

March 22, 2016

Douglas County Board of Commissioner
PO Box 747
Waterville WA 98858

RE: Oath of County Inventory

Dear Commissioners:

It has come to my attention that the "Oath of Inventory" has not been presented to you for approval since 2012. Inventory has been my responsibility. Even though the oath was not presented to you a list of inventory has been maintained.

The following steps will be taken to insure that the Oath of Inventory will be presented to you by March 1 of each calendar year for the previous year.

1. Reoccurring calendar appointment between the Clerk of the Board and County Auditor
2. Tickler notice filed in December of each year.

Currently, I am in the process of re-evaluating our current inventory system. It is my goal to have a new system implemented through LaserFiche scanning system by December 31st, 2016 for general assets excluding property; vehicles; or computers. Property inventory and vehicles will be maintained under the new AMP software that is part of our Risk Pool. Computer inventory will be transferred from OCS to Lansweeper.

I will do whatever possible to ensure the oath is not missed again.

Sincerely,



Dayna Prewitt
Clerk of the Board