

61—33.7(809A) Record keeping. An agency which seizes property for forfeiture shall maintain records showing the disposition, including destruction, of forfeited property for a period of three years from the date of forfeiture. The records shall comply with any recommendations of the state auditor but must, at a minimum, include the following:

1. The date of forfeiture, a description of the property and the name(s), if available, of the person(s) who owned the property and person(s) in possession of the property at the time of seizure.
2. The manner in which all forfeited property has been used by the agency.
3. The disposition of all forfeited property which has been sold or otherwise disposed of, and of the proceeds derived therefrom.
4. The manner of use of all forfeited funds and proceeds from the sale of forfeited property.