

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Hand rec'd 15 Jan 81

LEAVE 'BLANK	
JOB NO	NC1-291-81-1
DATE RECEIVED	January 28, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-20-82 <small>Date</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Federal Property Resources Service

3. MINOR SUBDIVISION

Property Disposal Program

4. NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

5. TEL. EXT.

566-0673

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 24 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>1/13/81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Acting Chief, Records Management Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>PROPERTY DISPOSAL PROGRAM RECORDS</u></p> <p>Changes to file descriptions, revisions, and disposition schedules are contained in the enclosed chapter 33, to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>	<p>NN-170-30 NN-171-1</p>	

93 items

115-107
MDCS attached. MH

*Agency copy delivered. MH 2/2/81
Closed out: 4-26-82. K.T.C.
Copy to NNF & ALL FRCs (except 3/26/81 & 2/10/81)*

CHAPTER 33. PROPERTY DISPOSAL PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for records created in rehabilitating and disposing of property. These instructions are contained in:

- a. Appendix 33-A. Personal Property Utilization and Disposal Program Records
- b. Appendix 33-B. Personal Property Rehabilitation program Records
- c. Appendix 33-C. National Defense Stockpile (NDS) Disposal Program Records
- d. Appendix 33-D. Real Property Disposal Program Records

2. Reserved.

This appendix provides documentation, maintenance, and disposition instructions for personal property utilization and disposal program records. Utilization and disposal is concerned with the utilization and transfer of excess personal property between Federal agencies and their contractors or grantees; the disposal of surplus personal property by donation, sale, abandonment, or destruction; and the establishment and operation of surplus personal property sales centers. These records are accumulated by offices in the Central Office and counterparts in the regional offices, and by surplus property sales centers. This appendix does not apply to records resulting from the utilization and disposal of automatic data processing equipment described in ch. 27.

Appendix 33-A. Personal Property Utilization and
Disposal Program Records

33A1. Catalog and bulletin controls. Documents used in recording and controlling numbers assigned to excess personal property catalogs and bulletins. Included are registers, page lists, or similar controls.

Destroy 1 year after date of last entry on page, list, or register. TRANSEER TO ERC NOT AUTHORIZED

33A2 - 33A4. Reserved.

33A5. Catalog and bulletin mailing lists. Documents relating to the preparation of mailing lists (of Federal activities and other authorized organizations) used in the distribution of excess personal property catalogs and bulletins. Included are mailing list applications, mailing lists, and related records.

TRANSEER TO ERC NOT AUTHORIZED

- a. Mailing lists: Destroy when superseded or obsolete.
- b. Other records: Cut off annually, destroy when 1 year old.

33A6 - 33A9. Reserved.

33A10. Excess property catalogs and bulletins. Documents relating to the preparation and issuance of numbered publications used in screening excess personal property for utilization by other Federal agencies. Included are coordinating actions; official file copies of the published bulletins, catalogs, or other publications; and related records.

Cut off annually, destroy when 1 year old.

33A11 - 33A14. Reserved.

33A15. Excess property requirements. Documents used in reviewing reports of excess personal property for items required, in special demand, used by specific agencies, for redistribution through the FSS stores system, or for storage for future use. Included are agency requests for property, want lists, similar documents, and related records.

Destroy when superseded or obsolete. TRANSEER TO ERC NOT AUTHORIZED

33A16 - 33A19. Reserved.

33A20. Personal property utilization case files. Documents accumulated in receiving reports of, screening for utilization of, and transferring excess personal property. Included are reports of excess, notifications of availability, lists of agencies notified, requests for transfer, notices of transfer, and other transfer documents, determinations, correspondence, and related records.

Withdraw and place in inactive file following completion of transfer transaction. Cut off inactive file annually, destroy when 3 years old.

33A21 - 33A24. Reserved.

33A25. Personal property donation files. Documents relating to the donation of personal property to charitable and other non-Federal organizations and institutions. Included are reports of excess, requests for property, notices of availability, determinations relating to donation of property, surplus property releases, correspondence, and related records.

Place in inactive file following completion of transaction,
destroy when 3 years old.

33A26 - 33A29. Reserved.

33A30. Withdrawn by CHGE .

33A31 - 33A34. Reserved.

33A35. Reserve excess property files. Documents accumulated in storing excess personal property having a high utilization potential and which was not transferred or selected for redistribution or rehabilitation during the screening phase. Included are inventories, cards, and lists of property; excess property reports; correspondence concerning the property; and related records.

- a. Case folders: Withdraw upon initiation of disposition or rehabilitation action and file with the appropriate utilization, donation, rehabilitation, or sales file.
- b. Inventories: Destroy when superseded or when all material listed on the inventory is no longer in storage.

33A36 - 33A39. Reserved.

33A40. Withdrawn by CHGE .

33A41 - 33A44. Reserved.

33A45. Personal property sales center establishment files. Documents accumulated in establishing, relocating, consolidating, or continuing surplus personal property sales centers. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements, and related records.

- a. Files relating to established sales centers:
 - (1) Central Office: Cut off annually, hold 5 years, and retire to FRC. Destroy when 20 years old.
 - (2) Other offices:
 - a. Cut off annually, hold 1 year, and retire to FRC. Destroy when 4 years old.

b. Retain yearly cumulative GSA Form 3362, Monthly Progress Record, destroy when 10 years old.

b. Files relating to sales centers not established: Cut off at end the of the year following disapproval.

(1) Central Office: Destroy when 5 years old.

(2) Other offices: Destroy when 1 year old.

33A46 - 33A49. Reserved.

33A50. Withdrawn by CHGE.

33A51 - 33A54. Reserved.

33A55. Auctioneer Case Files. Documents relating to individuals and organizations concerned with auctioning surplus Government personal property. Included are applications for qualification; recommendations, approvals, references, lists of approved auctioneers, contracts, and other records relating to auctioneer qualification, suspension, disqualifications, or debarment, including notices to applicants; reports of investigations; requests for reinstatement or name removal; appeals; and related records.

Destroy when superseded or obsolete.

33A56 - 33A59. Reserved.

33A60. Withdrawn by CHGE.

33A61 - 33A64. Reserved.

33A65. Bidder mailing list files. Documents accumulated in establishing, effecting changes in, maintaining, and controlling bidder mailing lists. Included are cards, lists of bidders and their addresses, requests for additions or deletions of names on the lists, bidder list controls, and related records.

a. Lists: Destroy when superseded or canceled.

b. Cards: Destroy after annual purge of mailing list is completed or when removal of name is requested.

c. Other records: Cut off annually, destroy when obsolete.

33A66 - 33A69. Reserved.

33A70. Personal property sales cases files. Documents accumulated in the sale of Government personal property by GSA. These records consist of case files documenting sales of individual items or lots of personal property, which

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TRANSFER TO FRC NOT AUTHORIZED

include reports of excess property; reports of personal property for sale; sales letters; memorandum receipts; announcements of sale; advertising orders and vouchers; requests for bids; abstracts and tabulations of bids; registers of bidders and persons inspecting property; spot analysis reports; correspondence; and other related records. They also consist of buyer contract files (documenting completed sales with each buyer of personal property) that include general terms and conditions, sale of Government property invitations, sales slip, spot and auction bid cards or similar bid form from successful bidder, notice of award, certificate of release of property, buyers receipt for property, correspondence with buyer, and related documents.

- a. Case files with transactions subsequent to July 25, 1974, of more than \$10,000; and transactions prior to July 26, 1974, of more than \$2,500. Cut off when final payment is received and transfer to FRC. Destroy 6 years after final payment.
- b. Case files with transactions subsequent to July 25, 1974, of \$10,000 or less; and transactions prior to July 26, 1974, of \$2,500 or less, destroy 3 years after final payment.

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33A71 - 33A74. Reserved.

33A75. Term contract sales files. Documents accumulated in the sale of waste-paper, scrap metal, batteries, steel drums, or other material that has no value except for its basic material content. Included are bids and abstracts, notices of award, copies of contracts, requests for pickup and identity of scrap material, sales slips, weight certificates, delivery orders and receipts, collection and deposit documents, and related records.

- a. Central Office: Cut off annually, hold 2 years after expiration of contract and destroy. **TRANSFER TO FRC NOT AUTHORIZED**
- b. Regional offices: Cut off annually following termination, cancellation, or completion of the contract by pickup or delivery of material, hold 1 year, and retire to FRC. Destroy 6 years after final payment.

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33A76. Surplus property precedential case files. case files on sales of surplus personal property documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.

Cut off upon completion of project or sale, hold 2 years, review, and destroy when obsolete.

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33A77 - 33A79. Reserved.

33A80. Abandoned or destroyed property files. Documents accumulated in recommending, finding, determining, and approving the abandonment or destruction of

personal property which has no commercial value, for which care and maintenance exceeds the estimated proceeds from its sale, or which is determined to be a health hazard. Included are public announcements, invitations to bid, recommendations, inspection reports, determinations and findings, copies of research reports, board recommendations and approvals, and related records.

- a. Central Office: Cut off annually, destroy when 2 years old.
- b. Regional offices: Cut off annually, hold 1 year, and retire to FRC. Destroy when 3 years old.

33A81 - 33A84. Reserved.

33A85. Holding agency sales files. Documents accumulated in assisting holding agencies in planning and conducting sales of surplus personal property and in receiving reports and other documents on sales conducted by holding agencies. Included are copies of agency invitations to bid, related literature, and pertinent correspondence.

Cut off annually, destroy when 3 years old.

33A86 - 33A89. Reserved.

33A90. Personal property activities registers. Registers containing data on personal property utilization and disposal activities, such as actions taken on reports of excess property, certificates of unavailability issued, utilization officers' activities, donation requests received and approved, utilizations achieved, surplus determinations made, and similar matters.

Destroy register 2 years after date of final entry.

33A91 - 33A94. Reserved.

33A95. Utilization and disposal reports. Documents which reflect personal property utilization and disposal transactions and activities of GSA and other Government agencies. Included are regional, national, summary, and consolidated reports of personal property reported as excess; agency reports on the utilization and disposal of excess and surplus personal property, including property replaced under the exchange sale authority; machine-prepared reports on utilization, donation, transfer, and sale of excess and surplus personal property, including property in contractor inventories; other reports and listings; and related records.

- a. Government-wide and agencywide consolidated and summary reports accumulated at the Central Office: Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.
- b. Other reports: Cut off annually, destroy when 2 years old.

- c. Machine listings: Destroy when no longer needed.

Note.--Reports accumulated in offices responsible for consolidating and preparing regional and GSA-wide reports are described in ch. 19. Unusual cases determined as significant by the division director are retained in the current files area until no longer needed and then destroyed, provided they are 4 years old.

33A96 - 33A99. Reserved.

33A100. Property recovery records. Documents created in contracting or otherwise providing for the preservation or collection of wrecked, abandoned, or derelict property within the jurisdiction of, and which should come to, the United States. These records may be referred to as "Treasure Trove" or "Hidden Treasure" records. Included are documents reflecting existence, description, location, and plans for the recovery of the property or alleged treasure; inquiries, applications, and contracts; other agency comments; and related records.

- a. Contract case file: Withdraw and place in an inactive file following completion or termination of the contract. Cut off the inactive file annually, hold 2 years, and retire to FRC. Destroy when 7 years old.
- b. Applications: Remove applications and related records which result in a contract and file them in the contract case file. Cut off other applications annually, destroy when 2 years old.
- c. Routine inquiries and replies: Cut off annually, destroy when 1 year old.

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33A101 - 33A104. Reserved.

33A105. Compliance/noncompliance files. Documents pertaining to compliance/noncompliance by a State agency or donee, such as a copy of the Report of Compliance Activity, letters, memos, police reports, FBI reports, court judgements, criminal indictment reports, State agency invoices, distribution documents, newspaper accounts, State law, and other supportive documentation.

Refer, no 25 Nov 82

Cut off upon completion of case, hold 2 years, and retire to FRC. ~~Destroy after 3 additional years.~~

DESTROY WHEN 5 YEARS OLD

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33A106 - 33A109. Reserved.

33A110. Eligibility donation files. Documents accumulated consist of the application; copy of the IRS letter of exemption; copy of approval, accreditation or license; copy of applicant's program narrative; copy of written authorization signed by the Chief administrative head or a resolution by the governing body of

the applicant; copies of the necessary assurances; copy of a statement on the types and kind of equipment needed by applicant; a copy of letter of determination.

Cut off after determination of eligibility, destroy when 3 years old.

33A111 - 33A114. Reserved.

33A115. Program training files. Documents created in preparing, coordinating, and issuing State and donee awareness training and briefing materials on the many aspects of the program. Included are coordinating actions; record copies of course outlines, texts, and handouts; audiovisual and other training and briefing aids; and related records.

Destroy when superseded, obsolete, or no longer needed.

33A116 - 33A119. Reserved.

33A120. Promotion files. Documents relating to program promotion, such as State agency property catalogs, newspaper items, photographs, letters, memos, NASASP newsletters, and slide narratives.

Destroy when superseded, obsolete, or no longer needed.

33A121 - 33A124. Reserved.

33A125. Special donation categories of property files. Documents pertaining to the provisions under section 203(j)(4) of the Federal Property and Administrative Services Act of 1949, as amended, to impose appropriate conditions on the donation of property having characteristics that require special handling or use limitations, including: Drugs, biologicals, and reagents other than controlled substances; Donation of aircraft; Automative data processing equipment;

Destroy when superseded, obsolete, or no longer needed.

33A126 - 33A129. Reserved.

33A130. State Plan files. Documents related to the detail plan of operation of each State agency. The plan consists of operational authority, designation of the State agency, inventory control and accounting system, return of donated property, financing and service charges, terms and conditions or donable property, nonutilized donable property, fair and equitable distribution, eligibility, compliance and utilization, consultation with advisory bodies and public and private groups, audit, cooperative agreements, liquidation, standard issue forms, conditional transfer documents.

Destroy when superseded, obsolete, or no longer needed.

This appendix provides documentation, maintenance, and disposition instructions for records accumulated in the rehabilitation, including maintenance, repair, and reclamation, of excess personal property; the establishment, consolidation, or discontinuance of Government rehabilitation facilities; the contracting for commercial rehabilitation services; selection of property for rehabilitation; and storage of rehabilitated personal property for future use. These records are accumulated by offices in the Central Office and regions responsible for the personal property rehabilitation program and by rehabilitation facilities or centers.

33B1. Rehabilitation facility establishment files. Documents accumulated in establishing, relocating, consolidating, or disestablishing Federal personal property rehabilitation facilities, and in determining whether to obtain rehabilitation services from other organizations instead of establishing Federal facilities. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements, and related records.

a. Files relating to established facilities:

- (1) Central Office. Hold 2 years and retire to FRC. Destroy when 3 years old.
- (2) Regional offices. Hold 1 year and retire to FRC. Destroy when 3 years old.

b. Files relating to facilities not established:

- (1) Central Office. Destroy when 2 years old.
- (2) Regional offices. Destroy when 1 year old.

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33B2 - 33B4. Reserved.

33B5. Rehabilitation contract files. Documents created in the execution and administration of contracts for rehabilitation services. Included are agreements, copies of contracts awarded, invitations for bids and awards, price schedules, specifications, correspondence, and other documents related to the contract.

- a. Central Office: Cut off annually destroy when 2 years old.
- b. Regional offices: Cut off annually following completion, termination, or cancellation of the agreement or contract, hold 1 year, and retire to FRC. Destroy when 6 years old.

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33B6. Minority contract files 8 (a). Documents created in the execution and administration of minority contracts for rehabilitation services. Included are agreements, copies of minority contracts awarded, invitations for bids and awards, price schedules, specifications, correspondence, and other documents related to the contract.

Cut off annually following completion, termination, or cancellation of the agreement or contract. Destroy when 2 years old.

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33B7. Wagner-O'Day contract files. Documents created in the execution and administration of contracts for rehabilitation services. Included are agreements, copies of contracts awarded, invitations for bids and awards, price

schedules, specifications, correspondence, and other documents related to the contract.

Cut off annually following completion, termination, or cancellation of the agreement or contract. Destroy when 2 years old.

33B8 - 33B9. Reserved.

33B10. Rehabilitation program improvement projects. Documents created in determining areas for potential growth, improvements, or discontinuance of specific programs for the maintenance, repair, rehabilitation, and reclamation of personal property. Included are comparability and capability studies and analyses, recommendations, and determinations; statistics; and related records.

Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.

33B11 - 33B14. Reserved.

33B15. Rehabilitation promotion files. Documents created in publishing brochures, establishing exhibits, or conducting other activities to promote and inform agencies of the types and varieties of, quality of workmanship of, economies to be gained from the use of, procedures for requisitioning of, and other matters about property rehabilitation services. Included are brochures, photographs, slides and texts, workpapers, and related records.

Cut off annually when superseded or obsolete, destroy when 3 years old.

33B16 - 33B19. Reserved.

33B20. Property rehabilitation reports. Documents created in collecting, preparing, computing, recording, and submitting data on items of excess personal property rehabilitated or repaired by commercial and Federal facilities, including data on acquisition and rehabilitation costs. Included are commercial and Federal facilities reports, correspondence, workpapers, and other documents used in the preparation of the report.

- a. GSA summary and regional consolidated reports: Cut off annually, destroy when 3 years old.
- b. Other reports: Cut off annually, destroy when 1 year old.

33B21. Minority Reports. Documents relating to the award or proposed award to any minority business enterprise. These documents will list the name of the contractor, the type of service, and the estimated annual contract volume.

Cut off annually, destroy when 3 years old.

33B22 - 33B24. Reserved.

33B25. Rehabilitation facility purchase order files. Agency purchase orders, requests for rehabilitation services, and related documents accumulated from the initial request for services to completion of the transaction by the commercial or Federal rehabilitation facility.

Remove and place in inactive file following completion of work, including delivery or pickup of rehabilitated property. Cut off inactive file annually, destroy when 2 years old.

33B26 - 33B29. Reserved.

33B30. Rehabilitated excess stock files. Documents accumulated in inspecting, filling requisitions for or issuing, storing, and inventorying rehabilitated excess personal property. Included are inspection reports; requisitions; purchase orders; direct delivery orders; storage documents; agency requests; transfer, shipping, and transportation documents; and directly related records. Files may be arranged by name, group, or class of property.

Remove and place in inactive file following disposition of property. Cut off inactive file annually, hold 2 years, and retire to FRC. Destroy when 4 years old.

33B31 - 33B34. Reserved.

33B35. Rehabilitated property stock records. Documents containing descriptions, stock balances, and other information on rehabilitated excess personal property placed in storage for future use. Included are cards, lists, and similar records. Files may be arranged by name, group, class, location of property, or using agency.

Remove and file in inactive file when all information is transferred to a new card or items appearing on record are no longer in storage. Cut off inactive file annually, destroy when 2 years old.

33B36 - 33B39. Reserved.

33B40. Rehabilitation facility work controls. Documents used in scheduling and controlling work at rehabilitation facilities. These records reflect the name of agency requesting services; requisition, purchase order, or invoice numbers; time-in and approximate delivery date; charges for services; and related information.

Remove and file in inactive file following completion of services and delivery of property to owning agency. Cut off inactive file annually, destroy when 2 years old.

33B41. Appeals and protests. Documents relating to appeals and protests made by contractors or individuals regarding solicitations or contracts issued by the rehabilitation program.

Destroy when 3 years old.

33B42 - 33B44. Reserved.

33B45. Equipment logs. Documents relating to the operation, inspection, repair, and maintenance of each item of rehabilitation facility equipment, including installed equipment. Included are log forms (may be attached to the equipment), equipment folders, or similar records.

Transfer with equipment or destroy upon disposal, cannibalization, or abandonment of equipment.

33B46. Property rehabilitation files. Documents created in the management and administration of the property rehabilitation service contracting program covering some 30 commodities. Included are unique cases relating to rehabilitation operations not described elsewhere in this appendix.

Destroy when 5 years old.

33B47 - 33B49. Reserved.

33B50. Precious material recovery reports. Documents reporting information on methods used, savings resulting from, production figures for, surveys pertaining to, and other activities about the recovery of silver, other precious metals, and critical materials from excess property. Included are agency reports and records directly related to the precious materials recovery program.

- a. Government-wide reports (maintained by the office responsible for preparation): Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.
- b. Other reports: Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.

This appendix provides documentation, maintenance, and disposition instructions for program records documenting the disposal of National Defense Stockpile (NDS) materials through sale, transfer to Agency for International Development (AID) programs, release, destruction, or abandonment and for program records documenting market and technical support provided in connection with these disposal activities. The term "national defense stockpile" as used in this appendix refers to all of the various material stockpile programs. These records are accumulated by offices in the Central Office and counterparts in the regional offices in accordance with responsibilities set forth in the GSA Organization Manual (OHR P 5440.1).

Appendix 33-C. National Defense Stockpile (NDS)
Disposal Program Records

33C1. Disposal project files. Documents accumulated in assisting and participating in the determination of excess NDS materials, the selection of material (by lot, grade, and location) for disposal, and other actions leading up to but excluding contractual actions. Included are copies of directives regarding the development of disposal plans, copies of the disposal plans, minutes of meetings, and related records.

Cut off annually, destroy when 3 years old.

33C2 - 33C4. Reserved.

33C5. Bidder mailing list. Documents accumulated in establishing, verifying, effecting changes in, maintaining, and controlling bidder mailing lists. Included are cards, listings of bidders and their addresses, requests for addition or deletion of names on the lists, bidder list control records, and related records.

- a. Lists: Destroy when superseded, canceled, or obsolete.
- b. Cards: Destroy when no response is received through the fifth invitation, when invitation is returned due to incorrect address, on receipt of a negative response to an inquiry, or on request for withdrawal of name.
- c. Other records: Cut off annually, destroy when 1 year old.

33C6 - 33C9. Reserved.

33C10. NDS sales contracts. Documents created in the sale of excess NDS materials, including sales through AID programs. Included are invitations to bid, solitations of offers, and sale announcements; purchase requests and authorizations; material inspection permits; requests for and transmittals of samples; bids, bid cards, and abstracts; sales documents and copies of contracts; requests for and copies of shipping documents; and other records related to the sale.

Place in inactive file on completion of sale, cut off the inactive file at the end of the year, hold 1 year and retire to FRC. Destroy when 6 years old.

Note.—Sales contracts shall be held in active files until contract has been completed by delivery and final payment, whichever is later, before being placed in inactive status.

33C11 - 33C14. Reserved.

33C15. Market price registers. Registers, worksheets, or comparable documents used to record prices of selected commodities in national, foreign, or world markets.

- a. Worksheets: Destroy when data is transferred to a register or other formal document.
- b. Other records: Cut off annually, destroy when 5 years old.

33C16 - 33C19. Reserved.

33C20. Sales contract registers. Registers maintained by stockpile program or by commodity and used to record data about and control actions relating to sales of NDS materials. Included are sales contract registers, daily sales registers, daily telephonically awarded of the shelf sales, control registers, and similar registers.

Destroy 3 years after register is filled.

33C21 - 33C24. Reserved.

33C25. Rubber lot cards. Cards maintained on rubber lots and used to post information about the issuance of inspection permits and for disposal sale purposes.

Withdraw and destroy on sale or other disposal of the lot concerned.

33C26 - 33C29. Reserved.

33C30. Withdrawn by CHGE.

33C31 - 33C34. Reserved.

33C35. Sales reports. Daily or other reports, including directly related records (prepared from the various sales registers or from other data) reflecting information on disposal sales activity, Government-wide sales, quantity and value of sales, and similar matters.

Cut off annually, destroy when 1 year old.

33C36 -33C39. Reserved.

33C40. NDS material destruction or abandonment cases. Documents accumulated in recommending, justifying, and approving the destruction or abandonment of surplus NDS material which is unsaleable or for which care and maintenance exceeds the estimated proceeds from its sale. Included are proposals, public

announcements and invitations to bid, determinations and findings, copies of research reports, board recommendations and approvals, and related records.

Cut off annually, destroy when 3 years old.

33C41 - 33C44. Reserved.

33C45. Contract board files. Documents accumulated by the Contract Board in reviewing, amending, approving, or disapproving draft disposal plans; invitations for bid; draft sales catalogs; contracts; recommendations for abandonment, destruction, or release of unsaleable excess NDS material; and similar actions.

Cut off annually, destroy when 3 years old.

33C46 - 33C49. Reserved.

33C50. NDS materials technical files. Documents, tables, and worksheets accumulated in assisting and participating in the development of the Annual Materials Plan (AMP) and in developing market and environmental impact studies of NDS materials involved in the AMP. Included are documents of company specific data, market and economic analyses of NDS material acquisition and disposal activities, and econometric models of NDS materials.

Cut off annually, hold 3 years and retire to FRC. Destroy when 15 years old.

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This appendix provides documentation, maintenance, and disposition instructions for records created in administering programs and activities for the utilization by, and the transfer among, Federal agencies and authorized organizations of excess real property and related personal property; the disposal of surplus real property and related personal property by sale, donation, exchange, lease, permit, or transfer; and the care and handling of surplus property pending its disposition. These records are accumulated by offices in the Central Office and counterparts in the regional offices.

33D1. Real property disposal case files. Documents used in reporting, as excess, real property and related personal property no longer required by Federal agencies, screening for utilization and transferring property between Federal agencies, and disposing of property determined to be surplus to the needs of the Federal Government. Included are reports of excess; notices of availability; requests for withdrawal from excess or surplus; inspection and appraisal reports; requests for property, including authorizations and approvals of disposition; applications for public use; determinations of surplus; transfer, donation, exchange, lease, use permit and assignment, and sales documents; easements and deeds; drawings and specifications; bids and invitations; documents relating to the care and handling of property pending its disposition; correspondence with other Federal agencies, State and local governments, private organizations, or individuals; and related records.

WITHDRAWN

Withdraw and place in an inactive file following withdrawal from excess or surplus; disposition by transfer, donation, sale or exchange; or when property is placed on GSA inventory.

- a. Central Office: Cut off following completion of case, and forward to the appropriate region for retirement.

Note.—Those records previously retired by Central Office between 1972 and the date of this publication will be permanently retired at the WNRC under the control of Central Office. Records generated by the War Assets Administration shall be retained by NARS.

- b. Regional Offices: Permanent: Cut off annually, hold 1 year, and retire to FRC.

Note.—The following records may be transferred to a new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership since August 21, 1935, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, and allowance lists, as well as duplicate copies of title papers, provided that (a) the records can be segregated without harm to other documents of enduring value, (b) no responsibility is attached to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) if the property is released for historical use or purpose the user agrees to retain it and return it to the Federal Government immediately upon the discontinuance of its use for historic purposes.

WITHDRAWN

WITHDRAWN

33D2. Real property disposal general subject files. Documents relating to real property disposal which, because of their nature, cannot be filed in the specific categories described elsewhere in this appendix.

Cut annually, hold 2 years, and retire to FRC. Destroy when 9 years old.

33D3 - 33D4. Reserved.

33D5. Holding agency real property disposal records. Documents relating to the utilization and disposal of real property and related personal property declared as excess by holding agencies who are designated, or were delegated authority to act as, the disposal agency. Included are reports of excess; descriptions of property; documents relating to the Government's title to the property; notices of availability; correspondence between GSA and other interested Federal or non-Federal agencies, organizations, or individuals; disposal activity control data; determinations as surplus; and related records.

Withdraw and place in inactive file following disposal by the holding agency. Cut off inactive file annually, destroy when 1 year old.

33D6 - 33D9. Reserved.

33D10. Agency real property requirements. Documents reflecting Federal agency requirements for real property. These records are used in screening, for Federal use, real property reported as excess.

Destroy when superseded or obsolete.

33D11 - 33D14. Reserved.

33D15. Inventories of excess and surplus real property. Inventories or lists of excess and surplus real property reported for disposition. These records are used in answering inquiries about or satisfying requirements for real property.

Destroy when superseded or obsolete.

33D16 - 33D19. Reserved.

33D20. Real property disposal mailing lists. Lists of Federal agencies and other organizations or individuals interested in obtaining excess or surplus Federal real property. Included are applications for and copies of mailing lists, and related records.

Destroy when superseded or obsolete.

33D21 - 33D24. Reserved.

33D25. Real property activity reports. Reports and related records containing data on real property utilization and disposal activities, such as actions taken on reports of excess property, certificates of unavailability issued, reports of utilization officers' activities, donation requests received and approved, utilization achieved, surplus determinations made, and similar matters.

Destroy when no longer needed.

33D26 - 33D29. Reserved.

33D30. Real property disposal activity controls. Documents used in controlling activities and scheduling actions concerned with the disposition of excess and surplus real property. Included are surplus real property operational control notices, real property disposal activities controls, similar control records, and related records.

- a. Central Office: Withdraw and place in inactive file upon removal of property from GSA inventory. Cut off annually, destroy when 1 year old.
- b. Regional offices: Withdraw and file in inactive file following removal of property from GSA inventory. Cut off inactive file annually, destroy when 1 year old.

33D31 - 33D34. Reserved.

33D35. Auctioneer and broker application records. Documents reflecting names of individual and corporate auctioneers and brokers who submitted applications for qualification to sell surplus real property. Included are registers, logs, and similar documents.

Destroy when superseded or obsolete.

33D36 - 33D39. Reserved.

33D40. Broker panel records. Documents concerning the establishment of and procedures employed by, real estate broker panels established to select brokers to sell surplus real property.

Cut off annually, destroy when 1 year old.

33D41 - 33D44. Reserved.

33D45. Auctioneer and broker records. Case files used to accumulate information on the qualifications of individual and corporate auctioneers and brokers interested in selling surplus real property. The records include applications for qualification; recommendations, approvals, references, and other records relating to qualification, suspension, disqualification, or debarment, including

notices thereof to applicants; reports of investigation and financial statements; requests for reinstatement or removal of name; appeals; and related records.

- a. Approved auctioneer and broker records: Upon disqualification place in inactive file, cut off annually, destroy when 4 years old.
- b. Other auctioneer and broker records: Cut off every 2 years, destroy when 4 years old.

Note.--Records pertaining to individuals and organizations reinstated or qualified later should be returned to the approved auctioneer and broker files on reinstatement.

33D46 - 33D49. Reserved.

33D50. Auctioneer and broker contracts. Documents accumulated in contracting for the services of real estate auctioneers and brokers to sell surplus real property. Included are mailing lists, invitations to bid, bids, notices of award, contracts, and related records.

Cut off annually following completion of sale or termination or cancellation of the contract; hold 2 years; and retire to FRC. Destroy when 6 years old.

Note.--When these records are filed in the related real property disposal case file, disposition will be in accordance with instructions in par. 33D1.

33D51 - 33D54. Reserved.

33D55. Real property disposal reports. Documents reflecting real property utilization and disposal transactions and activities of GSA and other Government agencies. Included are regional, national summary, and consolidated reports of real property reported as excess; agency reports on utilization and disposal; machine prepared reports on utilization, donation, transfer, and sale; other reports and listings; and related records.

- a. ~~Central Office responsible for preparation and/or consolidation of the Government-wide and agencywide consolidated and summary reports:~~

~~Permanent. Cut off annually, hold 2 years, and retire to FRC. Offer to NARS when 15 years old.~~

- b. Other reports: Cut off annually, destroy when 2 years old.

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- c. Other offices: Cut off annually, destroy when 2 years old, except that machine listings may be destroyed when no longer needed. →

33D56 - 33D59. Reserved.

33D60. Preexcess files. Correspondence and related documents concerning real property which may be reported as excess to GSA in the future.

Destroy after 5 years. Earlier disposal is authorized on receipt of information that property will not be reported as excess. | -5

Note.—On receipt of report of excess, withdraw the related preexcess file and file it in 33D1 real property disposal case file.