

## Fixed Asset Records

Record Title	Description	Retention	Classification	Comments	Schedule #
Annual Fixed Asset Report	These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.	Retain until updated or superseded	Public	Approved by GRAMPA 10/23/2002	FS-01
Equipment Inventories Files	These files contain the annual inventory of county equipment, supplies and other items owned or administered by the county.	1 year after being reconciled with subsequent inventory.	Public	Approved by GRAMPA 10/23/2002	FS-03
Fixed Asset Lists	These are listings of all county property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.	10 years	Public	Approved by GRAMPA 10/23/2002	FS-04