

Policy: Property Management – Personal Property Records Requirements

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Personal Property Records Requirements

8. Purpose

The purpose of this policy is to identify the requirements for tracking assets in FNAL's computerized asset management tracking system.

9. Scope / Applicability

This policy applies to all personnel, activities, and processes related to managing FNAL government-owned personal property.

10. Policy

FNAL assesses every asset procured to determine the required level of tracking and accountability.

- 3.2. Property accounted for in the computerized asset management tracking system must have, at a minimum, the following fields:
 - 3.2.1. contract number or equivalent code designation,
 - 3.2.2. asset type,
 - 3.2.3. description of item (national stock number (if available),
 - 3.2.4. property control number (Government ownership identity),
 - 3.2.5. unit acquisition cost (including delivery and installation cost, when appropriate, and unit of measure),
 - 3.2.6. acquisition document reference and acquisition date,
 - 3.2.7. manufacturer's name, model and serial number,
 - 3.2.8. quantity received, fabricated, issued or on hand,
 - 3.2.9. location (physical area),
 - 3.2.10. custodian name and organization,
 - 3.2.11. use status (active, storage, excess, etc.),
 - 3.2.12. high risk designation,
 - 3.2.13. disposition document reference and date.
- 3.3. Review property records when inventories are sent to custodians during inventory process and during audits to ensure accuracy. Custodians forward discrepancies identified during periodic inventories to LPC for correction into the computerized asset management system.

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner approves this policy, identifying the necessary resources and overseeing consistent laboratory compliance.

4.2. The FESS – Logistics and Property Control Department Head is implementing and managing changes to this policy by assigning appropriate resources.

4.3. Custodians that receive inventory listings from LPC are responsible for following guidance in this policy.

5. Definitions

N/A

6. Resources / Supporting Documents

N/A

7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

8. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:36:52 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:52:20 -05'00'</small>