DI-103
(Rev. 6/88)

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)* ☐ Disagree with Board of Survey Findings and Determinations *(statement attached)*	Signature:	Date:
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.

*U.S. GPO: 1993-774-017/67043