

2. ASSET MANAGEMENT

The function of managing the state government agency's assets, including physical assets (facilities, land, equipment, technology, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.). Includes hazardous materials. Excludes financial assets (stocks, bonds, etc.), which are covered in the Financial Management section.

2.1 ACQUISITION AND DISPOSAL

The activities associated with acquiring/owning and disposing of state agency assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21001 Rev. 1	<p><i>Acquisition and Disposal – Assets (Other than Real Property)</i></p> <p>Records relating to the acquisition and disposal of assets other than real property (such as equipment, intellectual property, vehicles, vessels, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase orders; • Surplus property disposition records; • Registration of intellectual property rights; • Vehicle/vessel titles or copy of title if original is transferred to new owner/Department of Licensing; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004).</i> 	<p>Retain for 6 years after disposal of asset <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.1 ACQUISITION AND DISPOSAL

The activities associated with acquiring/owning and disposing of state agency assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 24004 Rev. 1	<p><i>Acquisition and Disposal – Real Property/Land/Water Rights</i></p> <p>Records relating to the acquisition and disposal of real property/land and water rights by state agencies through purchase/sale, condemnation, escheatment or donation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contracts/agreements; • Planning reports, studies, etc., regarding the acquisition/disposal; • Conveyance documentation (title searches, deeds, patents, etc.); • Related correspondence/communications. <p><i>Note: Retention based on 10-year statute of limitations relating to real property transactions (RCW 4.16.020).</i></p>	<p>Retain for 10 years after disposal of asset <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
GS 21012 Rev. 0	<p><i>Lost and Found Property</i></p> <p>Records relating to the receipt of personal property left behind in/at agency facilities, vehicles and/or events and the return/disposal of the item.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records documenting discovery of items, attempts to locate the owner of the items, and return/retention/disposal of items; • Related correspondence/communications. <p>Excludes records of the Department of Revenue relating to unclaimed property.</p> <p><i>Note: Retention based on 3-year statute of limitations for taking, detaining, or injuring personal property (RCW 4.16.080).</i></p>	<p>Retain for 3 years after return/disposal of item <i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>