

STUDENT CENTER PROPERTY CONTROL

290.01 Property Control Files

Dates: 1973 -
Volume: 10 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological and by P.C. number

This record series consists of inventories, Change of Status of Equipment Forms, New Property Listing forms, transfer sheets, and periodic listings of all items accounted for by physical checks. The originals of most of these records are maintained by the Property Control Section of the General Accounting Office.

Recommendation: Retain in the office for three (3) years, then dispose of provided no litigation is pending or anticipated.

290.02 Building Manager's Reports (Duplicates)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.