

## Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government. Any surplus property transaction files dated prior 1933 must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under GSA regulations:

- a. Standard Form (SF) 114, Sale of Government Property, Invitation, Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, other notices of sale, invoices, and sales slips.
- b. SF 120, Report of Excess Personal Property, and SF 121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF 120 to report excess personal property to the regional GSA offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, GSA, which consolidates the data.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

### 1. Property Disposal Correspondence Files.

Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 4, Item 1]

## 2. Excess Personal Property Reports.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 3 years old.

**Disposition Authority:** [GRS 4, Item 2]

## 3. Surplus Property Case Files.

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

- a. Transactions of more than \$25,000.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 6 years after final payment.

**Disposition Authority:** [GRS 4, Item 3a]

- b. Transactions of \$25,000 or less.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after final payment.

**Disposition Authority:** [GRS 4, Item 3b]

## 4. Real Property Files.

See note after this item.

Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user agrees

to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.

**Disposition:** Temporary.

**Recordkeeping Copies:** Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

**Disposition Authority:** [GRS 4, Item 4]

[NOTE: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by submitting an SF 115 to NARA.]

## 5. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy/delete within 180 days after the recordkeeping copy has been produced.

**Disposition Authority:** [GRS 4, Item 5a]

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy/delete when dissemination, revision, or updating is completed.

**Disposition Authority:** [GRS 4, Item 5b]