

TITLE 260. OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES

CHAPTER 100. OKLAHOMA STATE GOVERNMENT ASSET REDUCTION AND COST SAVINGS PROGRAM

[**Authority:** 62 O.S., § 908]

[**Source:** 62 O.S., § 908; Codified 9-12-14]

260:100-1-1. Purpose

The purpose of this Chapter is to provide information and procedures for state agencies, boards, commissions and public trusts to ensure compliance with the State Government Asset Reduction and Cost Savings Program. These rules are established pursuant to the Oklahoma State Government Asset Reduction and Cost Savings Program contained in Title 62, Section 908 of the Oklahoma Statutes to enable the Office of Management and Enterprise Services to obtain the necessary data to develop a comprehensive report detailing state owned properties and to identify the five percent (5%) most underutilized properties.

[**Source:** Added at 31 Ok Reg 1515, eff 9-12-14; Amended at 43 Ok Reg, Number 21, effective 7-25-26]

260:100-1-2. Definitions

The following words or terms, when used in this chapter, shall have the following meaning unless the context clearly indicates otherwise:

"Administrator" means the person designated by the Director of the Office of Management and Enterprise Services as Administrator of Capital Assets Management Division.

"Agency" means any state agency, board, commission or public trust having the State of Oklahoma as a beneficiary.

"Appraisal" means the practice of developing and reporting an opinion of the value of real property in conformance with the Uniform Standards of Professional Appraisal Practice as promulgated by the Appraisal Standards Board of the Appraisal Foundation.

"Data.ok.gov website" means Oklahoma's official website that allows users to download state files for analysis.

"Forms" means documents the Administrator of Capital Assets Management prescribes and requires state agencies, boards, commissions, public trusts to use to provide information to Office of Management and Enterprise Services.

"Real Property" means land, and generally whatever is erected growing upon or affixed to land; also rights issuing out of, annexed to, an exercising in or about land.

"Real Property Inventory" means a comprehensive list of property submitted by the state agencies, boards, commissions, and public trusts listing all real property owned, the value of the property and any underutilized property.

"State-owned properties" means all property lawfully appropriated by the state to its own use; all property dedicated to the state and all property which there is no other owner.

"Underutilized property" means an entire property or portion thereof, with or without improvements, which is used only at irregular periods or intermittently by the accountable landholding agency for current program purposes of that agency, or which is used for current program purposes that can be satisfied with only a portion of the property. Underutilized property may include any type of state-owned real property.

[Source: Added at 31 Ok Reg 1515, eff 9-12-14; Amended at 43 Ok Reg, Number 21, effective 7-25-26]

260:100-1-3. Requirements of law; agency responsibility

(a) **General.** In accordance with section 908(D) of Title 62 of the Oklahoma Statutes, each state agency, board, commission and public trust having the State of Oklahoma as a beneficiary shall submit all information requested concerning the state-owned properties the recipient of the request controls, uses, or for which the recipient accounts, to the Office of Management and Enterprise Services within 30 days of the date the request is electronically sent. Each state agency that receives a request for data from the Office of Management and Enterprise Services pursuant to the Asset Reduction and Cost Savings Program is required to fully respond to the request.

(b) **Information Format.** The information contained in the response shall be in electronic form in the format designated by the Office of Management and Enterprise Services within the request. Forms or instructions will be developed by for use by the agencies to facilitate the requirements of this chapter. The Capital Assets Management Division of the Office of Management and Enterprise Services shall publish the forms on the agency website and provide forms upon request.

(c) **Extension.** Additional time to respond may be granted by the Administrator or a designee, only upon a written request made ten (10) days before the expiration of the date the response is originally due. The request for extension shall include the reasons any extension is necessary and shall list the information that is not available without an extension. Such requests may or may not be granted by the Administrator.

(d) **Non-Responsive.** In the event that any agency receives a request and fails to timely respond with the information required, or submits an incomplete response lacking required information the Capital Assets Management Division will notify the agency of the discrepancy and the agency shall have ten (10) business days to complete their response. Failure to submit a completed response within ten (10) business days will result in the agency being listed as nonresponsive in the report provided to the Legislature and will be published on the "data.ok.gov" website.

(e) **Notification.** Agencies must notify Capital Asset Management within thirty (30) days of leasing, purchasing, constructing or otherwise acquiring or demolishing, transferring or otherwise disposing of real property.

[Source: Added at 31 Ok Reg 1515, eff 9-12-14; Amended at 43 Ok Reg, Number 21, effective 7-25-26]