

Maryland State Agency for Surplus Property (MD SASP)

State Plan of Operations

December 2022

As Required by:

Title 40, United States Code- Public Buildings, Property, and Works, Subtitle I, Chapter 5,
Section 549 Federal Management Regulation (FMR) Subchapter b-Personal Property, Part 102-
37 Donation of Surplus Personal Property Subpart D- State Agency for Surplus Property 102-37-
.130

FEDERAL SURPLUS PROPERTY

1. Introduction.

This is the Maryland State Plan of operation to comply with 40 United States Code (USC) 549 and Federal Management Regulations (FMR), 41 Code of Federal regulations (CFR) 102-37, governing the acquisition and distribution of federal surplus personal property for public purposes. In the development of this plan and its subsequent implementation, consideration has been given to the relative needs and resources of all public agencies and other eligible institutions in the State.

2. Designation of State Agency.

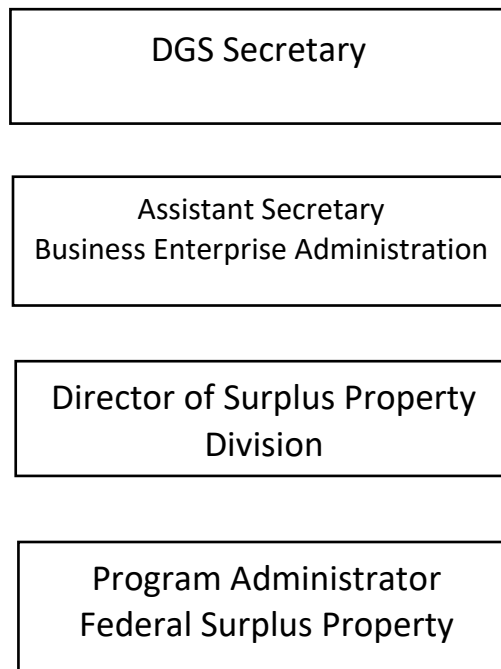
(a) *Designation.* The Department of General Services, Surplus Property Division is designated as the State Agency for Surplus Property (SASP), responsible for administration and operation of the federal surplus personal property program in Maryland as authorized by Executive Order 01.01.1987.19, and in conformance with 40 USC 549, and noted in 41 CFR 102-37.130 and 135 of the U.S. General Services Administration (GSA).

(b) *Authority.* The SASP is vested with the authority to acquire and distribute surplus property to eligible donees, carry out the other requirements of the State Plan, and to provide details concerning the organization of the agency, including supervision, staffing, structure, and physical facilities.

(c) *Organizational Structure.* (1) Administrative direction and control of the SASP is vested under the authority of the Secretary (Department of General Services) and to his subordinate designees:

- (i) Assistant Secretary of Business Enterprise Administration
- (ii) Director of Surplus Property Division
- (iii) Program Administrator, Federal Property

Line of Authority



(2) The Program Administrator of the Federal Surplus Property Program shall function as the executive official responsible for administration and operation of the federal property program in accordance with state law and in conformance with 102-37 and is authorized to delegate signatory authority to surplus property agents.

(3) *Office State Office Building, 301 West Preston Street, Suite 1527, Baltimore, Maryland
21201*

3 Accounting Systems.

Accounting System.

(1) The fiscal accounting of the SASP is performed in conjunction with the Fiscal Services Division of the Department of General Services, in accordance with the State Finance and General Accounting procedures.

(2) The Financial Management Information System (FMIS) employed by the SASP provides and maintains all the records and accounts required for a full accounting of all property requested, received, issued and disposed of, income, expenses and monthly financial status including:

- (i) Monthly invoice statements
- (ii) Accounts receivable reports
- (iii) Monthly register and report of distribution
- (iv) Daily revenue and expenditure ledger

4. Return of Donated Property.

(a) *Return of property by donee.* When a determination has been made by the SASP that property has not been placed into use by a donee within one year from the date of receipt of the property, or when the donee has not used the property for one year as a condition of donation and as certified to by the donee on the Acknowledgement receipt document, if the property is still usable as determined by the SASP, the SASP shall direct the donee to:

(1) Transfer the property directly to another eligible donee (item will be listed as available through the SASP Website, toll free number or wish list inquiry;

- (2) Transfer to another SASP;
 - (3) Physically return the property, when possible, at the donees expense.
 - (4) Make such other disposal, including by sale, through GSA, if determined by the SASP that no other requirements exist for the property.
- (b) The SASP will regularly and periodically emphasize that the donee uses the property in accordance with the conditions of the donation, when corresponding and meeting with donees and when surveying the utilization of property at donee facilities.

5. Financing and service charges.

(a) *Financing.*

- (1) An annual internal service fund appropriation is made by the State Legislature to the Department of General Services to provide funding for the SASP.
- (2) All program expenditures and disbursements of the SASP are made by the Division of Fiscal Services Division as approved by OGS in accordance with FMR 102-37.55, 102-37.275 through 285, 102-37.495, 102-37.500, 102-37.505 and Education Law §3712.
- (3) All revenue generated by the SASP through the assessment and collection of service charges is deposited into this fund to annually offset all direct and reasonable indirect program expenditures of the SASP. The State of Maryland understands and agrees that all service charge funds will be solely used to cover the direct and indirect costs of the federal surplus property program and that such a fund will not be commingled with other state funds including but not limited to the state surplus property program fund. Service charge receipts from donees are accepted in the form of business credit cards when verified by the SASP, and organizational checks or official state vouchers, and are deposited and credited by the Fiscal Services Division.

(4) In the event that funds from service charges are received in excess of the total of all program expenditures, these funds may be put in a reserve account for up to one-year previous year of operational expenses. Any subsequent service charges to donees will be reduced to the extent necessary to offset any excess income. If this one-year amount is exceeded, we will lower the service charges that are now in place until such a time that the reserve account is back to the one-year limit.

(b) *Service Charges.*

(1) Service charges assessed by the SASP shall be fair and equitable in relation to all costs, both direct and indirect, incidental to each transfer and the service performed, and subsequently necessary to be performed by the SASP. Service charges assessed by the SASP, however, shall be adequate to assure full recovery of all costs annually incurred in the administration and operation of the SASP program. Service charges in general are assessed as per the following guidelines:

- (i) Items screened in usable condition with an accurate original acquisition cost will be assessed with an 8%-10% service charge.
- (ii) Items screened in usable condition with an unrealistic acquisition cost will be assessed and requested revisions charged based on comparable acquisition cost researched from the internet.
- (iii) Items screened in poor condition, yet usable or repairable by a Donee may be assessed a lower percentage service charge.
- (iv) Items screened in poor condition yet requested by a Donee for cannibalization purposes will be assessed a lower service charge not to exceed 5%.

(v) Items screened and requested which will require extensive transportation and handling cost by the donee may receive a lower service charge not to exceed 5%.

(vi) Items screened and requested by homeless, impoverished provider programs and schools for educational purposes may be assessed a lower service charge.

(2) Total SASP costs to administer and operate the program include, but are not limited to, the following basic cost areas:

(i) Printing and postage;

(ii) Supplies and equipment;

(iii) Travel expenses and per diem.

(3) The source of funding for the operations of the Federal Surplus Property program is the State of Maryland and service charge assessed to items of property that are distributed through the program. These charges are designed to cover expenditures of operating the unit. Recipients are responsible for arranging direct donation pickups of items they are awarded, and pay for all transportation, packing, crating, and handling related costs. The program overhead includes but is not limited to general operating expenses of the program such as screening cost, utilities/communications, fuel, compliance costs, accounting/billing, insurance, printing, data processing and depreciation. These service charges are assessed on a fair and equitable basis to recover the program's monthly operating expenditures from the monthly property receipts.

(c) Federal Property Inventory System.

(1) Accountable items are those items of property with an original government acquisition cost or fair market value of \$5,000 or more and any passenger vehicles. For accountable items, the SASP sends out a letter reminding donees that obtain property with acquisition cost of \$5000 and above or motor vehicles must be put into use within a year of acquisition and complete a form

indicating when the item was put into use. In addition, these files are stored separately from other transfer orders. After 12 months, SASP will follow up by email with a utilization survey document to be completed/returned by the donee before the end of the restriction period to confirm the item has been in continuous use.

(2) As an operating unit of the Office of General Services, the SASP is required to use generally acceptable accounting practices. An appropriation account is assigned to the program and is the official record of its financial activities. Expense transactions are processed using the internal control system enacted by OGS. Purchases require preapproval by OGS' purchasing unit prior to SASP purchase. Payments are processed by OGS' Claims unit, following processes compliant with guidance established by the Maryland Comptroller's Office and the State Finance Law.

(3) Exceptions. Special or extraordinary costs may be added to the appropriate service charge as follows:

- (i) Rehabilitation property. Direct costs for rehabilitating property.
- (ii) Overseas property. Additional direct costs for returning the property.
- (iii) Screening. Extraordinary costs incurred in screening property.

6 Terms and conditions on donable property.

(a) (1) The SASP will require each eligible donee, as a condition of eligibility, to file with the agency the appropriate application, a certification of eligibility and an agreement to abide by certain terms and conditions as set forth by the GSA. Each form must be signed by the authorized representative of the donee, agreeing to these requirements prior to the donation of any surplus property.

(2) In addition, the certification of eligibility and terms and conditions will be signed by a senior official of the donee during the application process, executed to cover each donation transaction and signed by an authorized representative of the donee.

(3) The following periods of restriction are established by the SASP on all items of property with a unit acquisition cost of \$5,000 or more, and on all passenger vehicles:

- (i) passenger vehicles--18 months from the date the property is placed in use;
- (ii) items with a unit acquisition cost of \$5,000 or more -18 months from the date the property is placed in use;
- (iii) aircraft, except combat type, and vessels, 50 feet or more in length - 60 months from the date the property is placed in use. Donations of non-combat aircraft and vessels of 50' or more in length shall be subject to the requirements of a conditional transfer document form #CS407.;

(4) The SASP will impose or reinforce any and all conditions involving special handling or use limitations set by the GSA due to the characteristics of the property regardless of the unit acquisition cost.

(5) The SASP, at its discretion, and when considered appropriate, may impose additional such terms, conditions, reservations, and restrictions as it deems reasonable on the use of donable property other than items with a unit acquisition cost of \$5,000 or more, and passenger motor vehicles.

(6) The SASP will impose on all donees the statutory requirement that all items donated must be placed into use or, if the property ceases to be used for a full year and the property is still usable, the property must be returned to the SASP or otherwise transferred, as the SASP shall direct.

(b) (1) The SASP may amend, modify, or grant releases of, any term, condition, reservation or restriction it has imposed on donated items of personal property in accordance with the standards

prescribed in subpart 4 of this subsection, provided that the circumstances pertinent to each situation have been affirmatively demonstrated to the prior satisfaction of the SASP and made a matter of public record.

(2) The GSA standards for amending the terms, conditions, require that i) at a minimum of 12 months from the date of being placed into use, the trade-in will result in increased utilization value to the donee, ii) the trade-in is on a one-for-one basis only (one donated item being traded for one like item having similar use potential) and iii) the item being acquired has an estimated market value at least equal to the estimated market value of the item being traded in.

(c) *Restrictions on Property.* The SASP may amend or grant releases, during the period of restriction, from any additional terms, conditions, reservations or restrictions it has imposed on donated property, in accordance with the following standards, provided that the conditions pertinent to each situation have been affirmatively demonstrated to the satisfaction of the SASP, and have been made a matter of public record:

(1) *Secondary Utilization or Cannibalization.* Secondary utilization or cannibalization may be accomplished, provided that:

- (i) disassembly of the item, for use of its component parts for secondary use or repair and maintenance of a similar item, has greater potential benefit than utilization of the item in its existing form;
- (ii) Components with a single item acquisition cost of \$5,000 or more will remain under the restrictions imposed by the transfer document. Components with a single item acquisition cost of less than \$5,000 will be released from the restrictions imposed by the transfer document. All

components, regardless of acquisition cost will continue to be used or be otherwise disposed of in accordance with applicable law and regulations.

(iii) A written report of such action is made by the donee to the SASP, including a list of all components, resulting from the secondary utilization or cannibalization.

(2) Trade-In of an Item on a Similar Replacement. An item of donated personal property may be traded in or used as whole or partial payment for another like item of property, provided:

(i) when the request is made, the item being traded in is in compliance and the donee has not violated the terms, conditions, reservations or restrictions placed on it and it is still in a restricted period;

(ii) the item being traded in has been used by the donee for eligible purposes; or

(iii) the item acquired is made subject to the period of restriction remaining on the item traded in.

(3) Abrogation. Except in cases involving donee noncompliance with the terms and conditions of donated property, abrogation of additional restrictions imposed by the SASP may be authorized by the SASP. For any abrogation based upon a donee request to sell the donated Federal property, the SASP may allow some share of the proceeds to be retained by the donee if proper use of the Federal property occurred within the federally required continuous use time period of one year.

(4) Revision of the Acquisition Cost. The acquisition cost of an item may be revised provided that the request is made in writing by the donee, and it is determined by the SASP, with the approval of GSA, that the list acquisition cost is unrealistic in view of its research and development costs, its incompleteness due to Missing parts or its generally deteriorated condition

(5) Destruction and Abandonment. A donated item of personal property may be destroyed or abandoned by a donee when it is determined that the item has no commercial value or the

estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. The determination shall be based on a finding made in writing by the SASP, with the approval of GSA, and the SASP shall prescribe the means and methods whereby the property shall be destroyed or abandoned.

(6) *Enforcement of Compliance.* The enforcement of the terms, conditions, reservations and restrictions imposed by the SASP on donated property, or the remedy of breaches of such terms and conditions, may be satisfied:

- (i) when payment is made to the SASP, for deposit in the U.S. Treasury, of any and all fair rental values due and payable for any unauthorized use of the donated property;
- (ii) when payment is made to the SASP, for deposit in the U.S. Treasury, of either the fair market value or gross proceeds of sale, whichever is in the best interest of GSA and the State, for the unauthorized disposal or destruction of donated property;
- (iii) when donated property is recovered by the SASP and custody, accountability and distribution of such reverted property are the responsibilities of the SASP; or
- (iv) a letter of corrective action is submitted to the SASP, outlining improved accountability and use procedures.

7 Nonutilized donable property.

(a) All property in the possession of the SASP which cannot be utilized by eligible donees shall be reported by the SASP to the GSA for disposal authorization in accordance with 102-37.290-320. In accordance with this regulation, the SASP, through GSA, shall:

- (1) transfer the property to another State or federal agency;
- (2) sell the property by public sale;
- (3) abandon or destroy the property; or
- (4) effect disposal by other means as prescribed by GSA.

8 Fair and equitable distribution.

(a) The SASP will make property available to eligible donees in the State on a fair and equitable basis based on their relative needs, resources, and ability to utilize the property.

(b) Factors considered when providing for the prompt, fair and equitable distribution of property are:

(1) Relative needs. In considering request of potential recipients, the criteria for determining the relative needs will be:

- (i) size and type of program conducted;
- (ii) contemplated use and frequency of use;
- (iii) economic condition of agency, activity or institution;
- (iv) critical or urgent need;
- (v) geographical location (urban, suburban, or rural); and

(vi) interest and expression of need on the part of the donee in the property available.

(2) Relative resources. In considering request of potential recipients, the criteria for determining relative resources will be:

- (i) funding source and availability (grants, donations, taxes, etc.); and
- (ii) equipment availability.

(3) Ability to utilize. In considering requests of potential recipients, the criteria for evaluating ability to utilize property will be:

- (i) length of time in contemplated use;
- (ii) when item can be put in use;
- (iii) availability of funds to repair or maintain property in use;
- (iv) type and quantity of property received by the donee to date.

(c) Donees which suffer or experience a local disaster particularly, a Federal disaster and/or loss of property due to fire, flood, tornado, etc., will be given a temporary priority for all requested items of property. Special efforts will be made to locate and distribute needed property to them.

(d) Where competing requests are received for property items, the SASP will make a determination as to the donee based on the overall public benefit, which is based on a justification by the donee.

9 Eligibility.

(a) *State agency responsibility.* The SASP will determine the eligibility of public agencies and nonprofit health and educational institutions and organizations in accordance with 40 USC 549, and implement federal regulations 102-37.380 through 430 and 102-37.445.

(b) Procedure.

(1) The SASP will provide each applicant, upon request, with explanatory program information and requirements regarding eligibility and the necessary forms for submitting an application.

(2) Each applicant will be required to complete and submit an eligibility application which shall provide:

- (i) the legal name and address of the institution or organization;
- (ii) status of the institution or organization as a public agency; or as a nonprofit educational or public health institution or other organizations deemed eligible via separate legislation (under section 501 of the Internal Revenue Service (IRS) Code of 1954) (must show proof of being federally tax exempt under section 501(c) of the IRS Code);

- (iii) details concerning the institution or organization public program activities or, if it is a nonprofit institution or organization, its educational or public health program or programs including the specific educational or medical facilities of the organization;
- (iv) documentary evidence that the institution or organization is approved, accredited or licensed, if such may be a requirement of one or more of the institution or organization programs;
- (v) certification that the institution or organization is not debarred, suspended or excluded from any federal program including procurement programs;
- (vi) execution by the administrative head or chief executive officer of the institution or organization, of a certification and agreement designating one or more representatives to act for the institution or organization acquiring donable property from the SASP, to obligate necessary funds of the institution or organization for this purpose and to execute State agency distribution documents certifying to compliance with the terms, conditions, reservations and restrictions that the SASP and/or GSA may establish on the use and disposal of property;
- (vii) execution of an assurance of compliance with GSA regulations on nondiscrimination including 40 USC 122, Title VI of the Civil Rights Act of 1964 (42 USC. 2000d-2000d-4a), as amended, and section 504 of the Rehabilitation Act of 1973(29 USC 794), as amended, and Title IX of the Education Amendments of 1972(20 USC 1681-1688), as amended, and section 303 of the Age Discrimination Act of 1975(42 USC 6101-6107); and
- (viii) information as to size and scope of institution or organization program(s); sources of funds; annual budget and financial resources; resident population; number of persons, pupils, patients, inmates or clients served; and/or other basic data as may be pertinent to evaluation of the institution or organization's relative needs and resources; and a statement on the kind of equipment, vehicles, machines or other items of property needed by the institution or organization.

(c) *Eligibility to receive donated surplus federal property.*

(1) Section 549(d) of title 40, United States Code authorizes federal surplus property under the control of the Department of Defense (DOD) to be donated, through the SASP, to service educational activities (SEAs) which are of special interest to the armed services.

(2) Section 549(c)(3) of Title 40 of the USC authorizes the SASP to donate surplus federal property to public agencies and to non-profit educational or public health institutions such as:

(i) medical institutions;

(ii) hospitals;

(iii) clinics;

(iv) health centers;

(v) drug abuse or alcohol treatment centers;

(vi) providers of assistance to homeless individuals;

(vii) providers of assistance to impoverished families and individuals;

(viii) schools;

(ix) colleges;

(x) universities;

(xi) schools for the mentally disabled;

(xii) schools for the physically disabled;

(xiii) child care centers;

(xiv) radio and television stations licensed by the Federal Communications Commission as educational radio or educational television stations;

(xv) museums attended by the public;

(xvi) libraries, serving free all residents of a community, district, State or region; and

(xvii) historic light stations as defined under section 308(e)(2) of the National Historic Preservation Act (16 USC. 470w-7(e)(2)), including a historic light station conveyed under subsection (b) of that section, notwithstanding the number of hours that the historic light station is open to the public.

(3) Section 213 of the Older Americans Act of 1965, as amended (42 USC. 3020d), authorizes donations of surplus federal property to State or local government agencies, or nonprofit organizations or institutions that receive federal funding to conduct programs for older individuals.

(4) Eligibility forms can be accessed using the following links:

<https://dgs.maryland.gov/Pages/SurplusProperty/index.aspx>

(5) The SASP may request the GSA assistance in making eligibility determinations.

(d) *Maintaining eligibility.*

(1) The SASP shall review and update donee's eligibility every three years to continue a donee's eligibility except those files which require annual licensing, accreditation or approval. The agency shall ensure that such files are updated prior to the expiration date(s).

(2) When an eligible donee ceases to operate or loses its license, accreditation or approval, or otherwise fails to maintain its eligibility status or conform to imposed program requirements, that

SASP shall temporarily defer the previously determined eligible donee from program participation.

10 Compliance and utilization.

(a) *Scope of compliance actions.*

(1) The SASP shall effect reviews of donee compliance with the terms, conditions, reservations and restrictions applying to the use of property and on all items of property having a unit government acquisition cost value of \$5,000 or more, and any passenger motor vehicle to verify that the donated property is placed into use and continuously used for the full restriction period, for the purpose for which it was acquired.

(2) Such reviews and investigations will also include a review of donee compliance with any special conditions or use limitations imposed on items of property by the administrator of GSA, pursuant to 102-37.460 through 475 and 102-37.480 through 495, and as may be imposed by the State.

(b) *Method and frequency of review.*

(1) The SASP shall investigate the utilization of property and donee compliance with the terms and conditions of donation by the ongoing issuance of email questionnaires.

(2) All motor vehicles and items of property having a government acquisition cost of \$5,000 or more, and items subject to special use conditions or requirements, will be checked as to utilization by the issuance of a utilization questionnaire, mailed to and required to be returned by the donee, six months after donee receipt of any such item. A second “continuous use” utilization survey form for donee’s completion will be disseminated following 12 months of use for the donee to complete/return prior to the end of the full restriction period

(3) Onsite visits to active donees may be conducted at least once during the compliance period with the objective of reviewing the utilization of passenger vehicles and items over \$5,000. A utilization review report will be prepared for the onsite visit for the donees file.

(c) *Action taken on reports.*

(1) Actions taken by the SASP to correct instances of noncompliance may include, but not be limited to:

- (i) administrative action with donee;
- (ii) transfer or recapture of unused or misused property;
- (iii) temporary deferment of eligibility;
- (iv) assessment of financial penalties (with GSA concurrence); and
- (v) decision to render ineligible.

(2) The SASP must immediately report to GSA where there is evidence of or an allegation of fraud, or wrongdoing.

(3) The SASP will also report to GSA any cases of misuse of property, or unauthorized disposal or destruction of property and will take such action as may be necessary to correct such misuse, disposal or destruction and to assist GSA and other responsible federal or state agencies in the investigation of any such cases involving fraud, misuse or destruction of property.

11 Consultation and Outreach with public and private groups.

(a) The SASP will arrange for and participate in local, regional and statewide meetings of such public and private organizations and associations representing public agencies, education, public health and civil defense, to present information on the program, discuss procedures and problems

and to obtain recommendations as to donee needs, resources and special requirements, the utilization of donable property by donees, and the distribution of property to fill existing needs.

(b) The SASP will regularly provide and disseminate information on the donation program in the form of bulletins, announcements, procedural circulars, property listings and other informational media, including surveys of specific needs, to state and local officials and to heads of nonprofit institutions and organizations.

(c) The SASP will survey (in consultation with advisory bodies and public and private groups) eligible donees annually to provide expressions of need for specific items so that the SASP may advise GSA of requirements for specific items of property to meet specific and unusual needs.

12 Audits.

(a) An internal audit of the operations and financial affairs of the SASP may occur as needed. Copies of all such internal audit reports and corrective actions taken shall be submitted to GSA in a timely manner.

(b) In accordance with 102-37.345 through 355, for each year in which the SASP receives \$500,000 or more a year in surplus property or other federal assistance, or donates \$500,000 or more to a (single) donee, SASP will adhere to Single Audit Act and particularly the OMB Circular A-133 requirements for audit requirements for both the recipient (SASP) and sub-recipient (donee).

(c) If an external audit is conducted pursuant to Circular A-133, the SASP shall immediately upon completion, furnish the GSA regional office with (i) two (2) copies of any audit report

made pursuant to the Circular, or with two (2) copies of those sections that pertain to the Federal Donation Program and (ii) an outline of all corrective actions taken with respect to any exceptions or violations indicated by the audit and scheduled completion dates for actions. It is agreed that GSA may, for appropriate reasons, conduct its own audit of the SASP following due notice to the Governor of the reasons for such audit, and may visit the SASP for purposes of reviewing the SASP's administrative and operational procedures and records.

(e) Financial records and all other books and records of the SASP shall be available for inspection by representatives of GSA, the General Accounting Office, or other authorized federal agencies.

13. Cooperative agreements.

(a) Authority of the SASP to enter into cooperative agreements, as provided for by Title 40, USC – Public Buildings, Property, And Works, Subtitle I, Chapter 5, Section 549, is vested in the broad general language of Section 3712 of the New York State Education Law (see section 298.2 of this Part) which states in part that “the Commissioner of Education, or such other state officer as may be designated by the Governor, is hereby authorized.....to do any and all acts necessary to carry out the foregoing duties of such agency for surplus property in accordance with 40 USC 549, and the rules and regulations of any of the departments or agencies of the United States of America duly adopted in accordance therewith.”

(b) The SASP will enter into such cooperative agreements with federal agencies and other state agencies as may be necessary in accordance with 102-37.270 and 102-37.325 through 340. Such agreements may involve, but not be limited to:

- (1) use of property by SASP;
- (2) overseas property;
- (3) others, as may be necessary.

14 Liquidation.

(a) In the event, or at the time, a determination has been made by state officials to liquidate the SASP, a liquidation plan will be prepared in accordance with 102-37.365 and 370 of the regulations.

(b) The liquidation plan shall include:

- (1) reasons for liquidation;
- (2) schedule for liquidating the SASP and estimated date of termination;
- (3) method of disposal of any SASP physical and financial assets;
- (4) retention of books and records for a two-year period following liquidation; and
- (5) designation of another governmental entity to serve as the successor in function until

continuing obligations on property donated prior to the closing of the SASP are fulfilled.

(c) Such a plan will be submitted to GSA and approval secured prior to the beginning of the liquidation.

(d) A liquidation plan constitutes a major amendment of an agency's plan of operation and, as such, requires public notice.

15 Forms.

(102-37.205) Documents in use by the SASP to evidence the distribution of property to eligible donees are:

- (a) Eligibility Application
- (b) Participation Agreement and Designation of Authorized Representatives
- (c) Donee Pickup Notice
- (d) Vessel Conditional Transfer Document
- (e) Combat Aircraft Conditional Transfer Document
- (f) Non-Combat Aircraft Conditional Transfer Document
- (g) Nondiscrimination Assurance Form
- (h) Invoice Document
- (i) Utilization/Cannibalization Survey Form

16 Records.

(a) All official records of the SASP will be retained for a minimum period of three years, provided that in cases involving property subject to restrictions for more than two years, related records will be retained for one year beyond the specified period of restriction.

(b) In cases where property is in compliance status at the end of the period of restriction, the related records shall be retained for at least one year after the respective compliance case is officially closed by GSA.

(c) Records involving property with perpetual restriction must be retained in perpetuity.

Summary of “Periods of Restriction and Records Retention Requirements” for donable property.

Property Item	Period of Restriction (POR)	Records Retention after POR
---------------	-----------------------------	-----------------------------

1. Combat configured aircraft	Perpetuity	Perpetuity
2. Firearms	Perpetuity	Perpetuity
3. Non-combat aircraft	5 years	3 years
4. Vessels (50 feet or more in length)	5 years	3 years
5. Motor vehicles and items with acquisition costs of \$5,000 or more	1 year plus additional state imposed restriction period (usually six months)	3 years
6. Other property less than \$5,000	1 year	3 years
7. Foreign Gifts	10 years	3 years