

	<p style="text-align: center;"><b>Department of Human Services</b> <b>Online Directives Information System</b></p>	<p><b>Index:</b> <b>Revised:</b> <b>Review:</b></p>	<p><b>POL1470</b> <b>10/05/2019</b> <b>10/05/2021</b></p>
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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 MAN1470 located on DHS Intranet.

**E. Responsibilities**

1. It is the responsibility of the Office of Facilities and Support Services (OFSS) to update POL1470.

2. 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 evaluates this policy annually collaborating with the State Properties Commission. The OFSS Asset Manager compiles the information received from all divisions/offices to produce the asset report which is forwarded to the Office of Financial Services (OFS).