



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Justice/Law Enforcement

Division: Office of the Director

Sub-Section:

TITLE: DoD (1033) Excess Property Program Application Files

CUTOFF: EOFY in which applicant file is closed

DESCRIPTION: Application records required to participate in the federal surplus property program authorized under 10 U.S.C. 2576a from the Department of Defense (DoD) Excess Property Program (1033). Records include, but are not limited to, Law Enforcement Agency Applications to Participate, State Plans of Operation, and documentation or justification for the participating agencies.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Applicants are state and local law enforcement agencies. Eligibility expires when the executive official of the law enforcement agency (e.g. chief, sheriff, director, colonel) is replaced or when the law enforcement agency no longer exists.

DISPOSITION ACTION: Destroy

SERIES: 24109

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: DoD (1033) Excess Property Program Guidelines and Agreements

CUTOFF: EOFY in which superseded or expired

DESCRIPTION: Documentation of internal instructions, rules, plans, and guidelines and agreements between the state and federal agency. Records may include, but are not limited to, policy and procedure manuals, Transitional Distribution Point (TDP) plans, TDP authorization letters, memorandum of agreements, and addendums to memorandum of agreements.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24112

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Justice/Law Enforcement

Division: Office of the Director

Sub-Section:

TITLE: DoD (1033) Excess Property Program Property Files - Controlled Items

CUTOFF: EOFY in which disposition of property is complete

DESCRIPTION: Records related to the request, receipt, transfer, and disposition of federally controlled surplus property authorized under 10 U.S.C. 2576a from the Department of Defense (DoD) Excess Property Program (1033). Records include, but are not limited to, Tactical Vehicle Request Forms, Aircraft Request Forms, Watercraft Request Forms, Weapons Request Forms, Weapons Serial Number Verification Forms, ATF Form 10s, authorization forms, transfer requests, turn-in requests, disposal requests, inventory lists, reports, correspondence, investigative files, and any documentation and justification for the requested property. Records kept per Defense Logistics Agency Memorandum of Agreement.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Controlled property (e.g. DEMIL code of B, C, D, E, F, G, Q3, and Q6) is considered disposed when the property is turned-in to the Defense Logistics Agency (DLA) or local disposition is completed per authorization from DLA. If an investigation is pending for property, disposition is not considered complete until the investigation is closed.

DISPOSITION ACTION: Destroy

SERIES: 24111

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: DoD (1033) Excess Property Program Property Files - Non-Controlled Items

CUTOFF: EOFY in which disposition of property is complete

DESCRIPTION: Records related to the receipt, transfer, and disposition of federal non-controlled surplus property authorized under 10 U.S.C. 2576a from the Department of Defense (DoD) Excess Property Program (1033). Records include, but are not limited to, authorization forms, transfer requests, turn-in requests, disposal requests, inventory lists, reports, correspondence, investigative files, and any documentation and justification for the requested property. Records kept per Defense Logistics Agency Memorandum of Agreement.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: Non-controlled property (e.g. DEMIL code A) is considered disposed 1 year from receipt date. If an investigation is pending for property, disposition is not considered complete until the investigation is closed.

DISPOSITION ACTION: Destroy

SERIES: 24110

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015