



# SF 115 Supplementary Cover Sheet

## **Summary:**

This Action establishes one new Office of the Secretary series entitled:

“Katie Property System”

## **Reason for submission:**

- (1) This action provides for the disposition of records maintained in the Katie Property System, a previously unscheduled system use for inventory of personal property, cost, location and property number.
- (2) This action also incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule.

## **7558. Aviation Management Systems**

**7558.2 KATIE (Property System)** The system is a property inventory system that stores current information on the personnel property of the NBC-Aviation Management, including aircraft, floats, skis, and other business/operation equipment of a capitalized, sensitive, or accountable nature. This may include the property number, location, region assigned, cost, acquisition date, description, model, serial number, PO or cons track number, who the property is assigned to, division responsible for it, other misc. comments about the item that might be important, and depreciation schedule if it is a capitalized item requiring depreciation to be recognized.

Disposition: Temporary. Cut off when transferred to new custodian upon completion of sale, trade, or donation proceedings. Destroy 10 years after cutoff.