

General Records Retention Schedule for State Agencies
Fixed Asset Inventory - Schedule #02-136, May 2002
(Supersedes Schedule #82-287)

Item No.	Record Title/Description	Location	Form No.	Retention Period (Years)	Archival	Data Privacy
1	State Employee Personal Property	Agency	MM-00052 (Admin 760)	Retain until property is removed from agency.	No	Public
2	Completion of Interagency Transfers (Memo)	Agency	MM-00066	3	No	Public
3	Class Code List	Agency		Destroy when superseded.	No	Public
4	Summary of Equipment Report	Agency		3	No	Public
5	Fixed Asset Summary Report (PO Transactions Greater than \$10,000)	Agency		3	No	Public
6	Construction In-Progress Datasheets	Agency		3	No	Public
7	Summary of Land Reported	Agency		3	No	Public
8	Building Inventory Reports	Agency		3	No	Public
9	Fixed Asset Fwd 590 Schedules & Notes	Agency		3	No	Public

NOTE: Items originally listed as numbers 1 through 8, 10 through 12, 14 through 17 and 19, on Schedule #82-287 are OBSOLETE and removed from the schedule.