

ED Records Schedule

SCHEDULE LOCATOR NO.: 168

REVISION DATE: 9/18/2009

TITLE: Surplus Property Case Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition schedule

DESCRIPTION:

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

DISPOSITION INSTRUCTIONS:

- a. Transactions of more than \$25,000 [GRS 4, Item 3.a]

TEMPORARY

Cut off after final payment. Destroy/delete 6 years after cutoff.

- b. Transactions of \$25,000 or less [GRS 4, Item 3.b]

TEMPORARY

Cut off after final payment. Destroy/delete 3 years after cutoff.

- c. Asset Management System (AMS) (Sunflower) Master Data Files [GRS 4, Items 3.a and 3.b]

The AMS is used for the control and management of inventory and the disposal of equipment as required by the Section 202(b) of the Federal Property and Administrative Service Act. The major data elements include: equipment category, barcode, facility name and address, employee name, room number, principal office name and organizational code, property type and status, region code, property acquisition cost, and property identification code.

TEMPORARY

Cut off after final payment. Destroy/delete 6 years after cutoff.

IMPLEMENTATION GUIDANCE:

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

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ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

44 U.S.C. 3309

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental