



**USAID**  
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# USAID Mission Disposition Schedule Chapter 39: Property Records

A Mandatory Reference for ADS Chapter 502

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Responsible Office: M/AS/IRD

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**USAID MISSION DISPOSITION SCHEDULE**

**CHAPTER 39 PROPERTY RECORDS** – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
39010	<b>Property Disposal Correspondence Files</b> - Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 4, Item 1)
39020	<b><u>Non-expendable Personal Property Reports</u></b>	<b>Temporary.</b> Destroy when 3 yrs. old. (GRS 4, Item 2)
39030	<b><u>Excess Property Case Files</u></b> - Case files on sales or donation of personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales or transfer, and related correspondence.	<b>Temporary.</b> Destroy 6 yrs. after final payment. (GRS 4, Item 3a.)
39040	a) Transactions of more than \$25,000.  b) Transactions of \$25,000 or less.	<b>Temporary.</b> Destroy 3 yrs. after final payment. (GRS 4, Item 3b.)
39050	<b><u>Non-expendable Personal Property Files</u></b> - Correspondence, reports, and other records on sales or donation of Mission property not covered elsewhere in this Schedule.  Files pertaining to the donation of U.S. owned personal property under Section 607 of the Foreign Assistance Act of 1961, as amended.	<b>Temporary.</b> Cut off file when all actions are completed. Destroy 6 yrs. after cut off.
39060	<b><u>Property Inventory Files</u></b>  a) Inventory lists.	<b>Temporary.</b> Destroy 2 yrs. from date of list. (GRS 3, Item 9a.)
39070	b) Inventory cards.	<b>Temporary.</b> Destroy 2 yrs. after discontinuance of item, 2 yrs. after stock balance is transferred to new card or recorded under a new classification, or 2 yrs. after equipment is removed from USAID control. (GRS 3, Item 9b.)
39080	<b><u>Building Services Files</u></b> - Copies of work orders and related records on work done pertaining to repairs and upkeep of U.S. AID property, equipment, and facilities.	<b>Temporary.</b> Destroy 3 fiscal yrs. following close of fiscal yr.

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39090	<b>Housing Furnishing Accountability Files</b> - Listings of items of furniture and appliances assigned to individual staff housing for which accountability is established.	<b>Temporary.</b> Destroy 3 fiscal yrs. after close of fiscal yr. in which inventory is superseded.
39100	<b>Leases</b> - Administrative copies of documents on leased housing and other properties.	<b>Temporary.</b> Destroy 3 fiscal yrs. following close of FY in which (a) lease termination lapse or cancellation occurs, or (b) litigation is concluded, whichever is later.
39110	<p data-bbox="207 618 678 646"><b><u>USAID-owned Real Property Records</u></b></p> <p data-bbox="207 678 936 706">a) All original records pertaining to real property acquisitions.</p>	<b>Temporary.</b> Send to USAID/W M/OMS.
39120		b) Copies of real property acquisition documents.
GRS 4, Item 5	<p data-bbox="207 894 1587 1013"><b><u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u></b> - Electronic copies of records that are created on E-mail and WP systems and used solely to generate a recordkeeping copy of the records described in this chapter. Also includes electronic copies of records created on E-mail and WP systems that are maintained for updating, revision, or dissemination.</p> <p data-bbox="254 1045 1587 1164">a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal e-mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p data-bbox="254 1196 1587 1258">b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p data-bbox="1608 1029 1982 1148"><b>Temporary.</b> Destroy or delete within 180 days after the recordkeeping copy has been produced.</p> <p data-bbox="1608 1180 1982 1268"><b>Temporary.</b> Destroy or delete when dissemination, revision, or updating is completed.</p>