

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 4**

Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the government. In no event may records be destroyed that pertain to accounts, claims, or demands which have not been settled or adjusted.

Three forms are prescribed for use by any agency selling surplus personal property:

- a. Standard Form 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, and other notices of sale, invoices, and sales slips.
- b. Standard Form 120 Report of Excess Personal Property.
- c. Standard Form 121 Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	Surplus Property Precedential Case Files. Case files on sales of surplus personal property (as describe in Item 6 below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.	Submit request for disposition authority to D.C. Archives.
2.	Property Disposal Case Files. Case files on disposal of surplus real and related personal property.	Submit request for disposition authority to D.C. Archives.
3.	Excess Real Property Reports.	Submit request for disposition authority to D.C. Archives.
4.	Property Disposal Correspondence Files. 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.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
5.	Excess Personal Property Reports.	Destroy when 3 years old.
6.	<p data-bbox="347 323 667 348">Surplus Property Case Files.</p> <p data-bbox="347 386 813 533">Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in Items 1 and 2).</p>	<p data-bbox="878 569 1268 594">a. Transactions of more than \$10,000. Destroy 6 years after final payment.</p> <p data-bbox="878 632 1268 657">b. Transactions of less than \$10,000. Destroy 3 years after final payment.</p>
7.	<p data-bbox="347 690 578 716">Real Property Files.</p> <p data-bbox="347 753 829 1442">Consists of records necessary or convenient for the use of real property sold, donated, or traded to non-federal or non-District ownership, including, if pertinent as determined by the releasing agency, duplicate copies of 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 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 District government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance. See also DCGRS 22, Architectural, Design, and Engineering Drawings and Related Records.</p>	<p data-bbox="878 753 1359 837">Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p>