

GRS 5.4 Facility, Equipment, Vehicle, Property, and Supply Records

This file contains two documents. The Draft Schedule contains the proposed text of the new GRS in publication format. The Draft Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule.

THE SCHEDULE IS NOT APPROVED FOR USE.

National Archives and Records Administration
Office of the Chief Records Officer
GRS Team
July 31, 2023

DRAFT

GENERAL RECORDS SCHEDULE 5.4: Facility, Equipment, Vehicle, Property, and Supply Records

This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.

Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
010 - 020	No change		
020	Real property ownership records Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise. Exclusions: <ol style="list-style-type: none">Records relating to property acquired prior to January 1, 1921. Agencies must schedule these separately.Reports of Excess Real Property (Standard Form 118) and associated real property case files. Agencies must schedule these separately. <i>Supersedes: DAA-GRS-2016-0011-0002 – transfer to new owner</i>	Temporary. Transfer records to the new owner when the government surrenders ownership. Destroy any remaining records immediately afterwards.	DAA-GRS-202X-000X-0001
030	Vehicle and equipment ownership records and operation manuals Vehicle and equipment identification, registration, and warranty records, manuals and similar documentation, whether produced locally or by the manufacturer. Note: Ownership records may be transferred to a new owner, if applicable. <i>Supersedes: DAA-GRS-2016-0011-0003 – transfer to new owner</i>	Temporary. Destroy after final action. Longer retention is authorized if needed for business use.	DAA-GRS-202X-000X-0002
040 - 140	No change		



Office of the Chief
Records Officer for the
U.S. Government

Date: July 31, 2023
Appraiser: Andrea Riley, ACRS
Agency: General Records Schedules (GRS)
Subject: DAA-GRS-202X-000X

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INTRODUCTION

Schedule Subject

GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records - Revision

Additional Background Information

NARA is revising GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records, to enable a computer to convert disposition instructions into code that it can implement. In other words, we seek to make the instructions machine-implementable. These instructions must have only one retention type for the computer to know what to do. A retention type identifies the general point in time when retention starts, either at the point of creation (an age- or creation-based retention, such as “Destroy when 3 years old”) or when a certain event occurs (an event-based retention, such as “Destroy 3 years after final action”).

The following changes have been made to this schedule:

- Revisions to items 020, Real property ownership records, and 030, Vehicle and equipment ownership records and operation manuals, to make the disposition instructions machine-implementable.

Overall Recommendation

Approval of the attached schedule is recommended based on NARA Directive 1441 Appraisal Policy of the National Archives and Records Administration.

APPRAISAL

Item 0001 (GRS 5.4, item 020): Real property ownership records

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- DAA-GRS-2016-0011-0002 (GRS 5.4, item 020, Real property ownership records) - Temporary

Reason for rescheduling: To make the disposition instruction machine-implementable.

Appraisal Justification:

- Records document routine administrative functions, rather than an agency's core mission. Documentation about real property ownership is an administrative function of the government.
- Previously approved as temporary.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous disposition instruction was to transfer these records to the new owners of the property. The disposition instruction has been revised to acknowledge that not all records may be transferred with ownership and any remaining records may be destroyed immediately after completion of the transfer of ownership. This also provides a machine-implementable disposition instruction.

Media Neutrality: Approved

Item 0002 (GRS 5.4, item 030): Vehicle and equipment ownership records and operation manuals

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- DAA-GRS-2016-0011-0003 (GRS 5.4, item 030, Vehicle and equipment ownership records and operation manuals) - Temporary

Reason for rescheduling: To make the disposition instruction machine-implementable.

Appraisal Justification:

- Records document routine administrative functions, rather than an agency's core mission. These records relate to the administrative activity of managing vehicles and equipment.
- Previously approved as temporary.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous disposition instruction was to transfer the records to the new owner or destroy the records when the property was exceded. The disposition instruction has been simplified to make it machine-implementable. The new disposition instruction is to destroy the records after final action, with final action presumed to be transfer of the property to the new owner or the property being exceded. A note has been added that these records can be transferred to the new owner, if appropriate.

Media Neutrality: Approved

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Appraiser