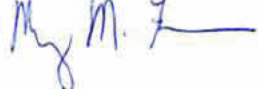




U.S. Immigration
and Customs
Enforcement

DEC 12 2008

MEMORANDUM FOR: Assistant Director
Deputy Assistant Directors
Special Agents in Charge


FROM: Marcy M. Forman 
Director

SUBJECT: Recordkeeping Procedures Regarding Detentions of Documents and
Electronic Media

On July 16, 2008, Assistant Secretary Julie L. Myers issued a new ICE Directive, No. 7-6.0, regarding border searches of documents and electronic media. Section 8.2 of the Directive states that whenever ICE detains documents or electronic media, or copies thereof, the detaining Special Agent will initiate a chain of custody form (CBP 6051-D) or other appropriate documentation. The Directive further states that, except in limited circumstances, if, after reviewing the documents and electronic media, probable cause to seize the documents or electronic media does not exist, all detained copies must be destroyed. Any originals must be returned to the traveler as soon as possible.

The National Security Investigations Division (NSID) is aggressively working with the Executive Information Unit to develop and implement an electronic system to track detentions of documents and electronic media in the near future. In the meantime, to ensure that all detentions are handled in accordance with the new Directive, all Special Agents in Charge are required to account for all detentions of documents and electronic media within their area of responsibility by establishing and maintaining a bound log book. (b) (7)(E)

[REDACTED]

Questions regarding this new Directive and/or the requirement of a log book should be addressed to National Security Investigations Division, National Security Unit, Section Chief (b)(6) (7)(C) at (202) 732- or (b)(6) (7)(C) @dhs.gov.

Attachment

No. 679432

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

**Detention Notice and Custody Receipt for
Detained Property**

Handbook 5200-09

1. Held for other agency? Yes No
Name of Agency: _____

2. Certified Mail No. _____

3. Investigative Case No. _____

4. General Order No. _____

5. Exodus Command Center Notified?
 Yes No
Date: _____ Time: _____

6. Port Code _____ 7. Date of Detention (mm/dd/yyyy) _____ 8. Time (Use 24 Hours) _____ 9. Entry Number _____

10. Detained from: _____ 11. Seal or Other ID No. _____

Name: _____ 12. Misc. Nos. _____

Address: _____ 13. Remarks: _____

Telephone No. _____

() _____ 14. FPF NO. (For CBPLab Use Only) _____

15. Point of Contact Information - Send all correspondence to: _____ 16. Additional Information/Action Request from Importer/Exporter/Subject _____

Telephone No. () _____ Fax No. () _____

17. Reason for Detention: _____

18. Tests or Inquiries to be Conducted: _____

19. PROPERTY (By Line Item) Attach CBP 58 if conveyance

a. Line Item No.	b. Description	c. Packages		d. Measurement		e. Est. Dom. Value	f. Samples Sent to the CBP Lab		Date
		Number	Type	Qty.	UM		Yes or No		
						\$	Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
						\$	Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
						\$	Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /
						\$	Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /

20. Detaining Officer Name _____

Print _____ Signature _____ Date _____

21. ACCEPTANCE/CHAIN OF CUSTODY

a. Line Item No.	b. Description	c. Print Name/Title/Organization	d. Signature	e. Date

Shipments may be detained for up to 30 days, unless statutory authority or interagency agreement mandates that a longer period of time is required, or the importer/exporter/subject requests a longer detention period through the Port Director.