

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>PROP</u>	<u>PROPERTY RECORDS</u>		
PRP 2 PRP 1-2	PROP – 1	Property Disposal Correspondence Correspondence and Reports	<u>TEMPORARY:</u> Destroy when 2 years old.	GRS 4, Item 1
PRP 3 PRP 1-1	PROP – 2	Excess Personal Property Reports Correspondence Reports, SF 120, SF 120A, SF 121, SF 122, SF 123, SF 123A, SF 126, SF 126A	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 4, Item 2
	PROP – 3 ✦	Surplus Property Over \$25,000 Correspondence, Reports and Case Files.	<u>TEMPORARY:</u> Destroy 6 years after final payment or cancellation.	GRS 1.1, Item 010
	PROP – 4 ✦	Surplus Property Under \$25,000 Correspondence, Reports and Case Files.	<u>TEMPORARY:</u> Destroy 6 years after final payment or cancellation.	GRS 1.1, Item 010
	PROP – 5	Real Property Files Correspondence, Reports and Case Files. Records necessary or convenient for the use of real property sold, donated, or traded to non Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use of historical purposes.	<u>TEMPORARY:</u> Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. NOTE: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by SF 115.	GRS 4, Item 4
	PROP – 6	(ARS Records) Personal Property Management		
	PROP – 7	Accountability Records		
	PROP – 8	Utilization		