



Title Civil Penalties, Criminal Fines, Forfeited Property and Proceeds from the sale of forfeited property

Records relating to documentation associated with the the collection of penalties, fines, the proceeds of forfeited property and forfeited property The file includes all administrative issues relating to seizure of property, return of property under quick release procedures, placement of forfeited and abandoned property into official government use, the maintenance and security of property during the forfeiture proceedings, and the collection of civil penalties and criminal fines Documentation such as copies of voluntary abandonment, notice of seizure and settlement forms, and voluntary abandonment deposits, seized funds deposit and transfer memos, and other miscellaneous documentation which supports the forfeiture May also include additional administrative documents added to the files such as notice letters, publication verification forms, forfeiture declarations, equitable sharing forms, and requests for official government use of funds May also include financial management forms documenting the use of such funds

DISPOSITION

1 Administrative Forfeiture documentation.

Documents relating to collection, management, and disposition of funds received for fines/penalties, and proceeds of forfeited property. Records relating to a wide variety of acquisition documents including purchase card use documentation, purchase orders, delivery orders, requisitions, summary settlements and request for obligation-CMP Fund form

Cut off closed cases annually Retire to FRC one year after cutoff DESTROY seven years after annual period during which the case was closed.

2 Forfeited Property Case files

Copies of records relating to interviews, police reports, lab reports, affidavits for search and seizure warrants, criminal histories, appraisal information and other miscellaneous documentation supporting the forfeiture Includes notice letters, publication verification forms, address checks, incarceration checks, equitable sharing forms, request for official use of property

Cut off closed cases annually Destroy when 7 years old

3. Asset Forfeiture database.

- (1) Electronic spreadsheets/database generated to support administrative, seizure, custody, notification, claim, petition, forfeiture, disposal, official use, income and expenses, abandonment of property and seized for forfeiture, agreements, understandings and reports

Destroy 7 years after the year in which the funds were spent

- (2) Records that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete after recordkeeping copy is generated and placed in a recordkeeping system

\* updated per telecon of 01/12/11 with Diana Arroyo, NOAA/NMFS/OLE.  
AW, 01/12/11