

Property

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G116	Fixed Assets	This series consists of records related to specific assets as outlined by the Office of the State Auditor. Documentation may include additions, deletions, property inventories, affidavits of lost or stolen property, assignments of property, authority to dispose documents, hand receipts, logs, reports, transfers to surplus, duplicate purchasing records, court orders, equipment manuals, and related files.	Hold three (3) years after asset has been removed from inventory, then dispose. Audit must have been released three (3) years prior to disposal.	10/22/2020