

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-065-03-3</i>	DATE RECEIVED <i>6-7-2003</i>
1. FROM (Agency or establishment) <b>Department of Justice</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>Federal Bureau of Investigation</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.	
3. MINOR SUBDIVISION <b>Records Management Division (RMD)</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>William Shackelford</b>	5. TELEPHONE <b>202-324-6903</b>	DATE <i>10-9-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <b>06/03/2003</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maree B Allen</i>	TITLE <b>Section Chief / Supervisory Archivist Records Policy and Administration Section - RMD</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center"><b>Asset Forfeiture Program (AFP) Forfeiture Administrative Documentation/Workpapers</b></p> <p>FBI forfeiture responsibilities are managed by the Asset Forfeiture and Money Laundering Unit (AFMLU), Criminal Investigative Division (CID); the Forfeiture and Seized Property Unit (FSPU), Finance Division (FD); and the Legal Forfeiture Unit (LFU), Office of General Counsel (OGC). CID is the program manager and with input from the FD and OGC sets the policy for all forfeiture issues and is responsible for the overall direction of the program.</p> <p>The FSPU is responsible for the administrative management of the AFP, including property procurement and financial service functions. The FSPU processes property for forfeiture or property to be abandoned to the government including the notices to parties in interest. The FSPU is responsible for all administrative issues relating to seizure of property, the return of property under quick release procedures, placement of forfeited and abandoned property into official government use and the maintenance and security of property during the forfeiture proceedings.</p> <p>The forfeiture files are administrative files which contain FBIHQ documentation/workpapers associated with the forfeiture activities which stem from the main investigative case file. These files are categorized as forfeiture (F), abandonment (A), indictment (I) or statistical (S). The material within the files includes documentation such as copies of interviews, police reports, lab reports, affidavits for search and seizure warrants, FD-302s, criminal histories, appraisal information and other miscellaneous documentation which supports the forfeiture. After being submitted to FBIHQ for review and processing,</p> <p><i>cc Agency, DR, NWMW</i></p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>additional administrative documents are added to the files such as notice letters, publication verification forms, forfeiture declarations, address checks, incarceration checks, equitable sharing forms, and requests for official government use of property. In addition, any supplemental supporting documentation from the submitting field office is also included in the administrative files.</p> <p>These files are solely administrative in nature and contain no original documentation directly associated with the investigative matter. All original forfeiture documentation is placed in the Sub FF of the applicable investigative case file maintained by the Office of Origin. The files are maintained in a filing scheme, unique to the FSPU, which utilizes the cost code of the submitting office, fiscal year of the forfeiture, type of forfeiture and a sequential filing number, i.e., 3140-95-F-053, 3140-95-A-054, 3140-95-I-055, 3140-95-S-056.</p> <p>DISPOSITION:</p> <p>A. Forfeiture administrative documentation/workpapers files.</p> <p>DESTROY eleven years after end of fiscal year of the forfeiture.</p> <p>B. Electronic Records</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by this schedule.</p> <p>DESTROY within 60 days after the record-keeping copy has been produced.</p>		