

Revised on 06/2020 to incorporate changes transmitted under NARA transmittal 30 to the General Records Schedules (GRS);

Revised on 11/2019 to reflect minor changes to disposition instructions);

Revised on 05/2018 to delete NOAA Series 706, Federal Activities Inventory Reform (FAIR) Act Records. This series is currently filed as 201-03e, Mandatory reports to external Federal entities regarding administrative matters); and

Revised on 08/2017 to include updates reflected in GRS Schedule 5.4 and GRS 5.6).

NOAA Records Schedules - Chapter 700

Procurement and Grants, Supply, and Personal Property Management Files

Chapter 700 relates to the processing of grants and procurement transactions for supplies, equipment, and services. Files pertaining to the procurement and disposal of real property are contained in Function 800. Where appropriate, Function 705, Equipment Information and Maintenance Files, have been incorporated into project case files for functional areas agency-wide; therefore, Function 705 has been revoked.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase document, specifications, bids, schedules of delivery, the initiating requisition, invoices, and correspondence. Other copies of these documents, made for expediting and other administrative purposes, are scattered throughout the inspection, shipping, expediting, and other units of the agency procurement organization.

This Function has been revised to incorporate the changes made by General Records Schedule 1.2: Grant and Cooperative Agreement Records dated September 2014 which states the following:

This schedule covers records created by Federal agency program offices responsible for managing grants and cooperative agreements such as program announcements, application files, case files and similar or related records, state plans, and final products or deliverables. It does not cover records related to financial transactions. Such financial transaction records are covered by GRS 1.1, Financial Management and Reporting Records. Nor does this schedule cover policy records documenting the legal establishment, goals, objectives, development, implementation, modification, and termination of agency grant and cooperative agreement programs. The type and significance of these programs vary widely among agencies, so no single disposition can be applied to the records on a Government-wide basis. An agency must submit a records schedule to NARA to cover these records or apply an existing schedule. **This schedule also does not cover government-wide systems like GRANTS.GOV and USASPENDING.GOV.**

A grant is an award of financial assistance in the form of money, or property in lieu of money, by the Federal Government to an eligible grantee. The principal purpose of such award is to transfer a thing of value from a Federal agency to a State or local government or other recipient to carry out a public purpose of support or stimulation authorized by Federal statute (31 U.S.C. 6304). A cooperative agreement is an award of financial assistance that is used to enter into the same kind of relationship as a grant. It is distinguished from a grant in that it provides for substantial involvement between the grant-making Federal agency and the award recipient in carrying out the activity contemplated by the award (31 U.S.C. 6305). A grant or cooperative agreement shall be used only when the principal purpose of a transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute. Grants are distinguished from contracts, which are used to acquire property or services for the Federal government's direct benefit or use.

For disposition authority GRS 1.1, Financial Management and Reporting Records, agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule. ***NEW***

For disposition authority GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records, agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule. ***NEW***

For disposition authority GRS 5.6, Security Records, agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule. ***NEW***

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NOAA Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
702	Procurement and Grants Management Files.	These files relate to the processing of grants and procurement transactions for supplies, equipment, and services. See 802-02 for procurement of real property.		
702-01	Financial Management and Reporting Administrative Records	<p>Records related to managing financial activities and reporting. Records include:</p> <ul style="list-style-type: none"> • correspondence • subject files • feeder reports • workload management and assignment records 	<p>DAA-GRS-2016-0013-0001 (GRS 1.1, item 001)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p><i>702-01, General Correspondence Files (GRS 3, item 2)</i></p>	<p>TEMPORARY. Destroy when 3 years old, but longer retention is authorized if needed for business use.</p>
702-02	Small and Disadvantaged Business Utilization Records	<p>Records maintained by offices of Small and Disadvantaged Business Utilization (offices of Small Business Programs in the Department of Defense) established pursuant to the Small Business Act (15 U.S.C. 644(k), as supplemented). Includes:</p> <ul style="list-style-type: none"> • inquiries or assistance requests from industry or the general public regarding small business contracting, subcontracting, or other funding opportunities 	<p>DAA-GRS-2018-0003- 0002 (GRS 1.1, item 100)</p> <p>NEW</p>	<p>TEMPORARY. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>

		<ul style="list-style-type: none">• materials negotiating and promoting small business contracting goals• records of outreach events such as workshops, conferences, specialized vendor outreach sessions, and award ceremonies• event evaluations, surveys, and other customer feedback• reviews of proposed agency acquisitions for bundling and small business contracting opportunities• spending management and goals• forecasting and studies• subcontracting and performance reports• data reported to and gathered from central reporting systems [Note: the systems are scheduled by their owners, not the GRS]• program director's recommendations to contracting officers regarding awards• complaints and responses to them• Small Business Administration requests or recommendations regarding set-aside of contracts or requirements or changes in acquisition strategies• records documenting receipt and referral of unsolicited proposals or small business capability statements containing proprietary or confidential contractor information• communications with the Small Business Administration Enforcement Ombudsman, per Public Law 104-121, section 30(b)(2)• correspondence		
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702-03	Financial Transaction Records Related to Procuring Goods and Services	<p>Procuring goods and services is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government.</p> <ul style="list-style-type: none"> • contracts • requisitions • purchase orders • Military Interdepartmental Purchase Requests (MIPRs) • printing requisitions to the Government Printing Office • memoranda of agreement specifying a financial obligation • solicitations/requests for bids, quotations or proposals for contracts and competitive grants • proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants • contingent fee justifications • legal and financial instruments such as bond and surety records • FAIR Act (A-76) records linked directly to specific procurement actions • credit card/purchase card/charge card statements and supporting documentation • vendor tax exemption records • invoices • leases • recurring financial transactions such as utility and communications invoice 	<p>DAA-GRS-2013-0003-0001 (GRS 1.1, item 010)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p>702-03, Routine Procurement (GRS 3, item 3a(1)a); a (1)b; GRS 3, item 3a(2)a, and GRS 3, item 3a(2)b;</p> <p><i>702-04, Solicited and Unsolicited Bids and Proposals (GRS 3, item 5a, 5b1, 5b2a, 5b2b, 5c1, and 5c2);</i></p> <p><i>702-05, Source Evaluation Board Files (GRS 3, item 5a, b, and c);</i></p> <p><i>702-06, Public Printer Files (GRS 3, item 6a and 6b);</i></p> <p><i>702-09, Tax Exemption Files (GRS 3, item 12); and</i></p>	
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		<ul style="list-style-type: none"> • documentation of contractual administrative requirements submitted by contractors such as status reports • correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list • records of financing employee relocations 	<i>GRS 3, item 10, Telephone Records</i>	
		<p>Record Copy:</p> <p>Note: <i>Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</i></p>	DAA-GRS-2013-0003-0001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
		<p>All Other Copies. Copies used for administrative or reference purposes:</p> <p>Note 1: <i>Obligation copy rescinded by GRS 1.1. Hard copies no longer exist in the e-system work process pipeline.</i></p> <p>Note 2: <i>Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</i></p>	DAA-GRS-2013-0003-0002 (GRS 1.1, item 011)	TEMPORARY. Destroy when business use ceases.

702-04	Bids and Proposals Neither Solicited nor Accepted	Bids and proposals that are both unsolicited and the subject of no further agency action.	DAA-GRS- 2016-0001- 0001 (GRS 1.1, item 012) <i>New Item</i>	TEMPORARY. Destroy when no longer required for business use.
702-05	Data submitted to the Federal Procurement Data System (FPDS)	The FPDS was removed because these records no longer exist as a discrete body. Agencies now enter data directly into FPDS.		RESCINDED per GRS Transmittal 30.
702-06	Vendor and Bidder Information	Documentation of approved, suspended, and debarred vendors and bidders.		
		Records of suspensions and debarments for violation of the Drug-Free Workplace Act.	DAA-GRS-2016-0001-0004 (GRS 1.1, item 070) <i>Supersedes NOAA Schedule Item: 702-06, Vendor and bidder information (GRS 3, item 5d)</i>	TEMPORARY. Destroy 5 years after removal from approved status, but longer retention is authorized if required for business use.
		Records of all other suspensions and debarments and all approved vendors and bidders.	DAA-GRS-2016-0001-0005 (GRS 1.1, item 071) <i>Supersedes NOAA Schedule Item:</i>	TEMPORARY. Destroy 3 years after removal from approved status, but longer retention is

			<i>702-06, Vendor and bidder information (GRS 3, item 5d)</i>	authorized if required for business use.
702-07	Contract Appeal Case Files	<p>Records of contract appeals arising under the Contracts Dispute Act. Includes:</p> <ul style="list-style-type: none"> • notice of appeal • acknowledgment of notice • correspondence • copies of contracts, plans, specifications, exhibits, change orders, and amendments • hearing transcripts • documents received from concerned parties • final decisions • other related papers <p>Note: Records created prior to October 1, 1979 were rescinded per GRS Transmittal #23.</p>	<p>DAA-GRS- 2016-0001- 0003 (GRS 1.1, item 060)</p> <p><i>Supersedes NOAA Schedule Item:</i></p> <p><i>702-07, Contract Appeal Case Files (GRS 3, item 15b)</i></p>	<p>TEMPORARY.</p> <p>Destroy 1 year after final resolution, but longer retention is authorized if required for business use.</p>
702-08	Contractor's Statement of Contingent or Other Fees	SF 119 is no longer in the GSA forms library. FAR was amended (see FAR case 93-009, published in the Federal Register November 13, 1995) to state that these statements are no longer required.		RESCINDED per GRS Transmittal 23
702-09A	Construction Contractors' Payroll Files	Agency copy of contractors' payrolls for construction contracts submitted in accordance with Department of Labor regulations, with related certifications, anti-kickback and other affidavits, and other related papers.	<p>DAA-GRS-2013-0003-0003 (GRS 1.1, item 050)</p> <p><i>Supersedes NOAA Schedule Items:</i></p>	<p>TEMPORARY.</p> <p>Destroy 3 years after completion of contract or conclusion of contract being</p>

			<i>702-12b, Construction Contractors' Payroll Files (GRS 3, item 11)</i>	subject to an enforcement action, but longer retention is authorized if required for business use.
702-09B	Government Purchase Card Application and Approval Records	<p>Applications by employees for Government credit cards issued in card-holder's name, whether for official travel expenses or for purchasing goods and services. May include:</p> <ul style="list-style-type: none"> • application for credit card • credit release form • applicant credit report • cardholder agreement • acknowledgement of responsibilities and penalties for misuse • approving official agreement • certificate of appointment (warrant) • card training certificate 	NEW	Follow disposition instructions for 202-06B.

1.2: Grant and Cooperative Agreement Records

This schedule covers records created by Federal agency program offices responsible for managing grants and cooperative agreements such as program announcements, application files, case files and similar or related records, state plans, and final products or deliverables. It does not cover records related to financial transactions. Such financial transaction records are covered by GRS 1.1, Financial Management and Reporting Records. Nor does this schedule cover policy records documenting the legal establishment, goals, objectives, development, implementation, modification, and termination of agency grant and cooperative agreement programs. The type and significance of these programs vary widely among agencies, so no single disposition can be applied to the records on a Government-wide basis. An agency must submit a records schedule to NARA to cover these records or apply an existing schedule. **This schedule also does not cover government-wide systems like GRANTS.GOV and USASPENDING.GOV.**

A grant is an award of financial assistance in the form of money, or property in lieu of money, by the Federal Government to an eligible grantee. The principal purpose of such award is to transfer a thing of value from a Federal agency to a State or local government or other recipient to carry out a public purpose of support or stimulation authorized by Federal statute (31 U.S.C. 6304). A cooperative agreement is an award of financial assistance that is used to enter into the same kind of relationship as a grant. It is distinguished from a grant in that it provides for substantial involvement between the grant-making Federal agency and the award recipient in carrying out the activity contemplated by the award (31 U.S.C. 6305). A grant or cooperative agreement shall be used only when the principal purpose of a transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute. Grants are distinguished from contracts, which are used to acquire property or services for the Federal government's direct benefit or use.

NOAA Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
702-10	Grants On-line	Grants On-line is a fully operational end-to-end grants management software application. Records are created electronically and submitted to the Grants Office.	<p>Superseded by 702-13 below.</p> <p>Note: <i>New 10 year retention listed in 702-13 aligns with the 10-year statute of limitations in the False Claims Act (31 U.S.C. 3731 (b)), which governs claims related to these records.</i></p>	<p>Follow disposition instructions for 702-13.</p>
702-11	Grant and Cooperative Agreement Program Management Records. (formerly Grant Administrative Files)	<p>Records related to the coordination, implementation, execution, monitoring, and completion of grant and cooperative agreement programs, such as:</p> <ul style="list-style-type: none"> a. Background Files <ul style="list-style-type: none"> o Program Announcements o Notice of Funding Availability or Funding Opportunity Announcement, including Federal Register Notices o Request for Proposals b. Application packages (blank forms, instructions, guidelines, templates, checklists, evaluation criteria, etc. for a specific funding opportunity) 	DAA-GRS-2013-0008-0007 (GRS 1.2, item 010)	<p>TEMPORARY</p> <p>Destroy 3 years after final action is taken on the file, but longer retention is authorized if required for business use.</p>

		<p>c. Application Evaluation Files -panel composition, correspondence instructions, etc. for a specific funding opportunity.</p> <p>Note: <i>If an agency believes certain program management records warrant permanent retention, it must submit a records schedule to NARA to cover these records.</i></p> <p>Exclusion 1: Policy records documenting the legal establishment, goals, objectives, development, implementation, modification, and termination of agency grant and cooperative agreement programs are not authorized for disposal. The type and significance of these programs vary widely among agencies, so no single disposition can be applied to the records on a Government-wide basis. An agency must submit a records schedule to NARA to cover these records or apply an existing schedule.</p> <p>Exclusion 2: Records related to financial transactions stemming from activities of agency grant and cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.</p>		
702-12	Construction Contractors' Payroll Files	Numbering Changed to keep all related grant files together. See 702-09A above.		

702-13	Grant and Cooperative Agreement Case File	<p>Official record of applicant case files held in the office of record. Case files containing records relating to individual grant or cooperative agreements. Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Applications, forms, and budget documents - evaluation reports, panelist comments, review ratings or scores; • Notice of Grant Award or equivalent and grant terms and conditions; • State plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding); • Funding amendment requests and actions, if any; • Periodic and final performance reports (progress, narrative, financial); • Audit reports and/or other monitoring or oversight documentation; • Summary reports and the like. <p>Legal citation: 31 U.S.C. 3731(b), False Claims Act.</p> <p>Note: <i>If an agency believes certain case files warrant permanent retention, it must submit a records schedule to NARA to cover these records.</i></p> <p>Exclusion: Records related to financial transactions stemming from activities of agency grant and</p>		
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		cooperative agreement programs. Such financial transaction records are covered by GRS 1.1.		
		Successful applications.	DAA-GRS-2013-0008-0001 (GRS 1.2, item 020) <i>Supersedes NOAA Schedule Item: 702-10, Grants On-Line, N1-370-07-03.</i>	TEMPORARY. Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.
		Unsuccessful applications.	DAA-GRS-2013-0008-0006 (GRS 1.2, item 021) <i>Supersedes NOAA Schedule Item: 702-10, Grants On-Line, N1-370-07-03.</i>	Temporary. Destroy 3 years after final action is taken on file, but longer retention is authorized if required for business use.
		All other copies. Copies used for administrative or reference purposes.	DAA-GRS-2013-0008-0002 (GRS 1.2, item 022) <i>New Item</i>	TEMPORARY. Destroy when business use ceases.
702-14	Final Grant and Cooperative Agreement Products or Deliverables	The tangible result of a completed grant or cooperative agreement produced/delivered by the recipient to satisfy the purpose of the ward. These are maintained separately from other	DAA-GRS-2013-0008-0003 (GRS 1.2, item 030) <i>New Item</i>	TEMPORARY. Destroy when business use ceases.

		<p>program records and may include materials such as a report, study, or publication; conference paper and/or presentation; book, journal article, or monograph; training material, education aid, or curriculum content plan, process, or analysis; database or dataset, audio, video, or still photography; website content or other Internet component; documentation related to any other kind of final product or deliverable (for example, documentation about a physical structure or element such as a building, kiosk, trail, or cabin or an instrument, device, or prototype); software or computer code.</p> <p>Note 1: Not all grants and cooperative agreements result in tangible products or deliverables. Some deliver services, assistance, training, or other intangible, though still measurable, outcomes.</p> <p>Note 2: If an agency believes the final product or deliverable of a grant or cooperative agreement warrants permanent retention, it must submit a records schedule to NARA to cover these records.</p>		
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703 Supply Management Files

These files relate to the operation of supply functions, including warehouses and supply centers, for NOAA or its elements, and maintaining accountability for property supplied to units. Other files related to the supply function include reports used for supply management purposes by the agency creating the records as well as the staff agency involved with Government-wide programs. They also include local requisition and stock inventory files and other minor supply papers.

NOAA Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
703	Supply Management Files	This schedule covers records Federal agencies create and receive while managing, operating, and maintaining supplies and managing supply stock.		
703-01	Facility, Space, Vehicle, Equipment, Stock, and Supply Administrative and Operational Records	<p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none"> • statistical and narrative reports • studies • requests for space using Standard Form 81 or equivalent 	<p>DAA-GRS-2016-0011-0001 (GRS 5.4, item 010) <i>Supersedes NOAA Schedule Items:</i> <i>703-01a (GRS 3, item 4a),</i> <i>Copies of Supply Mgt. Files received from other units for internal purposes of</i></p>	<p>TEMPORARY. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>

		<ul style="list-style-type: none"> • space assignments and directories • inventories of property, equipment, furnishings, stock, and supplies • reports of survey regarding lost, damaged, missing, or destroyed property • requisitions for supplies and equipment • records tracking supply and procurement requirements • records scheduling and dispatching vehicles, monitoring use, and reporting use, and • related correspondence <p>NOTE: Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</p> <p>Exclusion 1: Records of aircraft operations (item 110 in this schedule covers these).</p> <p>Exclusion 2: Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p>Exclusion 3: Requisition and supply records of the General Services Administration's GSA Global</p>	<p><i>transmission to staff agencies.</i></p> <p><i>703-01b (GRS 3, item 4b),</i></p> <p><i>703-03a (GRS 3, item 8a)</i></p> <p><i>703-03b (GRS 3, item 8b)</i></p> <p><i>703-04a (GRS 3, item 9a)</i></p> <p><i>703-04b (GRS 3, item 9b)</i></p> <p><i>703-04c (GRS 3, item 9c)</i></p>	
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		<i>Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies' mission so they must schedule the records separately).</i>		
703-02	Nonpersonal Requisition File	Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)). Note: <i>Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</i>	DAA-GRS-2013-0003-0001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
703-03 and 703-04	Inventory Requisition Files and Inventory Management Files	Superseded and replaced by 703-01 above.	DAA-GRS-2016-0011-0001 (GRS 5.4, item 010)	Follow disposition for 703-01.
703-05	Plant, Cost, and Stores General Correspondence Files	Correspondence files of units responsible for plant, cost, and stores accounting operations.	DAA-GRS-2016-0013-0001 (GRS 1.1, item 001) <i>Supersedes (GRS 8, item 1)</i>	TEMPORARY. Destroy when 2 years old.
703-06	Cost Accounting for Stores, Inventory, and Materials.	Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as:	DAA-GRS-2013-0003-0012 (GRS 1.1, item 040) <i>Supersedes NOAA Schedule Items:</i>	TEMPORARY. Destroy when 3 years old, but longer retention is authorized if

		<ul style="list-style-type: none"> • invoices or equivalent papers used for inventory accounting purposes • inventory accounting returns and reports • working files used in accumulating inventory accounting data • plant account cards and ledgers, other than those pertaining to structures • cost accounting reports and data • depreciation lists/costs • contractor cost reports re contractor-held-government-owned materials and parts • receiving, inspection, and acceptance documentation 	<p><i>703-07, Stores Accounting Files;</i></p> <p><i>703-08, Stores Accounting Background Files;</i></p> <p><i>703-09, Plant Accounting Files;</i></p> <p><i>703-10, Cost Accounting Reports (a), in unit receiving reports;</i></p> <p><i>703-10 (b), copies in reporting units and related work papers; and</i></p> <p><i>703-11 (a), Cost Report Data Files (a) Ledgers and forms.</i></p>	required for business use.
703-11b	Automated records: detail cards, summary cards, and tabulations			RESCINDED per GRS Transmittal 23.

704 Personal Property Management and Property Disposal Files

These records are created and accumulated by organizations that have management control or formulate and prescribe property policies and procedures and by activities and offices applying these procedures. This schedule describes the pertinent records categories and specifies the retention period and disposition for each.

Any surplus property transaction files dated prior to the establishment of the former Procurement Division of the Department of Treasury in 1933 must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions. In no event may disposal (including sales) 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.

NOAA Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
704-01	Surplus Property Case File	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.	DAA-GRS-2013-0003-0001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final

		Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW		payment or cancellation, but longer retention is authorized if required for business use.
		b. Transaction of \$25,000 or less Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW	DAA-GRS-2013-0003-0002 (GRS 1.1, item 011)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
704-02	Excess Personal Property Reports	Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes: <ul style="list-style-type: none"> • excess property inventories and lists • lists and other records identifying approved receivers of excess property • donation receipts • destruction certificates • documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United 	DAA-GRS- 2016-0011- 0004 (GRS 5.4, item 040) <i>Supersedes NOAA Schedule Item 704-02 (GRS 4, item 2)</i>	TEMPORARY. Destroy when 3 years old, but longer retention is authorized if required for business use.

		<p>States Government Certificate to Obtain Title to a Motor Vehicle</p> <ul style="list-style-type: none"> • related correspondence <p>NOTE: Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</p> <p>Exclusion: Records documenting financial management of surplus property disposal by sale (GRS 1.1, item 010 covers these).</p>		
704-03	Property Disposal Correspondence File	<p>Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.</p> <p>NOTE: Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</p>	<p>DAA-GRS- 2016-0011- 0004 (GRS 5.4, item 040)</p> <p><i>Supersedes NOAA Schedule Item 704-03 (GRS 4, item 1)</i></p>	<p>TEMPORARY. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>
704-04	Unclaimed Personal Property Records	<p>Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government. Includes:</p> <ul style="list-style-type: none"> • lost-and-found logs and release forms 		

		<ul style="list-style-type: none"> • loss statements • receipts • reports 		
		<p>a. Records for property valued over \$500.</p> <p>Legal Citation: 41 CFR 102 41.130</p> <p>Note: <i>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</i></p> <p>NEW</p>	<p>DAA-GRS- 2017-0006- 0007 (GRS 5.6, item 60)</p> <p><i>Supersedes NOAA Schedule Item 704-04a, Personal Property Accountability Ledger Files (GRS 18, item15a)</i></p>	<p>TEMPORARY. Destroy when 3 years old or 3 years after the date title to the property vests in the Government, but longer retention is authorized if required for business use.</p>
		<p>b. Records for property valued at \$500 or less.</p> <p>Legal citation: 41 CFR 102-41.130</p> <p>Note: <i>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</i></p> <p>NEW</p>	<p>DAA-GRS- 2017-0006- 0008 (GRS 5.6, item 61)</p> <p><i>Supersedes NOAA Schedule Item 704-04b (GRS 18, item 15b)</i></p>	<p>TEMPORARY. Destroy 30 days after the property is found, but longer retention is authorized if required for business use.</p>

704-05	Personal Property Tracking Databases	<p>Personal property tracking databases containing summary information on NOAA's accountable property. Includes inventory control/tag number, serial numbers, locations, name of custodial activity or officer, property status, and other relevant information.</p> <p>a. Input Documents. Included are copies of source documents such as Property Transfer Document; SF 120, Report of Excess Personal Property; SF 122, Transfer Order Excess Personal Property; property listings, and property records. Item applies to copies that are not required to be filed as records elsewhere.</p>	<p>DAA-GRS- 2013-0005- 0003 (GRS 3.1, item 051)</p> <p>Supersedes <i>NOAA Schedule Item 704-05 (GRS 20, item 11a)</i></p>	<p>TEMPORARY. Destroy 5 years after the project/activity/ transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.</p>
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