

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0015**

Schedule Status **Approved**

Agency or Establishment **Marshals Service**

Record Group / Scheduling Group **Records of the United States Marshals Service**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Asset Forfeiture Division**

Schedule Subject **Seized and Forfeited Assets**

Internal agency concurrences will be provided **No**

Background Information **The Asset Forfeiture Division generates a variety of records regarding property seizure, receipt, and return; service of process; and case folders.**

The United States Marshals Service handles judicial security, apprehends federal fugitives, manages asset seizure and forfeiture, houses and transports federal prisoners, and operates the federal Witness Security Program.

ACCESS RESTRICTION: FOIA Exemptions 6 (personal privacy) and 7 (law enforcement records)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0015

Sequence Number	
1	Annual Seized Property and Evidence Register Disposition Authority Number: DAA-0527-2013-0015-0001
2	Process Receipt and Return (USM-285) Disposition Authority Number: DAA-0527-2013-0015-0002
3	Property Case Folders, Including Microfilmed records. Disposition Authority Number: DAA-0527-2013-0015-0003
4	Pre-Seizure Case File Folders Disposition Authority Number: DAA-0527-2013-0015-0004

Records Schedule Items

Sequence Number	
1	<p>Annual Seized Property and Evidence Register</p> <p>Disposition Authority Number DAA-0527-2013-0015-0001</p> <p>Registers of seized and forfeited assets. Registers are closed when assets leave USMS custody.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-527-97-12 Item 1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 3 year(s) after the registry is closed.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Process Receipt and Return (USM-285)</p> <p>Disposition Authority Number DAA-0527-2013-0015-0002</p> <p>Form USM-285 is a five-copy formset designed as a control document for process served by a United States Marshal or designee. USMS will maintain a "Billing Statement" copy of the form.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

3	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NI-527-97-12 Item 2
	Disposition Instruction	
	Retention Period	Destroy 3 years after serving the USM-285.
	Additional Information	
	GAO Approval	Not Required
	Property Case Folders, Including Microfilmed records.	
	Disposition Authority Number	DAA-0527-2013-0015-0003
	Records pertaining to all seized and forfeited property, i.e. real property, cash, vehicles, or jewelry.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	NI-527-97-12 Item 3	
Disposition Instruction		
Cutoff Instruction	Cut off closed cases annually.	
Transfer to Inactive Storage	Retire to FRC one year after cutoff.	
Retention Period	Destroy seven years after cutoff.	
Additional Information		
GAO Approval	Not Required	
4	Pre-Seizure Case File Folders	
	Disposition Authority Number	DAA-0527-2013-0015-0004
	Records pertaining to pre-seizure activities in which the USMS was requested to order ownership/valuation products on properties targeted for forfeiture, including the USMS Pre-Seizure Analysis	

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction	
Cutoff Instruction	Close pre-seizure file one year from the date of pre-seizure recommendation as long as there have been no additional requests on the targeted property. (If there have been additional requests, close the file one year after the date of the last request).
Retention Period	Destroy 6 months after file closure.
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/09/2013	Certify	Robin Wise	Records officer	United States Marshals Service - Office of Policy and Records Management
02/06/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/15/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
05/20/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
07/08/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
07/10/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/10/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/17/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist