

RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES

SCHEDULE NO. 14

PROPERTY RECORDS

14-1. Declaration of Surplus Property

Form required by the Surplus Property Agency indicates what property and agency wishes to surplus.

Retention

Record copy: Retain by agency for 3 years after final disposition of property and then destroy.

Duplicate copies: Retain until property is sold or destroyed and then destroy.

14-2. Property Disposal Case Files

Case files on the disposal of real and related personal surplus property.

Retention

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain until administrative need ends and then destroy.

14-3. Real Property Sale Files

Records necessary or convenient for the use of real property sold, donated, or traded to non-state ownership.

Retention

Record copy: Permanent. Retain by agency for 6 years after a deed of sale is recorded and then transfer to State Archives.

Duplicate copies: Retain until administrative ends and then destroy.

14-4. Surplus Property Case Files

Case files on sales of surplus personal property (including those transactions deviating from standard procedures), comprising of invitations, bid acceptances, lists of materials, evidence of sales, and related correspondence.

Retention

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 2 years or until administrative need ends and then destroy.