

FINAL EVENT CATEGORY	DESCRIPTION OF DOCUMENTATION	SPECIFIC FORMS
ASSET SOLD	A copy of all documentation pertaining to sale, including the printed/typed name and signature of buyer. (Some forms may not contain a form number)	www.gsaxcess.gov Print all documentation regarding the assets sold through GSA
CANCELLATION OF CONTRACT	Provide a copy of the cancellation including a list of the items to be canceled to include decal and/or serial numbers.	OF-347
DAMAGED PROPERTY	Provide a copy of Report of Survey (ROS) or a receipt from the Manufacturer returning the item to company.	HHS-342 or a Manufacturer Receipt
DESTROYED PROPERTY	Name and address of location where destroyed and disposed. List of all items that were destroyed including HHS Decal Number and Serial Number. Witness MUST sign Section 10 on the ROS. Witness must include a Statement of Destruction on GSA documents, signature, and date.	HHS-342 or GSA approval documents
DISPOSED TO RECYCLER	Provide documentation from the recycler showing date of receipt, recipient signature and address.	HHS-22 (Rev 8/00) or CDC 0.993 (E)
INVENTORY ADJUSTMENT	This document is used for: <ul style="list-style-type: none"> - making a cost adjustment to an item(s) - removing an item(s) from the active inventory due to a change from accountable to non-accountable - removing an item(s) from the active inventory due to a change from sensitive to non-sensitive - assembly or disassembly of equipment (systems, sets, kits) - adding items "found" during an inventory 	HHS-365
REPORT OF SURVEY	Completed ROS to include supporting documentation. For stolen items a copy of the guard, police, FPS, or any other police agencies reports MUST be included as part of the ROS.	HHS-342 and Police reports as necessary
RETURN OF PURCHASED ASSET	Provide signed documentation showing item(s) received by company.	Manufacturer Receipt
SCHOOL DONATIONS	Printed Name and signature of the recipient. Name and Address of receiving organization on specific form. (Copy of a driver's license and/or other picture ID of the representative from receiving organization as prescribed by HHS LMM).	HHS-22 (Rev 8/00), Certification Letter and School Letter Head letter (found under FORMS on the PMIS Homepage) or CDC 0.993 (E)
TRADE-IN	A copy of the Purchase Order showing the trade in. Must also reflect the dollar amount credited for the trade in(s) on the Purchase Order or contract.	OF-347/ Purchase Order

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TRANSFER TO A NON HHS FED AGENCY	Completed copy of the documentation supporting the transfer to include signature and date.	HHS-22 (Rev 8/00) or SF 122
TRANSFER TO DRMO	Attach all documentation, including DRMO receipts.	DD1348
TRANSFER TO GSA FOR DISPOSAL	All GSA supporting documentation including recipient signature and date.	www.gsaccess.gov
TRANSFER TO A NON FED AGENCY	Completed copy of the documentation supporting the transfer to include recipient signature and date.	www.gsaexcess.gov or HHS-22
TRANSFER TO OTHER HHS AGENCY	Completed copy of the documentation supporting the transfer to include recipient signature and date.	HHS-22 (Rev 8/00) or CDC 0.993 (E)
TRANSFER TO PUBLIC LAW 638 ENTITIES (TRIBES)	Tribal Name City State T1/T5 Status 638 Contract/Compact Number Recipient Signature and Date and any other supporting documentation	HHS-22 (Rev 8/00)
TRANSFER TO UNICOR	Completed copy of the documentation supporting the transfer to include recipient signature and date.	HHS-22 (Rev 8/00) or SF 122 or CDC 0.993 (E)
WARRANTY REPLACEMENT	Copy of documentation replacing item(s) This includes a receipt from the Manufacturer stating they received the items.	HHS-22 (Rev 8/00) and Manufacturer receipt

ADDITIONAL NOTES:

1. All assets with memory or that have stored data classified as sensitive (such as CPUs, laptops or external hard drives) that have been surplus, donated or transferred MUST reflect IT Clearance that data has been removed IAW current HHS OCIO standards. If assets have been lost or stolen and Final Event is requested via a Report of Survey, a statement should be included to disclose whether personal data was contained on the lost or stolen equipment and if the assets are identified to have contained personal data, the Report of Survey should document what steps were taken to inform OPDIV/STAFFDIV management that a potential risk exists for the compromise of personal or sensitive data.
2. Any documentation pertaining to a FINAL EVENT should contain the HHS Decal Number and Serial Number of the item(s) being requested to be removed from PMIS.
3. When multiple pages of a form (HHS-22, CDC 0.993, etc.) are submitted as a package they should be numbered, i.e., 1 of 5, 2 of 5, 3 of 5, etc., to insure no pages are missing. Each document MUST contain signature of the government representative preparing and/or conducting the Final Event Transaction and IT clearance when required as described above in note 1.
4. An email notification will go out to the designated representatives of an Organization affected by the FINAL EVENT of an asset. The ACR or IM can also run a Daily Transaction Report to view all assets that were retired through a Final Event transaction during a designated period.