



DATE: January 20, 2006 **INFORMATIONAL BULLETIN**
ADMIN 06-02

TO: State Agency Heads

FROM: Dana B. Badgerow, *Dana B. Badgerow* Commissioner

SUBJECT: **New State Property Management (other than real property) Records Retention Schedule**

The records disposition panel has approved a new records retention schedule for State Property management (other than real property). The two-page attachment includes the approval by the State Records Disposition Panel and the new schedule, which has been assigned the number 06-056. Please provide a copy to the records manager in your agency.

The revised schedule is effective immediately; agencies should begin managing these records according to this schedule.

Attachment

General Records Retention Schedule for State Agencies
State Property Management (other than real property)
(Supersedes Schedules 79-403 and 79-405)

Item No.	Record Title/Description	Location	Form No.	Retention Period	Archival	Data Privacy
1	Physical Inventory and Spot Check Reports	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
2	Dept./Agency Internal Stock Requisitions	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
3	Perpetual Inventory Records	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
4	Inventory Distribution Forms	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
5	Inventory Audit Worksheets	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
6	Inventory Audit Worksheets	Agency		Permanent record retained by building owner.	No	Public
7	Property Disposition Request (including Data Removal Certification)	Agency	(Note: Previously 761 form)	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
8	Inventory Transfer Forms (Intra-Agency)	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
9	Sealed Bid Documents (from sale of surplus property)	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
10	Stolen, Lost, Damage, or Recovered Property Report	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public

Audit note: Current year refers to current **fiscal** year. Audit refers to one conducted by the Legislative Auditor. However, a legislative audit does not supersede audit requirements of specific programs. Example: The legislative auditor may audit an agency's Federal funds, yet the Federal government may have its own audit requirements. In such cases, the records are retained until the requirements of the specific program are met.