



# King County Report of Loss or Theft of King County Property

King County agencies must comply with Washington State reporting requirements (RCW 43.09.185) of known or suspected loss or theft of public funds, public assets, or other illegal activity related to King County property. The report must be made regardless of the value of the loss or theft and regardless of whether or not a suspect has been identified. This form should be utilized in making a loss or theft report.

Once complete, submit this form to your Human Resources Service Delivery Manager who will submit it to the King County Chief Accountant. If the loss or theft involves an information asset (see Section C), the Chief Accountant will provide a copy of this form to the King County Chief Information Security and Privacy Officer.

<b>A. GENERAL REPORT INFORMATION</b>		
Report date:	Incident Date/Time:	Incident Location:
Name of Reporting Party:	Title:	
Reporting Party Telephone Number:	Reporting Party Email:	
Department:	Division:	
Department Contact (if different than reporting party):	Contact Telephone Number:	

**RCW 43.09.185 Loss of public funds — Illegal activity — Report to state auditor's office:**

State agencies and local governments shall immediately report to the state auditor's office known or suspected loss of public funds or assets or other illegal activity.

**RCW 43.09.330 Audit disclosing malfeasance or nonfeasance — Action by attorney general:**

If any audit of a state agency discloses malfeasance, misfeasance, or nonfeasance in office on the part of any public officer or employee, within thirty days from the receipt of his or her copy of the report, the attorney general shall institute and prosecute in the proper county, appropriate legal action to carry into effect the findings of such post-audit. It shall be unlawful for any state agency or the responsible head thereof, to make a settlement or compromise of any claim arising out of such malfeasance, misfeasance, or nonfeasance, or any action commenced therefore, or for any court to enter upon any compromise or settlement of such action without the written approval and consent of the attorney general and the state auditor.

<b>B. DESCRIPTION OF THE LOSS OR THEFT AND THE RESPONSE TO THE INCIDENT</b>
Description of incident (including where the loss or theft occurred, how and when it was discovered and by whom):
Estimated value of the lost or stolen property: \$
Additional Information that will assist in determining the impact of the loss or theft of the property:
Agency actions taken to date including the protective measures/policies/practices currently in place to prevent the loss or theft:

**Date form revised 02/11**

Please attach agency incident report, if any, to this form.

cc: King County Department of Executive Services, Office of Risk Management

Did the loss occur at a King County Facility? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, facility name: If yes, please contact the Facilities Maintenance Division and file a "Facilities Security – Incident Report."	Has King County Security been notified? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, Security contact name: If yes, please attach a copy of the security incident report.
Has a law enforcement agency been contacted? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, agency contacted: If yes, please attach a copy of the police agency incident report.	
Agency contact name/phone:	

If an information asset was not involved in the loss or theft, no additional information is required, you need not complete Section C. **If the lost or stolen King County property was an information asset, you must complete Section C, below.**

C. LOST OR STOLEN PROPERTY INFORMATION – FOR INFORMATION ASSETS ONLY	
<p>For purposes of this form an information asset is any device that processes, stores or transmits King County information and/or data. This includes personally owned information asset used to conduct King County business. King County agencies that own or license computerized data which includes personal information must also notify affected individuals of breach of the security of the system as required under RCW 42.56.590. The loss or theft of an information asset containing personally identifiable information may constitute such a breach.</p> <p>For information assets only, all or part of this document may be exempt from disclosure pursuant to RCW 42.56 et seq. of the Washington State Records Act. It contains information about the infrastructure and security of King County, Washington’s computer and/or telecommunication networks. Accordingly, every effort must be made to control access to this document and the information contained within the document. Requests for public disclosure of this document, or any parts thereof, should be immediately referred the Chief Information Security and Privacy Officer and the King County Prosecuting Attorney’s Office.</p>	
Description of the Information Asset (describe its function, how it is used – e.g., computer, PDA, Blackberry or other device capable of data storage):	
Manufacturer: <input type="checkbox"/> Unknown	Model: <input type="checkbox"/> Unknown
Serial Number: <input type="checkbox"/> Unknown	Asset Tag: <input type="checkbox"/> Unknown
Any additional relevant information:	
Was there a specific assigned user of this information asset? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, user name:  User title:  User contact information:	Was the loss of theft discovered by the assigned user? NO <input type="checkbox"/> YES <input type="checkbox"/> If no, who discovered it?
Description of information contained on the lost or stolen information asset: <input type="checkbox"/> Unknown	
Description of any sensitive or confidential information contained on the information asset: <input type="checkbox"/> Unknown	
Can King County employees or Washington residents be identified from available data:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Number of individuals whose protected information may have been compromised:	

**Date form revised 02/11**

Please attach agency incident report, if any, to this form.

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