



## **INVENTORY AND ASSET MANAGEMENT**

### **Property Inventory**

Contracting with a private vendor to assist in conducting inventory of property produced an accurate computerized property inventory that is compatible with the State FLAIR System and saved the Agency for Health Care Administration a net \$6,194 the first year. For more information, please contact Jimmy Taliaferro at (850) 922-8444 or email [taliafej@fdhc.state.fl.us](mailto:taliafej@fdhc.state.fl.us). 2006-AHCA-009

### **Records Inventory and Storage**

All public agencies have records retention requirements and limited on-site storage space. Many agencies have multiple sites. A streamlined process for maintaining record inventories and facilitating timely transfer and destruction of records saves staff time and money and improves customer service.

A Polk County Health Department database for real-time records inventories features single data entry of client information into a protected database from multiple locations for storage and disposition. This provides one source for tracking purged records and provides staff with a current, site-based inventory of records. Staff locates records in storage at the click of a mouse instead of sifting through stacks of paper. Previous duplication of effort is eliminated because the same record is not entered into multiple databases.

The Polk County Health Department saved \$23,318 in salaries and storage cost of records stored beyond their retention period. This database has been adopted by other divisions within the department and is readily transferable to any agency. For more information, please contact Dianne Forgey at (863) 521-2668 or email [glenda\\_forgey@doh.state.fl.us](mailto:glenda_forgey@doh.state.fl.us). 2006- DOH-013

**For a list of adaptable achievements in the field of Inventory and Asset Management from the 2003-2005 awards competitions, please click [here](#).**