

	<b>Department of Human Services Online Directives Information System</b>	<b>Index:</b> <b>Revised:</b> <b>Review:</b>	<b>POL1470 10/20/2021 10/20/2023</b>
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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.

**A. Authority**

[O.C.G.A. 37-1-21](#)  
[O.C.G.A. 50-16-3](#)  
[O.C.G.A. 50-16-61](#)

**B. References**

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

**C. Applicability**

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

**D. Definitions**

Definitions are included in applicable manual.

**E. Responsibilities**

1. It is the responsibility of the Director of the Office of Facilities and Support Services to update the manual to implement this policy.

2. The Director of the Office of Facilities and Support Services designates a Manager to oversee the management of real property assigned to, owned or used by DHS.

**F. History**

None

**G. Evaluation**

The OFSS Property Services Section Manager 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.