DEPARTMENT OF ENERGY
ADMINISTRATIVE RECORDS SCHEDULE 4:
PROPERTY DISPOSAL RECORDS
March 2020
Revision 2

These records pertain to the sales by agencies of real and personal property 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 by an agency selling surplus personal property under GSA regulations:

a. Standard Form 114 (SF-114), Sale of Government Property, Invitation, Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, other notices of sale, invoices, and sales slips.

b. Standard Form 120 (SF-120), Report of Excess Personal Property, and Standard Form 121 (SF-121), Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF-120 to report excess personal property to the regional GSA offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, GSA, which consolidates the data.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

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.
Superseded by GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)

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

Destroy when 3 years old.

Superseded by GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)

3. Surplus Property Case Files.

Items a & b superseded by GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)

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. (GRS 4, item 3a)

b. Transactions of $25,000 or less.

Destroy 3 years after final payment. (GRS 4, item 3b)

c. Surplus Property Precedential Case Files.

Case files on sales of surplus personal property (as described elsewhere herein) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.

Permanent. Transfer to the National Archives within 25 years of case closure. (NCI-430-76-5(1))

d. Property Disposal Case Files.

Case files on disposal of surplus real and related personal property.

Destroy 10 years after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens. (NCI-430-77-8(3))

4. Real Property Files. [See note after this item.] (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, and 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 the GRS because some of these files may have long-term legal value. Agencies must schedule these series by submitting an SF-115 to NARA.]

Superseded by GRS 5.4, Items 020 or 051 (DAA-GRS-2016-0011-0002 & 0006)

5. Reserved.

6. Nuclear Materials-Related, Revenue -Producing Contracts. (NC-326-75-1(1))

Revenue-producing contracts with foreign and domestic customers, including documentation of the negotiations, administration, payment, and delivery for goods and services for (1) the sale of nuclear products, including source, by-product, special nuclear materials, and heavy water; (2) toll enrichment services; and (3) chemical processing of irradiated fuel.

Destroy 6 years after receipt of final payment.

EPI **7. Records of the Transfer of Nuclear Materials for Research. (**NC-326-75-1(2))

"Transfer of Material" records documenting the "without charge" transfer of nuclear material in quantities suitable for research purposes only.

Destroy 6 years after transfer is completed.

8. Nuclear Materials Leasing Records. (NC-326-75-1(3))

Lease agreements documenting the leasing of nuclear materials and heavy water to foreign and domestic customers.

Destroy 6 years after termination of the lease.