

Department of General Services
 Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No. 971-69

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Agency
Department of State Police

Division/Unit
Department Property Unit

Item No.	Description	Retention
69-00	<p>This is the first Schedule established for the Property Unit (PU) under its newly assigned Unit Code 69. Schedule # is 971-69. Item 69-04 previously listed on Schedule 971-79 Budget & Finance. Items 69-00, 69-01, 69-02, 69-03, 69-06, 69-08, 69-09, previously listed on schedule 971-13-3 Quartermaster Division.</p> <p>AUCTIONS Contains manifests of seized property that was sold via a public or on-line auction.</p>	<p>Retain for 5 years, then transfer to the State Records Center for an additional 10 years, then destroy.</p>
69-01	<p>CONVERSIONS Contains records of approved MSP Form 145, MSP Form 119, and signed PU Transfer Receipt of seized property that was converted to Department use.</p>	<p>Retain for 5 years, then transfer to the State Records Center for an additional 10 years, then destroy.</p>
69-02	<p>DESTRUCTION CERTIFICATIONS Contains signed certifications of seized property, ammunition, and guns/weapons that were approved for destruction/disposal by Property Unit personnel or an approved source.</p>	<p>Retain for 5 years, then transfer to the State Records Center for an additional 10 years, then destroy.</p>
69-03	<p>SEIZED PROPERTY RECORDS – AWAITING DISPOSITION Contains Property Records (forms MSP 63, 64, 67, etc. white copy) of all property received at the Property Unit awaiting sale, destruction/disposal, or conversion to Department use. Property Record is retained in this temporary file until final disposition.</p>	<p>Retain until final disposition is completed and forward to the Inventory Control Specialist for filing in the Closed Property Record file.</p>
69-04	<p>SEIZED PROPERTY RECORDS – CLOSED Contains all completely Closed Property Records (white copy) and attachments (forms MSP 63, 64, 67, etc.).</p>	<p>Retain for 5 years, then transfer to the State Records Center for an additional 10 years, then destroy.</p>
69-05	<p>SEIZED PROPERTY RECORDS (FORM MSP 63) – OPEN Contains Open Property Records (pink copy and/or yellow copy) received from all MSP installations and specialized units throughout the State.</p>	<p>Retain until Closed Property Record (white copy) is received, then destroy the pink and/or yellow copy(s).</p>

Approved by Department, Agency, Division or Unit Representative

Date: August 18, 2011

Signature: 

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 1 Sep 2011

Signature: 

Department of General Services
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 (Continuation Sheet)

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Item No.	Description	Retention
69-06	<p><u>SEIZED VEHICLES - STORED</u> Contains a Seized Vehicle Inventory List of all vehicles stored at the PU and corresponding folders containing a form MSP 153 and an MSP Vehicle Report for each vehicle.</p>	<p>Retain records until vehicle is released by the Asset Forfeiture Unit Supervisor, and then file records in the SEIZED VEHICLE - CLOSED file.</p>
69-07	<p><u>SEIZED VEHICLES - CLOSED</u> File contains records of vehicles forfeited to the State, returned to the owner, or released to the lien holder by the Asset Forfeiture Unit Supervisor.</p>	<p>Retain for 5 years, then transfer to the State Records Center for an additional 5 years, then destroy.</p>
69-08	<p><u>MANUALS</u> Contains manuals for all equipment used by the Property Unit.</p>	<p>Retain manuals until equipment is no longer used by the Property Unit. If equipment is transferred, transfer the manual with the equipment. If the equipment is destroyed, destroy the manual.</p>
69-09	<p><u>EXCESS PROPERTY DECLARATIONS</u> Contains Excess Property Declarations (DGS 950-9) for capital equipment stored at the PU and entered on GOVDEALS for sale.</p>	<p>Retain for 1 year after equipment is sold or disposed of, then destroy. (Note: Master copy of the EPD is retained at the Personal Property Section)</p>