

March 26, 2013

GSA BULLETIN FMR B-36
Handling of Safes and Locking File Cabinets

TO: Heads of Federal Agencies

SUBJECT: Safes and Locking File Cabinets

1. What is the purpose of this Bulletin? This Bulletin provides guidance to Federal agencies regarding the preparation of excess safes and locking file cabinets for disposal.
2. When does this bulletin expire? This Bulletin will remain in effect until cancelled.
3. What is the background? In several instances, agencies have reported safes and locking filing cabinets for re-utilization and sales, but the units were locked and inaccessible. Thus, the purpose of this Bulletin is to ensure that Federal agencies are following the proper procedures when reporting safes, locking file cabinets, or other locking storage units in Federal Supply Class (FSC) 7110 and FSC 7125 with disposal condition codes of 1 and 4 to GSA for disposal. In the event that this property is selected for transfer, donated to eligible recipients, or made available for sale to the general public, it is required that the property be accompanied with the proper key/combination to access it and to ensure that sensitive documents and other Government property are removed prior to reporting. GSA will not transfer, donate or otherwise sell any units with disposal condition codes of 1 or 4 that are locked and/or inaccessible.

When such property is reported with disposal condition codes 7, S, and X, keys and combinations are not required to accompany the property – but should be provided if available – and sensitive documents and other Government property should be removed prior to reporting.

4. What should agencies do when reporting safes and locking file cabinets to GSAXcess?

When reporting safes and locking file cabinets for disposal, agencies should ensure they are unlocked and accessible by the recipient. When available, combinations and/or keys should be attached to the outside front of the safe or cabinet; if additional copies of keys or combinations are available, such copies should be attached to the inside of the safe or cabinet. All contents of the container (e.g., paperwork and personal property) should be removed prior to reporting the property as excess.

5. Who to contact for additional information? For any additional information contact Mr. Robert Holcombe at robert.holcombe@gsa.gov.

By delegation of the Administrator of General Services Administration,



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