

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-98-7	DATE RECEIVED 3-30-98
1. FROM (Agency or establishment) Department of Energy Washington, DC 20585		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Department-wide		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Wallace	5. TELEPHONE 301 903 4353	DATE	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 3/25/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Wallace</i> Mary Ann Wallace	TITLE Team Leader, Records Mgt.
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Administrative Schedule 4, based upon GRS 4; See Attachment.		Withdrawn

APPROVED

JUL - 7 1998 *[Signature]*

DEPARTMENT OF ENERGY

ADMINISTRATIVE RECORDS SCHEDULE 4: 2

PROPERTY DISPOSAL RECORDS 2

1. **Property Disposal Correspondence Files** 2

2. **Excess Personal Property Reports** 2

3. **Surplus Property Case Files** 2

4. **Real Property Files** 3

DEPARTMENT OF ENERGY

ADMINISTRATIVE RECORDS SCHEDULE 4:
PROPERTY DISPOSAL RECORDS

These records pertain to the disposition of real and personal property of the Government by sale when it is surplus to the needs of the Government.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use in selling surplus personal property under GSA regulations:

- a. Standard Form 114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are usually maintained in case files consisting of correspondence, bids, and other notices of sale, invoices, and sales slips.
- b. Standard Forms 120, Report of Excess Personal Property, and 121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. SF 120 is used to report excess personal property to the regional General Services Administration offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, General Services Administration, which consolidates the data.

All records described in this schedule are authorized for disposal in both hard copy and electronic formats.

~~1. **Property Disposal Correspondence Files.** (GRS 4, item 1)~~

~~Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.~~

~~Destroy when 2 years old.~~

~~2. **Excess Personal Property Reports.** (GRS 4, item 2)~~

~~Destroy when 3 years old.~~

~~3. **Surplus Property Case Files.** (GRS 4, item 3)~~

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

a. Transactions of more than \$25,000.

Destroy 6 years after final payment.

b. Transactions of \$25,000 or less.

Destroy 3 years after final payment.

4. Real Property Files. (GRS 4, item 4)

Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, 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, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.

Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

[Note: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by this schedule because some of these files may have long-term legal value. Schedule these records by submitting an SF 115 to NARA.]