

RECORDS RETENTION

2754

(No. 15 January 2001)

Each unit shall maintain the following FEPP records:

SF 122	<u>Transfer Order Excess Personal Property.</u> Maintain a file copy of all FEPP requested. If the order is cancelled, keep the SF 122 in a file with "cancelled" on the document.
SF 122 Receiving Copy	<u>Transfer Order Excess Personal Property Receiving Copy.</u> Attach a copy of the receiving copy to the original SF-122. Retain as closed SF-122.
AD-107	<u>Report of Transfer or other Disposition or Construction of Property.</u> Maintain a file of all AD-107's. AD-107's must be requested from the Sacramento office. When transfer involve LFD's, include a copy in the LFD agreement file.
SF 120	<u>Report of Excess Personal Property.</u> Maintain a file copy of all documents for action taken on the item reported. Property cannot be released without signature of person who picked up item.
AD-112	<u>Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property.</u> Maintain a file copy of all AD-112's.
SF 126	<u>Report of Personal Property for Sale.</u> No longer used by FEPP
Local Fire Department Agreements	The file should contain a copy of the signed current agreement, additions and deletions to the agreement, proof of insurance, acquisition documents, and transfer documents. Each department has a number assignment. If the LFD drops from the program, maintain the file as inactive.
Reports of Physical Inventories PMIS/E-warehouse	PROP 350 Federal physical inventories will be conducted every two years to verify the existence, current use, and continued need for property. Inventories will be conducted by region/unit staff. Unit should maintain file copies of all findings.

Review of FEPP Program The Sacramento FEPP office and the Forest Service will conduct a review of four region/ranger/contract county locations yearly. Copies of the finding and corrections should be filed for audit purposes.

The state shall retain all FEPP records for three years after disposal of the property.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)