



## M E M O R A N D U M

Kathy Marsh, Director

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To: All Staff (Code 2A)

Date: 3/15/2022

CC:

From: EHSD IT

Subject: Missing IT Equipment

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EHSD IT completed the inventory of all IT hardware. As a result, we have identified over one thousand items such as Laptops, iPhone, iPad and projectors issued but not logged and accounted for during this inventory assessment. As a reminder, County equipment was issued to employees with agreements for care, control and accounting. Please review any county issued equipment you may have in locked cabinets, drawers or rooms that contain County equipment and notify helpdesk to have a technician to come by and perform validation of your items against the missing list. It is vital to get this done as soon as possible. Please call the Help Desk (925-521-7200) to set up an appointment for a technician to check and log the equipment. All IT items require to be accounted for in the final inventory.

Thank you for your efforts.  
Bruce Milani