



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Justice/Law Enforcement

Division: Office of the Director

Sub-Section:

TITLE: 1033/Law Enforcement Support Office (LESO) Excess Property Program Application Files

CUTOFF: EOFFY in which applicant is no longer eligible

DESCRIPTION: Records related to applications to participate in the federal surplus property program authorized under 10 U.S.C. 2576a from the Department of Defense (DOD) Excess Property Program (1033/LESO Program). Records include, but are not limited to, the Law Enforcement Agency (LEA) Application to Participate, State Plan of Operation (SPO), LESO Program Application, and documentation or justification for the participating agency.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Applicants are state and local law enforcement agencies. Eligibility expires when the executive official of the law enforcement agency (e.g. chief, sheriff, director, colonel, marshal) is replaced; the local governing executive official (e.g. mayor, city administrator, county executive, county commissioner, director) is replaced; the law enforcement agency name or physical address changes; the number of full-time or part-time officers changes; property screeners are added, deleted, or changed; a new version of the SPO is released or the law enforcement agency no longer exists.

DISPOSITION ACTION: Destroy

SERIES: 24109

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: 1033/Law Enforcement Support Office (LESO) Excess Property Program Guidelines and Agreements

CUTOFF: EOFFY in which superseded

DESCRIPTION: Documentation of internal instructions, rules, plans, guidelines, and agreements between the state and federal agency. Records include, but are not limited to, policy and procedure manuals, Transitional Distribution Point (TDP) plans, TDP authorization letters, memorandum of agreements, and addendums to memorandum of agreements.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24112

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Justice/Law Enforcement

Division: Office of the Director

Sub-Section:

TITLE: 1033/Law Enforcement Support Office (LESO) Excess Property Program
Property Files - Controlled Items

CUTOFF: EOFFY in which disposition of property is disposed

DESCRIPTION: Records related to the request, receipt, transfer, or disposition/turn-in of controlled federal surplus property authorized under 10 U.S.C. 2576a from the Department of Defense (DOD) Excess Property Program (1033/LESO Program). Records include, but are not limited to, LESO Executive Order (EO) Controlled Property Application, Tactical Vehicle Request Forms or the LESO Armored Vehicle Application or the LESO Controlled Vehicle Application, Aircraft Request Forms or the LESO Aircraft Application, Watercraft Request Forms, Weapons Request Forms or the LESO Small Arms Application, Weapons Serial Number Verification Forms, ATF Form 10, ATF Form 5, authorization forms, transfer requests, turn-in requests, disposal requests, inventory lists, reports, correspondence, investigative files, and any documentation and justification for the requested property. Records kept per Defense Logistics Agency (DLA) Memorandum of Agreement.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Controlled property (e.g. DEMIL code of B, C, D, E, F, G, and Q3) is considered disposed when the property is turned-in to the DLA or local disposition is completed per authorization from the DLA. If an investigation is pending for property, disposition is not considered complete until the investigation is closed.

DISPOSITION ACTION: Destroy

SERIES: 24111

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021

TITLE: 1033/Law Enforcement Support Office (LESO) Excess Property Program
Property Files - Non-Controlled Items

CUTOFF: EOFFY in which disposition of property is disposed

DESCRIPTION: Records related to the request, receipt, transfer, or disposition/turn-in of non-controlled federal surplus property authorized under 10 U.S.C. 2576a from the Department of Defense (DOD) Excess Property Program (1033/LESO Program). Records include, but are not limited to, authorization forms, transfer requests, turn-in requests, disposal requests, inventory lists, reports, correspondence, investigative files, and any documentation and justification for the requested property. Records kept per Defense Logistics Agency (DLA) Memorandum of Agreement.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: Non-controlled property (e.g. DEMIL code A and Q6) is considered disposed 1 year from receipt date. If an investigation is pending for property, disposition is not considered complete until the investigation is closed.

DISPOSITION ACTION: Destroy

SERIES: 24110

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Criminal Justice/Law Enforcement

Division: Office of the Director

Sub-Section:

TITLE: Law Enforcement Donation Program Records

CUTOFF: EOSFY in which property is transferred

DESCRIPTION: Records related to the receipt or transfer of surplus property donated from state or local agencies exclusively to law enforcement agencies. Records include, but are not limited to, Inventory Receipts and Release of Liability forms.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24136

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016
