

December 21, 2001

PX-2001-05

MEMORANDUM FOR ALL REAL PROPERTY LEASING ACTIVITIES
(PX DISTRIBUTION LIST)

FROM: PAUL M. LYNCH (signed)
ASSISTANT COMMISSIONER FOR
BUSINESS PERFORMANCE - PX

SUBJECT: Lease File Secure Storage

1. Purpose. This real property letter transmits a recommended secure lease file repository procedure.
2. Background.
 - a. PricewaterhouseCoopers LLP (PwC) prepared an FY 2000 Management Letter under contract to the Office of Inspector General (IG) that addressed leasing. The leasing matter was included in the IG's Report Number A001012/B/F/F01012 and transmitted by the Regional Inspector General for Auditing to the Acting Commissioner on May 29, 2001.
 - b. PwC "reviewed the leasing files to ensure the files were properly documented" and found some files and documentation could not be found in a timely manner. Accordingly, the report recommended that PBS "Maintain documentation in one central location. An on line repository or document checkout system are possible solutions." PBS management agreed with the recommendation.
3. Effective Date/Expiration Date. These instructions are effective immediately on or after the date of issuance, and will expire 12 months from the date of issuance, unless extended.
4. Cancellation. None.
5. Applicability. All real property leasing activities.
6. Instructions/Procedures.
 - a. Realty Specialists shall be responsible for maintaining leasing files. This responsibility includes the proper documentation within the contract files, as well as, the safe keeping of the file itself.
 - b. Proper documentation includes compliance with applicable laws, regulations, internal procedures, and the current edition of the Standard Lease File Index initially issued by Real Property Letter PX-2001-04 dated October 26, 2001.
 - c. Under current regional organizations, realty professionals are not conducting leasing and maintaining lease files exclusively in the regional headquarters; however, consistent file management is essential. Pending the adoption of an electronic lease file system in your region, the regional real estate director or designee shall provide common, secure, but accessible file locations in the geographical locations where files are maintained. The director shall assign responsibility for the control and safeguarding of the documents to an associate(s). The associate(s) shall maintain a log to document when files are checked out. The log shall include the name and phone number of the associate checking out the file, along with the date checked out and estimated date the file will be returned.