

UNCLASSIFIED

To: Records Management From: MIAMI DIVISION

Re: [REDACTED]

NOTE: If the documents are not evidence, or the documents are subject to Grand Jury 6e, please state as such.

ATTENTION FOR SECURITY: Miami Division is aware of the classification level of the records being submitted to DocLab. It is the responsibility of the sender to make sure all documents are shipped in the proper manner.

ATTENTION FOR EVIDENCE SCANNING: All coordination for the temporary transfer of evidentiary material to the DocLab will be coordinated directly with Miami Division Evidence Control Technician (ECT). Miami Division is only sending documentary evidence. As necessary, the ECT has split the 1B if documentary and non-documentary evidence are co-mingled in one 1B. Also, any documentary evidence requiring forensic analysis must be submitted to the Laboratory Division first, not DocLab.

SECRET HIGH MEDIA: DocLab scans all documents classified SECRET and below on a SECRET high system called the Document Conversion System (DCS). All media returned from DCS will be classified SECRET. This does not change the classifications of the documents, just the media on which they are stored. Should you need UNCLASSIFIED media, DocLab can run the stored media through Integrity to return UNCLASSIFIED documents on UNCLASSIFIED media. Miami Division is aware that this process is labor intensive and will make the request only as necessary. Under routine conditions, DocLab can return SECRET high media faster than UNCLASSIFIED media.

(Choose only one manner of delivery)

Evidence items have been shipped to:

DocLab - Telephone Application Audit - Evidence Room
Federal Bureau of Investigation
170 Marcel Drive
Winchester, Virginia 22602

Non-Evidence items have been shipped to:

DocLab - Telephone Application Audit Processing Team
Federal Bureau of Investigation
170 Marcel Drive
Winchester, Virginia 22602

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