(See Instructions on reverse) To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1. FROM (Agency or establishment) Department of Justice 2. MAJOR SUBDIVISION Federal Bureau of Investigation 3. MINOR SUBDIVISION Records Management Division (RMD) 4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE William Shackelford 202-324-6903 6. A GENCY CERTIFICATION 1 hereby certify that I am authorized to act for this agency in matters p and that the records proposed for disposal on the attached _2 page of this agency or will not be needed after the retention periods speci the General Accounting Office, under the provisions of Title 8 of the Agencies, X is not required; is attached; or DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE 06/03/2003 MAM BULL Record 7. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO. Asset Forfeiture Program (AFP) Forfeiture Administrative Documentation/Workpapers FBI forfeiture responsibilities are managed by the Asset Forfeiture and Mo Laundering Unit (AFMLU), Criminal Investigative Division (CID); the Forfeit and Seized Property Unit (FSPU), Finance Division (CD); the Forfeit and Seized Property Unit (FSPU), Finance Division (CD); the Porfeit and Seized Property Unit (FSPU), Finance Division (CD); the Corfeit and Seized Property Unit	(s) are not now needed for the business fied; and that written concurrence from
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issues and is responsible for the overall direction of the program. The FSPU is responsible for the administrative management of the A including property procurement and financial service functions. The FS processes property for forfeiture or property to be abandoned to government including the notices to parties in interest. The FSPL responsible for all administrative issues relating to seizure of property, return of property under quick release procedures, placement of forfeited abandoned property into official government use and the maintenance security of property during the forfeiture proceedings.	ure gal am ure FP, PU the is the and
The forfeiture files are administrative files which contain FBI documentation/workpapers associated with the forfeiture activities which si from the main investigative case file. These files are categorized as forfeit (F), abandonment (A), indictment (I) or statistical (S). The material within files includes documentation such as copies of interviews, police reports, reports, affidavits for search and seizure warrants, FD-302s, criminal histor appraisal information and other miscellaneous documentation which supp the forfeiture. After being submitted to FBIHQ for review and processing, <u>cellenter</u> , <u>mr</u> , <u>mumm</u> 115-109 NSN 7540-00-634-4064	em ure the

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REQUE	ST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	JOB'NO.		PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USI ONLY)
	additional administrative documents are added to the files such as not publication verification forms, forfeiture declarations, address checks, in checks, equitable sharing forms, and requests for official government used In addition, any supplemental supporting documentation form the subn office is also included in the administrative files. These files are solely administrative in nature and contain no original doc directly associated with the investigative matter. All original forfeiture doc is placed in the Sub FF of the applicable investigative case file maintai Office of Origin. The files are maintained in a filing scheme, unique to which utilizes the cost code of the submitting office, fiscal year of the forf of forfeiture and a sequential filing number, i.e., 3140-95-F-053, 3140	carceration of property. hitting field umentation umentation ned by the the FSPU, eiture, type		
	3140-95-I-055, 3140-95-S-056.	,		
	DISPOSITION:			
	A. Forfeiture administrative documentation/workpapers files.			
	DESTROY eleven years after end of fiscal year of the forfeiture.			
	B. Electronic Records			
	Electronic copies of records that are created on electronic mail and word systems and used solely to generate a record-keeping copy of the record by this schedule.			
	DESTROY within 60 days after the record-keeping copy has been produc	ced.		
204	Four copies, including original to be submitted	STAN	DARD FORM 115	L

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