

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-60-10-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/6/09	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Justice Management Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Controller, Asset Forfeiture Management Staff			
4 NAME OF PERSON WITH WHOM TO CONFER Sherrri Lopez	5 TELEPHONE NUMBER 202-305-9612	DATE 7 Apr 11	ARCHIVIST OF THE UNITED STATES 
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 for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 12/1/2010	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE 12/1/2010	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Asset Forfeiture Records The Asset Forfeiture Management Staff (AFMS) provides asset management and financial oversight to the Asset Forfeiture Program including financial management, audits, contracts, and automation. SEE ATTACHED		

The Comprehensive Crime Control Act of 1984 established the Department of Justice Assets Forfeiture Fund to receive the proceeds of forfeiture and to pay the costs associated with such forfeitures, including the costs of managing and disposing of property, satisfying valid liens, mortgages, and other innocent owner claims, and costs associated with accomplishing the legal forfeiture of the property

1 AFF Reimbursable Agreements (RA)/ Suballotment Advice (SA)

Records include correspondence, funding allocation documents, fully executed RA or SA, invoices (SF1081 – Voucher and Schedule of Withdrawal and Credits) and accompanying documents

*Disposition Temporary Cut off at the end of fiscal year in which the funds are expended
Destroy 7 years after cutoff*

2 Quarterly Reports

Records include reports showing status of obligations and allotments under each authorized appropriation

Disposition Temporary Cut off at the end of fiscal year Destroy 7 years after cutoff

3 Super Surplus Fund

Excess unobligated balances of the AFF designated from the remaining year operations for any federal law enforcement, litigative/prosecutive, and correctional activity, or any other authorized purpose of the Department of Justice These funds are managed by the Attorney General for any authorized purpose as defined in 28 U S C. §524(c) These funds are subject to congressional notification Records include copy of congressional subcommittee letters authorizing requests, RA between DOJ and DOJ Component, and supporting documentation.

Disposition Temporary Cut off at the end of fiscal year in which funds are expended Destroy 7 years after cutoff