

**UNITED STATES  
DEPARTMENT OF THE INTERIOR**

**REPORT OF SURVEY**

Page \_\_\_\_\_ of \_\_\_\_\_

Report No.

Date

**A. Originating Office and Telephone No. (include area code)**

**Accountable Office and Location**

The following items are: (check one)     Lost     Stolen  
  
 Damaged     Destroyed     Other (specify)

**A statement of circumstances involving the identified property is attached.**

Signature of Accountable Officer:

Date:

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE

**B. To the best of my knowledge the attached statement(s) of circumstances are correct.**

Signature of Cognizant Employee:

Date:

Signature of Custodial Officer:

Date:

**C. Board of Survey findings and determinations: A complete statement of Board findings and determinations is attached.**

Signature of Board Chairperson:

Date:

Signature of Board Member:

Date:

Signature of Board Member:

Date:

**D. Reviewing Authority:**  Approved  Returned for technical insufficiency (statement attached)

Signature:

Date:

Disagree with Board of Survey Findings and Determinations (statement attached)

**E. Head of Bureau or Office: (required only for disagreement between Board and Reviewing Authority)**  
Statement of resolution:

Signature:

Date:

**F. CERTIFICATE OF DISPOSITION/DESTRUCTION**

I certify that the Item(s) No \_\_\_\_\_ listed above have been destroyed, abandoned, or disposed of as directed by a Board of Survey.

Official Responsible for Disposition/Destruction:

Title:

Signature:

Date:

Witness Name (for Destruction only):

Title:

Signature:

Date:

**G. Adjustment to property records (Property Official Signature):**

Date Completed

Financial Official Signature (if Required):

Date Completed

## CONDITION CODES

- 1 = Unused—good
- 2 = Unused—fair
- 3 = Unused—poor
- 4 = Used—good
- 5 = Used—fair
- 6 = Used—poor
- 7 = Repairs required—good (less than 15% of Original Acquisition Cost (OAC) required).
- 8 = Repairs required—fair (16-40% of OAC required).
- 9 = Repairs required—poor (41-65% of OAC required).
- X = Salvage—Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.
- S = Scrap—there is no remaining value except for basic material content.