



ASSET FORFEITURE

13.1 GENERAL ASSET FORFEITURE

A. Data Management

1. **USMS CATS Manual:** This provides the new procedures for entering data into the Consolidated Asset Tracking Systems (CATS), as delineated in the *United States Marshals Service (USMS) CATS Procedures Manual*.
2. *CATS Procedures Manual*, Publication 107
3. *CATS FAQs*, Publication 83.

B. Procurement

1. *National List of Authorized Sellers of Forfeited Property*, Publication 59
2. *Asset Forfeiture Contacts*, Publication 72

C. Ethics: See *Asset Forfeiture Ethics Training*, Publication 75

D. Administrative Hours

The United States Marshals Service (USMS) relies exclusively on the accurate reporting of "SZ" hours on the USM-7. USMS must now bill the assets forfeiture fund (AFF) for the dollar value of all AFP administrative work hours. USMS will not be fully reimbursed from the AFF unless districts appropriately record every hour worked in support of the Asset Forfeiture program. To that end, districts are requested to continuously review reported hours for accuracy and appropriateness.

Finance, procurement and training are areas that have a high potential for reporting hours that should be reported under the Asset Forfeiture program. Personnel performing finance and procurement functions in support of the Asset Forfeiture program should be coding hours under "SZ," as opposed to "FS" (finance), "PO" (procurement) or "MA" (management and administration). Personnel attending Asset Forfeiture-specific training (CATS, AF component seminars, AF basic training, etc.) should be coding hours under "SZ" as opposed to "TR" for training.

E. **Records Retention:** Records pertaining to all seized and forfeited property, such as real property, cash, vehicles and jewelry, must not be destroyed until seven years after cutoff of closed cases. See item 3 of the following page from the records management policy, which may be found on the USMS Intranet.

Title: Asset Forfeiture

Category:

Schedule Number: NI-527-97-12

1. Annual Seized Property and Evidence Register

Files containing registers listing seized and forfeited properties that were closed during the fiscal year.

Disposition: Destroy after three years.

2. Process Receipt and Return (USM-285)

Records pertaining to the service of civil and criminal process

Disposition: Destroy three years after service.

3. Property Case Folders, Including Microfiled Records

Records pertaining to all seized and forfeited property; i.e., real property, cash, vehicles and jewelry

Disposition: Cut off closed cases annually. Retire to Federal Records Center one year after cutoff.

Destroy: seven years after cutoff.

Asset Forfeiture Program (fact sheet), Pub. 21

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