

Property

116	Property - Fixed Assets	This series consists of the records related to specific assets as outlined by the Office of the State Auditor. Documentation may include additions, deletions, property inventory, affidavit of lost or stolen property, assignment of property, authority to dispose, hand receipt, logs, reports, transfers to surplus, duplicate purchasing records, court order, 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.
-----	-------------------------	--	--