definitions are included in the applicable manual.

Responsibilities

1. It is the responsibility of the Director of the Office of Facilities and Services to update the manual to implement this policy.
2. The Director of the Office of Facilities and Support Services designates the sections Deputy Directors to oversee the management of real property assigned to, owned, or used by DHS.

History

None

Evaluation

The OFSS Facilities Deputy Director and Services Deputy Director evaluates this policy annually collaborating with State Properties Commission. The OFSS Asset Manager compiles the information received from all divisions/offices to produce the asset report which is forwarded to OFS.