



1. Non-Expendable Property Inventory Files

a. Inventory Reconciliation File

Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Inventory Reconciliation Report (OF-127, OF-132).

Destroy 3 complete fiscal years after completion inventory

2. Expendable Stock Control Record Card (OF-131, formerly JF-26)

Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.

3. Requisition File

Requisitions for supplies, equipment or services.

a. Expendable Stock

Destroy 1 year after issue of item.

4. Property Survey Records

Consists of copies of DS-310, Property Survey Report (Domestic) and related documents. Report provides accountability for all office equipment and furniture.

a. Supply Branch copy

Destroy 3 complete fiscal years after disposal of equipment. (II-NN03250, item 58a)

5. Receiving File

Receiving reports, copies of purchase orders, transfer documents, requisitions, shipping notices, bills of lading and other documents accumulated in the receipt of property after shipping.

Destroy 3 complete fiscal years after the final delivery has been made.