

## CLAIMS AGAINST THE STATE BY THE GENERAL PUBLIC

- All claims submitted to the Board must be on either the DMB-1104 or the Transportation Claims Against the State form.
- The claim form must be notarized.
- A description of the loss or damage must be stated on the form.
- The loss or damage was caused by the negligence of the State or a State employee. The claimant was without fault and could not have avoided the loss or damage by exercising reasonable care
- Documentation for ownership, original cost of the item, repair of the item, or itemized bills, and police reports when applicable, must accompany the form.
- If there is any remedy for reimbursement from any other source, including his/her or another's insurance policy, the amount of the remedy must be included. If the remedy is from an insurance company, proof of the deductible amount should be included with the submission.
- The claim must be based on the present value of the property and not the replacement cost. The present value is calculated based on the following depreciation schedule:
  - 2 years for clothing, tapes, discs, records, shoes, paperback books and other small purchase items, in a graduated depreciation scale of 20% the first year and 40% of the balance the second year, with a residual value of 10% after the second year.
  - 5 years for electronic equipment, typewriters, tools, cameras, televisions, stereos, and other durable products, with a 20% straight line depreciation rate per year until a residual balance of 10% remains.
  - If the property is disposable, such as food, cosmetics, or personal hygiene items, no reimbursement will be considered unless there is a receipt showing the items were new. For reimbursement of claims related to disposable property, Department of Correction inmates must follow the Department of Corrections' policies and procedures related to non-refundable items.
  - An exception to the depreciation schedule is granted to inpatients of State psychiatric hospitals and centers for developmental disabilities that, due to their unusual dependency upon the State, are not subject to the depreciation schedule.