

PROPERTY – PROCUREMENT (PRP)

This category deals with policy, procedures, regulations, and operations relating to the procurement of commodities, services, and supplies for Agency programs and administrative needs. It also groups together those papers which deal with internal service operations: acquisition, allocation, and administration of office space; building maintenance, safety, and protection; administration and accountability for supplies and equipment; motor pool services; and reproduction and distribution services.

EXCEPT: Obligation or fiscal copies of procurement documents. See FIS 4-1.

PROPERTY-PROCUREMENT

General material relating to all phases of this primary subject too broad to file in secondary subject below.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 347a)

For correspondence and other files related to specific offices or operating units, please refer to the following:

Procurement offices see [Accounting & Budget / Procurement, Supply, & Grant/ item 2](#)

Accountable Admin offices see [Accounting & Budget / Accountable Officers / item 5](#)

Budget offices see [Accounting & Budget / Budget Prep & Apportionment / item 1](#)

Expenditure Acctg offices see [Accounting & Budget / Expenditure Accounting / item 1](#)

Plant, Cost, & Stores acctg offices see [Accounting & Budget / Stores, Plant, & Cost Acctg / item 1](#)

Property Mgmt offices see [Property / Space & Maintenance / item 1](#)

Property Disposal offices see [Property / Disposal / item 1](#)

Security offices see [Security / Facilities & Protective Services / item 1](#)

1. POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

Disposition: Temporary

Recordkeeping Copies: Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

Disposition Authority: (NC1-310-77-2, item 348a)

2. REPORTS AND STATISTICS

See list of reports related to specific offices at the end of this record series.

- a. Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under PRP 6 PROJECTS or Agency program reports which should be filed with specific program report.

Disposition: Temporary

Recordkeeping Copies: Retire to FRC when 10 years old. Destroy when 20 years old.

Disposition Authority: (NC1-310-77-2, item 349a)

- b. Agency copy of above reports.

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 350a)

- c. All other reports.

EXCEPT: Accident reports. See PRP 13.

Disposition: Temporary

Recordkeeping Copies: Destroy when 2 years old.

Disposition Authority: (NC1-310-77-2, item 351a)

d. Activity Reports

Summaries of specific action or work performed by program or administrative personnel.

See [Administration / Common Records / item 1](#)

Accountable Admin see [Accounting & Budget / Accountable Officers / item 5](#)

Budget office reports see [Accounting & Budget / Budget Prep & Apportionment / item 3](#)

Procurement office reports see [Accounting & Budget / Procurement, Supply, & Grant/ item 2](#)

Space reports to GSA (includes form SF 81) see [Property / Space & Maintenance / item 2b\(1\)](#)

Property Disposal office reports see [Property / Disposal / item 2](#)

Costs Accounting reports see [Accounting & Budget / Stores, Plant, & Cost Acctg / item 6](#)

Facility and Property Security reports see [Security / Facilities & Protective Services / several items](#)

3. COMMITTEES, MEETINGS

See [General Administration / Boards and Committees](#)

4. SOURCE OF SUPPLY

Material such as catalogs, surplus property lists, price lists, and correspondence with manufacturers. Subdivide by type of equipment as best suits user's needs.

Disposition: Temporary

Recordkeeping Copies: NON-RECORD. Destroy when superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 356a)

5. PURCHASING AND CONTRACTS

Material such as correspondence and information material covering procedures for preparation and use of authorizing documents, and purchase orders.

See [Budget & Accounting / Procurement, Supply, & Grant / item 2](#)

PRP 5-1 Requisitions

Requisitions for nonpersonal services such as for printing, reproduction services, and related correspondence. Subdivide by type or requisition, if needed.

EXCEPT: Copies made part of a purchasing case file.

See [Budget & Accounting / Procurement, Supply, & Grant / item 7](#)

PRP 5-2 Repairs

Requisitions for repairs to office equipment such as typewriters and adding machines as well as repairs to equipment used for program purposes such as laboratory equipment, knife sharpening, radios, and the like.

See [Property & Space / Space & Maintenance / item 5](#)

PRP 5-3 Reproduction

Requests for reproduction, work orders, and the like.

See [Communications & Printing / Printing & Binding / item 2](#)

PRP 5-4 Local Purchases

- a. Material such as requests for authority and memorandum copy of form used for over-the-counter transactions. Includes General Service Administration (GSA) Self-service Stores. See PRP 5-6 for local purchase under authority of a blanket purchase order.

Also see [Accounting & Budget / Accountable Officers / item 1](#)

Disposition: Temporary

Recordkeeping Copies: Destroy 4 years after completion of purchase.

Disposition Authority: (NC1-310-77-2, item 361a)

b. Covers local purchase order-invoice-voucher books.

Also see [Accounting & Budget / Accountable Officers / item 1](#)

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after year of last purchase date listed.

Disposition Authority: (NC1-310-77-2, item 362a)

PRP 5-5 Purchase Orders

Contract, requisition, purchase order, lease, bond and surety records, including correspondence and related paper pertaining to administration, receipt, inspection and payment.

NOTE: For Federal Personnel Surety Bond files:

See [Accounting & Budget / Accountable Officers / item 6](#)

a. Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining “simplified acquisition threshold”).

NOTE: Given the complexities of the rules on procurement, offices should involve procurement officials when deciding which of the subitems to apply to a particular series of records.

1. Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

See [Accounting & Budget / Procurement, Supply, and Grant / item 3](#)

2. Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.

See [Accounting & Budget / Procurement, Supply, and Grant / item 3](#)

3. Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.

See [Accounting & Budget / Procurement, Supply, and Grant / item 3](#)

4. Transactions that utilize small purchase procedures and all construction contracts under \$2,000.

See [Accounting & Budget / Procurement, Supply, and Grant / item 3](#)

b. Obligation copy.

See [Accounting & Budget / Procurement, Supply, and Grant / item 3](#)

c. Other copies of purchase orders used by component elements of a procurement office for administrative purposes.

See [Accounting & Budget / Procurement, Supply, and Grant / item 3](#)

PRP 5-8 Telephone/Telegraph

Materials such as request for service or installation and record of calls.

EXCEPT: Copies of Telegraphic Message, SF-14. File these by appropriate subject.

Service and installation: see [Communications & Printing / Communications / item 2d\(2\)](#)

Records of calls: see [Communications & Printing / Communications / item 4](#)

PRP 6 PROJECTS

a. General material on projects.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 373a)

b. Reference material.

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 374a)

- c. Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span on project, EXAMPLE: PRP 6 PROJECTS NO. 00 Personnel Property Inventory System.

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after completion of project.

Disposition Authority: (NC1-310-77-2, item 375a)

- d. Proposed projects if no further action taken.

NOTE: When a proposed project is approved, remove and file with project case files.

Disposition: Temporary

Recordkeeping Copies: Destroy when 5 years old.

Disposition Authority: (NC1-310-77-2, item 377a)

- e. Work papers and draft report of project.

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after completion of project and final report.

Disposition Authority: (NC1-310-77-2, item 378a)

PRP 7 TRANSPORTATION

Records on shipment of equipment and supplies by freight or express.

See [Transportation / Travel and Transportation / item 1a](#)

PRP 7-1 Shipping Documents

Includes Bills of Lading (BL's).

EXCEPT: BL's may be filed with pertinent procurement transaction if this method best suits user's needs.

EXCEPT: Shipments of household goods and personal effects. See TRV 5.

EXCEPT: Accountability records for BL's. See PRP 8-2.

See [Transportation / Travel and Transportation / item 1c](#)

PRP 8 PROPERTY ACCOUNTABILITY

Administration of and accountability for program and administrative supplies and equipment, including loss, theft, and destruction, and disposal by condemnation, or transfer.

Property Disposal office reports see [Property / Disposal / items 1 & 2](#)

Stolen or lost property reports see [Security / Facilities & Protective Services / item 8](#)

PRP 8-1 Inventories

Inventory of accountable property. Approved listings of property in custody of your office.

See [Accounting & Budget / Procurement, Supply, & Grant/ item 9](#)

PRP 8-2 Expendables

Accountability records used to maintain control of such items as certificates, accountable forms, ID cards, unused BL's. Subdivide by type of item, if needed.

NOTE: for ID cards see [Property / Space & Maintenance, item 4a](#)

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after cleared and/or completed.

Disposition Authority: (NC1-310-77-2, item 383a)

Accountable forms such as travel requests, credit cards, and the like. Maintain under lock and key per pertinent instruction.

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after year of last usage date listed on record.

Disposition Authority: (NC1-310-77-2, item 384a)

Government Purchase Card Account Setup File.

Files that include Government purchase cardholder application form, test scores, and any other miscellaneous correspondence and documents that contribute to changes in a cardholder account, such as address change notices, and requests to increase limits.

Disposition: Temporary

Recordkeeping Copies: Destroy 2 years after card is canceled.

Disposition Authority: (N1-463-98-12, item 3018a)

Government Purchase Cardholder Program Files.

Includes copies of all monthly statements, correspondence, notices, and miscellaneous documents by fiscal year.

Disposition: Temporary

Recordkeeping Copies: Cutoff file at end of fiscal year. Destroy when 6 years, 3 months old.

Disposition Authority: (N1-463-98-12, item 3019a)

PRP 8-2 Expendables

Warranties and instructions covering equipment under your control. Maintenance manuals. Subdivide by type as best suits user's needs.

Warranties.

Disposition: Temporary

Recordkeeping Copies: Destroy upon expiration.

Disposition Authority: (NC1-310-77-2, item 385a)

Instructions.

Disposition: Temporary

Recordkeeping Copies: Forward when equipment is transferred or destroy when equipment is disposed.

Disposition Authority: (NC1-310-77-2, item 386a)

PRP 8-4 Surplus Property

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

See [Property / Disposal](#)

PRP 9 REAL PROPERTY MANAGEMENT

General material on the construction and maintenance of APHIS-owned or leased buildings and facilities.

Maintenance see [Property / Space & Maintenance / item 5](#)

Construction see [Property, Space, & Housing / Drawings & Photographs / several items](#)

Case files of APHIS-leased buildings and facilities, including GSA facilities.

Maintenance see [Property / Space & Maintenance / item 5](#)

Construction see [Property, Space, & Housing / Drawings & Photographs / several items](#)

PRP 9-1 Architectural Engineering

Correspondence and supporting material pertaining to proposed or authorized construction projects for new buildings or facilities or alterations to existing buildings or facilities, including such documents as design criteria, building plans and layout drawings, blueprints, cost estimates, and the Architecture/Engineering contract. Includes environmental impact statement. Case file by project number.

Also see [Property, Space, & Housing / Drawings & Photographs / items 3, 4, 5, and 9](#)

Proposed construction project.

Disposition: PERMANENT

Architectural Engineering Office: Transfer to National Archives and Records Administration (NARA) when 5 years old for representative sampling. Destroy projects not accepted by NARA.

Disposition Authority: (NC1-310-77-2, item 388a)

Completed construction project, including correspondence and written supporting material.

Disposition: PERMANENT

Architectural Engineering Office: Transfer to NARA 5 years after facility is disposed of for representative sampling. Destroy projects not accepted by NARA.

Disposition Authority: (NC1-310-77-2, item 389a)

Building plans, preliminary layout drawings, working copies used for contract purposes, and mechanical type equipment drawings for the programs.

MICROFILM COPY:

Disposition: PERMANENT

Architectural Engineering Office: Transfer to NARA 5 years after facility is disposed of for representative sampling. Destroy projects not accepted by NARA.

Disposition Authority: (NC1-463-82-4, item 389c)

PAPER COPY:

Disposition: Temporary

Architectural Engineering Office: Destroy on-site upon verification of film.

Disposition Authority: (NC1-463-82-4, item 389e)

PRP 9-2 Inventories

Inventories of federally owned and leased real property.

See [Property / Space & Maintenance, item 2](#)

PRP 10 SPACE

General material relating to use, services, and operation of space.

See [Property / Space & Maintenance, item 2](#)

PRP 10-1 Maintenance/Services

Includes maintenance of assigned space; requests for building or equipment maintenance services; identification signs; janitorial services.

See [Property, Space, & Housing / Space & Maintenance / item 5](#)

PRP 10-2 Building Security

See [Security / Facilities & Protective Services](#)

PRP 10-3 Assignments/Moves

Includes such material as assignment of space, physical moving of offices.

See [Property, Space, & Housing / Space & Maintenance / item 2a](#)

Also see [Property, Space, & Housing / Drawings & Photographs / item 6](#)

PRP 10-4 Parking Facilities

Parking assignments. Parking restrictions.

Also see [Property, Space, & Housing / Space & Maintenance / item 4a](#)

Disposition: Temporary

Recordkeeping Copies: Destroy when 1 year old.

Disposition Authority: (NC1-310-77-2, item 395a)

PRP 11 MOTOR VEHICLES

See [Transportation / Motor Vehicles](#)

PRP 11-1 Assignments

Vehicle assignments and/or authority to store Government- owned vehicle at home.

See [Transportation / Motor Vehicles / item 7](#)

PRP 11-2 Operation

Motor vehicle maintenance records including those relating to inspection and repair.

See [Transportation / Motor Vehicles / item 2b](#)

Motor vehicle operating records, including those relating to gas and oil consumption, dispatching, scheduling, passenger logs, and work assignments. Subdivide as best suits user's needs.

See [Transportation / Motor Vehicles / item 2a](#)

PRP 11-3 Motor Vehicle Release

Records relating to transfer, sale, donation, or exchange of vehicles, including SF-97A, Agency Record Copy of U.S. Government Certificate of Release of Motor Vehicle.

See [Transportation / Motor Vehicles / item 6](#)

PRP 12 Aircraft Operation

See [Transportation / Aircraft Operation](#)

PRP 13 Accidents

Accidents involving Government-owned vehicles or aircraft, claims for damage, accident reports, investigations, findings and recommendations, and Board of Review Actions.

See [Transportation / Motor Vehicles / item 5](#)