



FEDERAL SURPLUS PROPERTY

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-5955

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: December 31, 2009

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

TABLE OF CONTENTS

FEDERAL SURPLUS PROPERTY:

FSP-1.	ACCOUNTING JOURNAL PRINTOUTS:	1
FSP-2.	ACCOUNTS RECEIVABLE JOURNAL:	1
FSP-3.	ADMINISTRATIVE REFERENCE FILE:.....	2
FSP-4.	ADMITTANCE CERTIFICATES, WAREHOUSE:	2
FSP-5.	AGENCY USE LIST:	3
FSP-6.	AUDIT FILES, IN-HOUSE INVENTORY:	4
FSP-7.	AUDITS, STATE AND FEDERAL:.....	4
FSP-8.	CASH RECEIPTS JOURNAL:	5
FSP-9.	CASH RECEIPT TRANSMITTALS:.....	5
FSP-10.	CORRESPONDENCE:	6
FSP-11.	DESTRUCT LIST:.....	6
FSP-12.	DISTRIBUTION DOCUMENT AND INVOICE (BOA-FPA-100):	7
FSP-13.	DONEE FILES:.....	7
FSP-14.	FIXED PRICE SALE VEHICLES REPORT:	8
FSP-15.	PAYABLES JOURNAL:	9
FSP-16.	PUBLIC SALE CASSETTE TAPES:	9
FSP-17.	PUBLIC SALE FILE:.....	10
FSP-18.	RECORDS MANAGEMENT FILE:	10
FSP-19.	SALES JOURNAL:.....	11
FSP-20.	STATE AGENCY DONATION REPORT OF SURPLUS PROPERTY: .	11
FSP-20.1.	SURPLUS PROPERTY FILES:	12
FSP-21.	SURPLUS PROPERTY LISTING REPORT:	12
FSP-22.	TITLES FILE:.....	13
FSP-23.	TRANSFER ORDER NUMBER REGISTER:	13
FSP-24.	TRANSFER ORDERS, SURPLUS PERSONAL PROP. (SF-123):	14
FSP-25.	UTILIZATION SURVEYS:.....	15
FSP-26.	VISITATION REPORTS, SURPLUS PROPERTY:.....	15

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Central Services
PROGRAM: Federal Surplus Property
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0361

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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FSP-1. ACCOUNTING JOURNAL PRINTOUTS:

07-006

These daily, weekly, monthly, and year end journal printouts are arranged alphabetically in sections by journal name and each section contains a file for each month. The journals include: balance sheet, cash disbursement journal, cash journal, check book register, general ledger account report, general ledger journal, income statement, inventory journal, payable aging, purchase journal, sales returns journal, trial balance, non cash ledger, and fixed price inventory journal. This record series is used for tracking all transactions that have occurred on the accounting system and to assist in period ending balancing.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-1.)

FSP-2. ACCOUNTS RECEIVABLE JOURNAL:

07-006

This series is arranged chronologically by month and contains the original itemized listing of all outstanding receivables for the office. Information may include: date of transaction, agency name, and amount due. This record series is used for audit purposes. Copies are also maintained in the Bureau of Administration Finance Office.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-32.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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(Std Form RM-1 Rev 1/03)

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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-3. ADMINISTRATIVE REFERENCE FILE:

07-006

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

FSP-4. ADMITTANCE CERTIFICATES, WAREHOUSE:

07-006

This 4”X6” series is arranged chronologically by month and contains the admittance certificates as completed by persons desiring to view surplus property stored in the warehouse. Information on these cards may include: institution name, address, person’s signature, authorization status of persons, date of visit, invoice number. This record series is used to determine if persons requesting to view property are eligible to do so prior to admittance in the warehouse, and are used for statistical purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-3.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
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DIVISION: Bureau of Administration
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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-5. AGENCY USE LIST:

07-006

This series is arranged chronologically by date and contains periodic listings of property from inventory that has been approved by the General Services Administration (GSA) for use by this office. Information may include: date of request for agency use, stock number, quantity, description, acquisition cost, proposed use statement, approval/disapproval notation, signature of GSA official, and signature of requesting individual. This record series is maintained as evidence that approval was granted by GSA for agency use and for reference and audit. These forms are also used as a reference for stock numbers should the item be returned to stock at a later date.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-4.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
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DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-6. AUDIT FILES, IN-HOUSE INVENTORY:

07-006

This series is maintained as a Federal mandate which requires the agency to conduct in-house inventories of all federal surplus property in its possession. It contains "Inventory Adjustment Vouchers" and "Inventory Worksheets". Information may include: state serial number, item nomenclature, warehouse location, physical count, inventory card file count, amount over or under, unit cost, and total cost. These forms document the results of inventory, and show any adjustments made to correct any deviations discovered.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-6.)

FSP-7. AUDITS, STATE AND FEDERAL:

07-006

This file contains Department of Legislative Audit reports and federal audit reports concerning the expenditure and administration of state and federal funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented.

RETENTION: Retain 6 years in office, then destroy.

(Note: Previous record series number was FSP-7.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-8. CASH RECEIPTS JOURNAL:

07-006

This series is arranged chronologically by date and is used to record all payments received from agencies for surplus property acquired. Information may include: date of transaction, payer name, amount of transaction, receipt number, and whether it is a transaction credit, treasurer credit, account credit, account debit, receipt credit, or miscellaneous credit. This record series serves as a daily log of account receivables collected. Information is also posted on the "Accounts Receivable Journal".

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-31.)

FSP-9. CASH RECEIPT TRANSMITTALS:

07-006

This series contains the standard forms used to deposit funds into the State Treasury. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount. The original and two copies are forwarded to the State Treasurer along with receipts for deposit. A copy is kept for reference and audit purposes. This record series is maintained for documenting and crediting each account with amounts deposited.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-11.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
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RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

FSP-10. CORRESPONDENCE:

07-006

The series may contain both copies of letters and memorandums sent, and originals of letters and memorandums received. This record series is used for reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was FSP-14.)

FSP-11. DESTRUCT LIST:

07-006

This series is arranged chronologically by date and contains periodic listings of property from inventory that has been approved for destruction by General Services Administration (GSA). Information may include: date of destruction request, total acquisition cost, stock number, quantity, nomenclature, acquisition cost by line item, justification statement, approval/disapproval notation, signature of requesting individual, signature of GSA official, signature certifying action taken, and witness signature. This record series is maintained as evidence that approval was granted and for reference and audit.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-15.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

FSP-12. DISTRIBUTION DOCUMENT AND INVOICE (BOA-FPA-100):

07-006

This series is arranged alphabetically by agency and contains distribution documents and invoices. Information may include: stock number, quantity, description of property, service charge amounts, and authorized signature. This record series provides an itemized listing by agency for each acquisition that occurs. Information electronically posted in the "Sales Journal" and "Account Receivable Journal" for processing and billing purposes. A copy of payment warrant and backup documents are attached when payment is received.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-16.)

FSP-13. DONEE FILES:

07-006

This series is arranged alphabetically by agency and contains all documentation used to determine if the agency can receive surplus property, and if so, the names of those individuals from the agency authorized to negotiate a transfer. This series may contain: authorized representatives form which lists the names of employees authorized to view and sign for property. This records series is used to determine those agencies eligible to acquire property, and to verify authorization for individuals who desire to view property.

RETENTION: Retain active in office. Transfer inactive to storage for 2 years. Destroy 2 years after inactive.

(Note: Previous record series number was FSP-17.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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RM CUSTOMER #: 0361

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-14. FIXED PRICE SALE VEHICLES REPORT:

07-006

This yearly report series is arranged chronologically by the date vehicles are received and contains a listing of Fixed Price Sale Vehicles. Information may include: date received, code for state of origin, which warehouse it is located at, date placed with donee, complete description, donee name, vehicles cost to agency, freight costs, selling price, repair costs, profit/loss margin, NADA retail value, and customer savings. The report is updated continually and is used for reference throughout the year. The final year end copy is kept for reference and audit purposes and is filed with the year end financial reports.

RETENTION: SEMI-ANNUAL REPORTS: Retain current in office. Destroy superseded or obsolete.

ANNUAL REPORTS: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-18.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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DIVISION: Bureau of Administration
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PROGRAM: Federal Surplus Property
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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-15. PAYABLES JOURNAL:

07-006

This series is arranged chronologically by month and contains original listings of accounts payable for the month. Information may include: transaction date, payee's name, and amount of outstanding debt. This record series is used to summarize accounts payable, and to formulate the monthly balance sheet.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-24.)

FSP-16. PUBLIC SALE CASSETTE TAPES:

07-006

This series is arranged chronologically by sale date and contains cassette tapes of public auction sales conducted by this program. These tapes are provided by the auctioneer as part of the sale contract and are used in case of dispute over bid amounts, successful bidder numbers, or announcement of bid terms. The U.S. General Services Administration requires that these tapes be kept for seven years.

RETENTION: Retain for 7 years, then destroy.

(Note: Previous record series number was FSP-29.)

STATE OF SOUTH DAKOTA
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DESTRUCTION SCHEDULE
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DEPARTMENT: Executive Management
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PROGRAM: Federal Surplus Property
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0361

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-17. PUBLIC SALE FILE:

07-006

This series contains documentation of the sale of surplus property to the general public. Information may include: correspondence to the Regional Office notifying them of the sale of the property to the general public, the lists of properties to be sold, bids received from the general public on the various items, and copies of notices of award issued to the bidder. This record series documents the State's authority to hold a public sale, and the process of selling miscellaneous property.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-30.)

FSP-18. RECORDS MANAGEMENT FILE:

07-006

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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DEPARTMENT: Executive Management
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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-19. SALES JOURNAL:

07-006

This computer printout report is used to record all surplus property issued to eligible agencies. Information may include: date, agency name, and service charge amounts. Information is gathered from "Distribution Document and Invoice" as entered on the computer, and is posted to the "Accounts Receivable Journal". This record series is used for audit purposes and provides a quick reference to all issues of surplus property.

RETENTION: Retain report 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-36.)

FSP-20. STATE AGENCY DONATION REPORT OF SURPLUS PROPERTY:

07-006

This series contains copies of the standard form (GSA 3040) which is completed quarterly by the office and sent to the United States General Services Administration, Customer Service Bureau to report program activity. Information may include: beginning inventory costs of property on hand, dollar amount of property received, dollar amount of property donated, other distributions, and ending inventory costs of property. These reports document the amount of property acquired and issued for the period, and current balances on-hand. This record series is maintained for audits.

RETENTION: Retain report 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-39.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
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RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0361

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-20.1. SURPLUS PROPERTY FILES:

09-012

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

FSP-21. SURPLUS PROPERTY LISTING REPORT:

07-006

This series contains the original monthly report issued by the office listing all property available for acquisition. Information may include: date of report, state serial number, item description, quantities available, and cost. Copies of these reports are issued to all authorized agencies to inform them of property available at the Federal Surplus Property Warehouse.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was FSP-41.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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OFFICE: Central Services
PROGRAM: Federal Surplus Property
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0361

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

FSP-22. TITLES FILE:

07-006

This series contains the titles and registrations of all vehicles owned and operated by the program. Information may include: date, invoice number, vehicle identification number, year, make, model, body type, and weight. This record series documents ownership of the vehicles by the program.

RETENTION: Retain in office for the life of the vehicle with the Agency. Transfer with vehicle.

(Note: Previous record series number was FSP-43.)

FSP-23. TRANSFER ORDER NUMBER REGISTER:

07-006

This binder series is arranged numerically by state serial number and contains the transfer order number register Information may include: date assigned, holding agency name, allocation number, item description, acquisition costs, date approved by the Regional Office, location of the property, and date property acquired. This record series is used to determine the next available state serial number to be assigned to new property.

RETENTION: Retain full binder 1 year in office, then destroy.

(Note: Previous record series number was FSP-44.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
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DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-24. TRANSFER ORDERS, SURPLUS PERSONAL PROP. (SF-123):

07-006

This series is arranged numerically by order number and contains the form used by Federal Surplus Property Program to request surplus equipment from the Federal Government. Information may include: order number, type of order, surplus release date, set aside date, total acquisition cost, addressee name, location of property, holding agency name, source code, shipping instructions, identification numbers, descriptions, condition code, quantity and unit, transferee name, and authorized signatures. When the form is completed, it is faxed to the regional General Services Administration Office for approval. If approved, a copy of this form is returned by fax to the local office notifying them of amounts approved and acquisition data. When property has arrived, a warehouse receiving form is completed verifying the property has been received and it is attached to this form.

RETENTION: DENIED: Retain 1 year in office, then transfer to storage for 3 years. Destroy 4 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

APPROVED: Retain 2 years in office, then transfer to storage for 5 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-45.)

STATE OF SOUTH DAKOTA
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DESTRUCTION SCHEDULE
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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

FSP-25. UTILIZATION SURVEYS:

07-006

This series is arranged alphabetically by city and contains the original survey completed by various agencies concerning the use of surplus property. Information may include: agency name, item description, date of use, utilization comments, date of report, and authorized signatures. This report is required by federal mandate to ensure all surplus property with a value over \$5000 is fully utilized by the agencies receiving it.

RETENTION: Retain 2 years in office after expiration of restrictions, then transfer to storage for 2 years. Destroy 4 years after expiration of restrictions provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-50.)

FSP-26. VISITATION REPORTS, SURPLUS PROPERTY:

07-006

This series is arranged chronologically by year and contains the original on-site report as conducted by office personnel. Information may include: agency name, item descriptions, visitation comments, utilization comments, and reviewer signature. Reports are maintained by federal mandate to ensure full utilization of all property issued that is valued over \$5000.

RETENTION: Retain 2 years in office after expiration of restrictions, then transfer to storage for 2 years. Destroy 4 years after expiration of restrictions provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FSP-51.)