

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	N1-87-10-6
1 FROM (Agency or establishment) Department of Homeland Security		Date Received	6/29/10
2 MAJOR SUB DIVISION United States Secret Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Professional Responsibility		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Paul T Johnson	5 TELEPHONE 202-406-9233	DATE	ARCHIVIST OF THE UNITED STATES 20 NOV 10
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 <u>1</u> page(s) are not needed now 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 the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/24/10	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Chief Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>Asset Seizure and Forfeiture Records</p> <p>This schedule includes records that consist of seizure and forfeiture (administrative, civil judicial, criminal, and Reverse Asset Sharing) case files. The Secret Service Asset Forfeiture program (within the Office of Investigations) and Field Offices work with the Criminal Investigative Division, the Office of the Chief Counsel, the Treasury Executive Office for Asset Forfeiture, the Department of Justice (Attorney General), and the Federal courts to process all Secret Service seizures and forfeitures. The seizure and forfeiture process includes tracking assets seized by the Secret Service during investigations, reports on the status of assets while in custody, reports on the disposition of assets, distribution of proceeds from asset sales, and other disposal methods for forfeited or seized assets.</p> <p>Asset seizure and forfeiture records that are part of an investigative case are maintained with the corresponding case file. The disposition authorities for Secret Service Investigative Records are found in NC1-87-84-001 and N1-087-89-002.</p> <p>Asset Seizure and Forfeiture Files</p> <p>Non-investigative case files which document the forfeiture process from the initial seizure of property (cash, real or personal property, etc.) to disposition. These files may contain, but are not limited to, inventory forms, correspondence, financial information, civil judicial actions, affidavits containing the case agents' names on file, purchase card information, information supporting the forfeiture action, claims, petitions, petition decisions, notice letters to victims, advertising, property appraisals, ownership documents, delivery receipts of notice letters, and copies of checks, which are maintained by the Secret Service Asset Forfeiture program under this schedule.</p> <p>TEMPORARY Transfer to the Federal Records Center (FRC) after the seizure or forfeiture case is closed. Cut off the closed case file at the end of each calendar year. Destroy six years from the seizure or forfeiture case closure.</p>		