

**General Records Retention Schedule for State Agencies**  
**State Property Management (other than real property)**  
(Supersedes Schedules 79-403 and 79-405)

Item No.	Record Title/Description	Location	Form No.	Retention Period	Archival	Data Privacy
1	Physical Inventory and Spot Check Reports	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
2	Dept./Agency Internal Stock Requisitions	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
3	Perpetual Inventory Records	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
4	Inventory Distribution Forms	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
5	Inventory Audit Worksheets	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
6	Inventory Audit Worksheets	Agency		Permanent record retained by building owner.	No	Public
7	Property Disposition Request (including Data Removal Certification)	Agency	(Note: Previously 761 form)	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
8	Inventory Transfer Forms (Intra-Agency)	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
9	Sealed Bid Documents (from sale of surplus property)	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public
10	Stolen, Lost, Damage, or Recovered Property Report	Agency		Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).	No	Public

**Audit note:** Current year refers to current **fiscal** year. Audit refers to one conducted by the Legislative Auditor. However, a legislative audit does not supersede audit requirements of specific programs. Example: The legislative auditor may audit an agency's Federal funds, yet the Federal government may have its own audit requirements. In such cases, the records are retained until the requirements of the specific program are met.