

PERSONAL PROPERTY

Use this subject for correspondence and supporting material pertaining to the acquisition, disposition, maintenance, and repair of, and the accountability for the personal property of ARS. Includes equipment, furniture, machinery, supplies, vehicles, and working tools.

NOTE: See PROCUREMENT AND CONTRACTING for records pertaining to acquisition of personal property by Procurement.

Disposal Authority:
Job No. NC1-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP	PERSONAL PROPERTY	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Accountability</u> (except Motor Vehicles) (Case file if volume warrants)	Forms filed numerically in Property Offices and used for updating inventories.	(Item 121) Destroy when 2 years old.	(Item 121) Destroy when 2 years old.
1-1	Credit Cards		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1-2	Inventories	Nonexpendable personal property physical inventory list.	(Item 120(1)) Property Management Office: Destroy 2 years from date of list.	(Item 120(2)) Destroy after new list is received and reconciliations have been made.
1-3	Loans (Agreements)	Records pertaining to negotiations and agreements for borrowing and loaning property. Includes animals and Government-owned and privately owned property.	(Item 123) Destroy 3 years after termination of agreement.	(Item 123) Destroy 3 years after termination of agreement.
2	<u>Equipment Review Committee</u>	Use for correspondence and related material necessary to control acquisition and ensure effective use of equipment.	(Item 128a) Chairperson and Property Management Officers: Destroy when 3 years old. (Item 128b) Members: Destroy when 1 year old or when no longer needed for administrative purposes, whichever is sooner.	N/A
3	<u>Excess Property</u>	Includes general correspondence and reports.	(GRS 4, Item 5) Destroy when 3 years old.	(GRS 4, Item 5) Destroy when 3 years old.
4	<u>Motor Vehicles</u>	General correspondence not suitable for filing under a specific subject in this outline.	(Item 58) Destroy when 2 years old.	(Item 58) Destroy when 2 years old.

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-1	Accidents (See PERSONNEL for reporting to Safety Officer)		(Item 62a) Property Management Offices: Destroy 6 years after case is closed.	(Item 62b) Destroy 2 years after case is closed.
4-2	Accountability Case Files		(Item 57) Destroy 1 year after disposal of vehicle.	(Item 57) Destroy 1 year after disposal of vehicle.
4-3	Authorization to Store Government Vehicles		(Item 66) Destroy when canceled.	(Item 66) Destroy when canceled.
4-4	Inspections		(Item 59b) Destroy 1 year after vehicle leaves ARS custody. If vehicle is transferred within USDA, transfer repair and maintenance records with the vehicle.	(Item 59b) Destroy 1 year after vehicle leaves ARS custody. If vehicle is transferred within USDA, transfer repair and maintenance records with the vehicle.
4-5	Loan of Vehicles		(Item 59e) Property Management Offices: Destroy when 2 years old.	N/A
4-6	Maintenance and Repair		(Item 59b) Destroy 1 year after vehicle leaves ARS custody. If vehicle is transferred within USDA, transfer repair and maintenance records with the vehicle.	(Item 59b) Destroy 1 year after vehicle leaves ARS custody. If vehicle is transferred within USDA, transfer repair and maintenance records with the vehicle.
4-7	Motor Vehicle Operation (Case file if volume warrants)	Use for general correspondence and related records pertaining to individual employee operation of vehicles. Includes driver's tests, applications for ID cards, etc.	(Item 63) Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever comes first.	(Item 63) Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever comes first.
4-8	Motor Vehicle Release Files		(Item 61) Property Management Offices: Destroy 1 year after disposal of vehicle.	N/A
4-9	Petroleum Products Requisitions		(Item 59d) Destroy when 3 years old.	N/A

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-10	Rental of Vehicles		(Item 59e) Property Management Offices: Destroy when 2 years old.	N/A
4-11	Vehicle Condition Questionnaire		(Item 60) Destroy 1 year after action is taken.	(Item 60) Destroy 1 year after action is taken.
5	<u>Property Passes</u>		(Item 125) Destroy 3 months after expiration or revocation.	(Item 125) Destroy 3 months after expiration or revocation.
6	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
6-1	Reports on Motor Vehicles	Reports other than accident, operating, and maintenance reports.	(Item 67) Destroy when 3 years old.	(Item 67) Destroy when 3 years old.
7	<u>Sales/Exchange</u>	Use for general correspondence and related material on sales/exchange of personal property, including animals, animal byproducts, and perishable crops. Subdivide by subject as necessary.	See Item 119, Records Control Schedule, for specific disposal information.	See Item 119, Records Control Schedule, for specific disposal information.
8	<u>Surplus Property</u>	General correspondence not suitable for filing under a specific subject listed in this outline.	(Item 117) Property Management Offices: Destroy when 2 years old.	(Item 117) Destroy when 2 years old.
8-1	Case Files	Includes SF-122, Transfer Order, Excess Personal Property, and AD-109, Excess Serviceable Property, with supporting documents.	(Item 118) Destroy when 3 years old.	(Item 118) Destroy when 3 years old.