

2.5 INVENTORY

The activity of detailing or itemizing goods, materials and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 16008 Rev. 2	<p><i>Inventories – Capital Assets</i></p> <p>Records relating to inventories of land, buildings, furniture, equipment and other capital assets. May be used for input into the statewide reporting system.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records within the Capital Assets Management System (or equivalent systems); • Asset tracking and depreciation schedules; • Running inventory control documents that describe each piece of agency-owned or leased equipment and furniture; • Data Input Sheet; • Reports (Asset, Added, Changes, Purge, Summary of Monthly File Activity). 	<p>Retain for 6 years after superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
GS 16004 Rev. 1	<p><i>Inventories – Supplies, Commodities and Parts</i></p> <p>Running inventories used to manage stocks of expendable materials such as office supplies, parts and other expendable supplies, describing the materials and indicating current stock balances.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>