

PHYSICAL INVENTORY

A physical inventory is the actual counting and recording of all accountable and sensitive personal property. The Information Management Division conducts two physical inventories per year on Office of the Secretary and Office of the Inspector General personal property. The physical inventory is important because it:

- Ensures there are complete property and financial records,
- Examines how well OS is tracking personal property,
- Determines if any property items are missing, and
- Determines if all new property has been barcoded and entered into the property tracking system.

For information on your office's personal property records, contact the Information Management Division, (202) 482-8246.