

(See Instructions on reverse)

202-307-7715

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Records Officer

Evidence Files

24 copies sent to Agcy, NWMD, NWMD, NWCT, NR

Evidence Files

Nondrug Evidence and Bulk Drug Evidence

The evidence file series establishes a chain of custody for investigative property in DEA's custody. The files consist of copies of source documents related to the property maintained by an evidence custodian. Nondrug evidence may be acquired during an investigation through a variety of circumstances. Documents related to physical evidence and nondrug evidence may consist of drugs, precursor chemicals, equipment, packaging, documents, fingerprints, money, negotiable instruments, ledger books, or any other tangible property used to establish a violation of law. Once acquired, physical evidence will be handled, stored, presented, and disposed of in such a manner as to assure its accountability and integrity remain in tact.

A. Nondrug Evidence

1. Evidence Custodian Housekeeping Files. These files contain policy and interim policy correspondence(s), designation of evidence custodian correspondence(s) and forms for requesting equipment, supplies, and services for the management of the evidence.

Disposition: **Temporary**. Cutoff at the close of the inventory file annually. Destroy 2 years after close of file.

2. Nondrug Property. These files consist of various DEA forms (DEA-7a, DEA-7b, DEA-12, DEA-48a), ENEDS/CERTS printouts, abandonment correspondence(s), inventory records and other relevant information for tracking seized or abandoned nondrug property. Also included in these records are the court orders and other correspondence(s) related to Title III material.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 2 years after close of file.

3. High Value Property. These files consist of various DEA forms (DEA-7a, DEA-7b, DEA-12, DEA-48a and Standard Seizure Form [SSF]), ENEDS/CERTS and Brower-based Consolidated Asset Tracking System printouts, abandonment correspondence(s), inventory records, and other relevant information for tracking seized or abandoned high value nondrug property.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy ~~6 years~~ *6 years and 3 months* after close of file.

4. Seized Monies. These files consist of various DEA forms (DEA-7a, DEA-7b, DEA-12, DEA-48a and Standard Seizure Form [SSF]), ENEDS/CERTS and Brower-based Consolidated Asset Tracking System printouts, abandonment correspondence(s), inventory records, and other relevant information for tracking seized or abandoned monies.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy ~~6 years~~ ^{6 years and 3 months} after close of file.

5. Recovered Monies. These files consist of various DEA forms (DEA-7a, DEA-7b, DEA-12, DEA-48a, DEA-127, Transmittal of Negotiable Instruments and Deposit Tickets), ENEDS/CERTS, and Miscellaneous Receipts Log, MRL printouts, inventory records, and other relevant information for tracking recovered official advanced funds.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy ~~6 years~~ ^{6 years and 3 months} after close of file.

6. Audits. These files consist of quarterly reports such as the Quarterly High Value Evidence and Safekeeping Report (HVESR) and the related correspondence(s).

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy ~~6 years~~ ^{6 years + 3 months} after close of file.

7. Inventories. These files consist of copies of inventory correspondence(s) and copies of inventory printouts from the Centralized Evidence Reporting and Tracking System (migration of ENEDS).

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 2 years after close of file.

8. Nondrug Ledger Book. Utilized to maintain a log of transactions of nondrug property acquired, disposed of, and checked in/out vault by the Nondrug Evidence Custodian.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy ~~6 years~~ ^{6 years and 3 months} after all exhibits in the book have been disposed.
 6 years

9. Overnight Nondrug Ledger Book. Utilized to maintain a log of transactions for Nondrug property deposited during off-duty hours.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 6 years after all exhibits in the book have been disposed.

10. High Value Items and Seized/Recovered Monies Ledger Book. Utilized to maintain a log of transactions of nondrug property valued at $\geq \$1,000$ acquired, disposed of, and checked in/out vault by the High Value Item and Seized/Recovered Monies Custodian.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 6 years after all exhibits in the book have been disposed.

B. Bulk Drug Evidence

1. Evidence Custodian Housekeeping Files. These records establish the procedure for handling bulk drug evidence and the tracking of the evidence. They consist of policy and interim policy correspondence(s), designation of evidence custodian correspondence(s), travel and purchase order documents, and destruction documents for bulk drug evidence and related correspondence(s).

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 2 years after close of file.

2. Bulk Drug Evidence. These files consist of various DEA forms (DEA-7, DEA-12, DEA-48 and Standard Seizure Form [SSF]), ENEDS/CERTS and Brower-based Consolidated Asset Tracking System printouts, abandonment correspondence(s), inventory records, laboratory correspondence(s), and other relevant information for tracking seized or abandoned bulk drug evidence. Also included in these records are the 60 day Memorandums from the Special Agent in Charge to the United States Attorney (USAO) advising that DEA will destroy bulk drugs 60-days from the date of the letter unless the USAO objects.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy ~~6 years~~ ^{6 years and 3 months} after close of file.

3. Stockpile Drugs. These files consist of various DEA forms (DEA-12 and DEA-48) and correspondence(s) related to the acquisition, transfer, and destruction of stockpiled drugs.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 2 years after close of file.

4. Audits. These files consist of quarterly Stockpile Drug and Bulk Drug reports and related supporting documents and correspondence(s).

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy ~~6 years~~ ^{6 years and 3 months} after close of file.

5. Inventories. These files consist of inventory correspondence(s) and related files.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 2 years after close of file.

6. Stockpile Ledger Book. Utilized by the Bulk Drug Custodian to maintain a log of transactions of stockpile drugs acquired, disposed of, and checked in/out vault.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 6 years after all exhibits in the book have been disposed.

7. Bulk Drug Ledger Book. Utilized by the Bulk Drug Custodian to maintain a log of transactions of bulk drugs acquired, disposed of, and checked in/out vault.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 6 years after all exhibits in the book have been disposed.

8. Temporary Drug Ledger Book. Utilized to maintain a log of transactions for bulk drug property deposited during off-duty hours.

Disposition: **Temporary**. Cutoff at the close of the file annually. Destroy 6 years after all exhibits in the book have been disposed.