INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-026-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002) Item 2 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002) Item 3 was superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001) Item 4 was superseded by GRS 3.2, item 040 (DAA-GRS-2013-0006-0005) Item 5 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002) Item 6 was superseded by GRS 3.1, item 051 (DAA-GRS-2013-0005-0003) Item 7a was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002) Item 7b was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002) Agency concurred with these supersessions by email, October 28, 2021.

Date Reported: 10/28/2021

	·			12 13	
(See Instructions on page 2.)				JOB NUMBER N1-26-01-1	
				NOTIFICATION TO AGENCY	
1. FROM (Agency or establishment) United States Coast Guard (USCG)				In accordance with the provisions	of 44 U.S.C. 3303a
2. MAJOR SUBDIVISION				the disposition request, including amendments, is	
Tinancial Systems Division (6 Cts)				approved except for items tha	
3. MINOR SUBDIVISION N/A				"disposition not approved" or "with	idrawn* in column 10.
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE				DATE ARCHIVIST OF T	HE UNITED STATES
Avie Snow 202-267-1422			1-30-02/1/1/2/	Mel	
6. AGE	NCY CERTI	FICATION			
l I her	ebv certifv tl	hat I am authorized to act for this agenc	v in matters pertaining to the disp	osition of its records and that the rec	cords proposed for
	osal on the a	_	•	agency or will not be needed after th	
I .		at written concurrence from the General A	ccounting Office, under the provisio	ns of Title 8 of the GAO Manual for G	Guidance of Federal
Ager	ncies,				
1		is not required;	is attached; or	has been requested.	
DATE	*****	SIGNATURE OF AGENCY REPRESE	NTATIVE TITLE		
130	pr 01	32 1	\mathcal{C}	Reado range	
100	Jac 6	A STORES	(6	1- De la	
7. ITEM		8. DESCRIPTION OF ITEM AND PRO	ODOSED DISPOSITION	9. GRS OR	10. ACTION
NO.		o. Description of Heinand Fix	Droged Digrosition	SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)
NO.	The La	rge Unit Financial System			USE ONLY)
NO.	simpli	rge Unit Financial System	n (LUFS)provides ounting for the large	JOB CITATION	USE ONLY)
NO.	simplifunits o	rge Unit Financial System fied acquisition and accord of the CG.The simplified	n (LUFS)provides ounting for the large acquisition function	JOB CITATION	USE ONLY)
NO.	simplifunits of	rge Unit Financial System fied acquisition and acco of the CG.The simplified ons include entry of Purc	n (LUFS) provides punting for the large acquisition function chase Requests (PR),	JOB CITATION	USE ONLY)
NO.	simplifunits of function Purchase	rge Unit Financial System fied acquisition and acco of the CG.The simplified ons include entry of Purc se Orders (PO), Military	n (LUFS) provides punting for the large acquisition function thase Requests (PR), Interdepartmental	JOB CITATION	USE ONLY)
NO.	simplifunits of function Purchase	rge Unit Financial System fied acquisition and acco of the CG.The simplified ons include entry of Purc se Orders (PO), Military se Requests (MIPR), Blank	n (LUFS) provides cunting for the large acquisition function chase Requests (PR), Interdepartmental ket Purchase Agreemen	JOB CITATION	USE ONLY)
NO.	simplifunits of function Purchase bank ca	rge Unit Financial System fied acquisition and acco of the CG.The simplified ons include entry of Purc se Orders (PO), Military se Requests (MIPR), Blank ard transactions, and rec	n (LUFS) provides counting for the large acquisition function chase Requests (PR), Interdepartmental ket Purchase Agreemen ceiving reports;	JOB CITATION s	USE ONLY)
NO.	simplifunits of function Purchase Purchase bank can generate	rge Unit Financial System fied acquisition and according to the CG. The simplified ons include entry of Purose Orders (PO), Military se Requests (MIPR), Blankard transactions, and rection of standard forms;	n (LUFS) provides counting for the large acquisition function chase Requests (PR), Interdepartmental ket Purchase Agreement ceiving reports; and entry of receiving	JOB CITATION s	USE ONLY)
NO.	simplifunits of function Purchase Purchase bank can generate reports	rge Unit Financial System fied acquisition and acco of the CG.The simplified ons include entry of Purc se Orders (PO), Military se Requests (MIPR), Blank ard transactions, and rec	n (LUFS) provides counting for the large acquisition function chase Requests (PR), Interdepartmental ket Purchase Agreement ceiving reports; and entry of receiving are received. The	JOB CITATION s	USE ONLY)
NO.	simplifunits of function Purchase bank can generate reports	rge Unit Financial System fied acquisition and according to the CG. The simplified ons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services	m (LUFS) provides counting for the large acquisition function chase Requests (PR), Interdepartmental ket Purchase Agreemen ceiving reports; and entry of receiving are received. The ocal maintenance of	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of function Purchase bank can generate reports account unit account control of the simplifies of the simpli	rge Unit Financial System fied acquisition and account the CG. The simplified ons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include lo	m (LUFS) provides counting for the large acquisition function chase Requests (PR), Interdepartmental ket Purchase Agreement ceiving reports; and entry of receiving are received. The cocal maintenance of the with the Coast Guar	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of function Purchase Purchase bank can generate reports account unit account finance	rge Unit Financial System fied acquisition and account the CG. The simplified ons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include loccount balances, interface	m (LUFS) provides counting for the large acquisition function chase Requests (PR), Interdepartmental ket Purchase Agreement ceiving reports; and entry of receiving are received. The cocal maintenance of the with the Coast Guarange account and	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of account of accoun	rge Unit Financial System fied acquisition and account the CG. The simplified ons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include location to be count balances, interface Center (FINCEN) to exchange the counts, and generation of	m (LUFS) provides punting for the large acquisition function chase Requests (PR), Interdepartmental act Purchase Agreement ceiving reports; and entry of receiving sare received. The pocal maintenance of the with the Coast Guarange account and econciliation of	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of according to the	rge Unit Financial System fied acquisition and according to the CG. The simplified cons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include location balances, interface Center (FINCEN) to exchange Center (FINCEN) to exchange acquisition data, repunts, and generation of equits.	m (LUFS) provides counting for the large acquisition function chase Requests (PR), Interdepartmental ket Purchase Agreement ceiving reports; and entry of receiving are received. The cocal maintenance of the with the Coast Guarange account and econciliation of financial reports	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of function Purchase bank can generate account unit account of account of account for the Request	rge Unit Financial System fied acquisition and accord the CG. The simplified ons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include location balances, interface Center (FINCEN) to exchange acquisition data, respectively.	m (LUFS) provides punting for the large acquisition function chase Requests (PR), Interdepartmental act Purchase Agreement ceiving reports; and entry of receiving sare received. The pocal maintenance of the with the Coast Guarange account and econciliation of financial reports documents in	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of function Purchase Purchase bank can generate reports account unit account unit account finance simplifunction for the Request electrons.	rge Unit Financial System fied acquisition and account include entry of Purchase Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include location balances, interface Center (FINCEN) to exchange acquisition data, reputation, and generation of e units.	m (LUFS) provides punting for the large acquisition function chase Requests (PR), Interdepartmental act Purchase Agreement ceiving reports; and entry of receiving sare received. The pocal maintenance of the with the Coast Guarange account and econciliation of financial reports documents in	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of function Purchase Purchase bank can generate reports account unit account unit account finance simplifunction for the Request electrons.	rge Unit Financial System fied acquisition and accord the CG. The simplified ons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include location balances, interface Center (FINCEN) to exchange acquisition data, respectively.	m (LUFS) provides punting for the large acquisition function chase Requests (PR), Interdepartmental act Purchase Agreement ceiving reports; and entry of receiving sare received. The pocal maintenance of the with the Coast Guarange account and econciliation of financial reports documents in	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of function Purchase Purchase bank can generate reports account unit account unit account finance simplifunction for the Request electron three manual simplifunctions account three manual simplifunctions account the simplifunction of account the simplifunction account three manual simplifunctions account to the simplifunction of account three manual simplifunctions account to the simplifunction of account three manual simplifunctions account to the simplifunction of account to	rge Unit Financial System fied acquisition and account the CG. The simplified cons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include location balances, interface Center (FINCEN) to exchange acquisition data, respectively. The services of the count balances in the field acquisition data, respectively. The services of the counts and generation of the units.	m (LUFS) provides punting for the large acquisition function chase Requests (PR), Interdepartmental act Purchase Agreement ceiving reports; and entry of receiving are received. The local maintenance of the with the Coast Guarange account and econciliation of financial reports documents in of six years,	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of function Purchase Purchase bank can generate reports account unit account unit account finance simplifunction for the Request electron three many purchase simplifunctions account three many purchase simplifunctions account the simplifunctions account three many purchase simplifunctions account three many purchase simplifunctions account to the simplifunc	rge Unit Financial System fied acquisition and account include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include location balances, interface Center (FINCEN) to exchange acquisition data, respectively. It is storage of acquisition on the units. It storage of acquisition data, respectively. It storage of acquisition on the units. It storage of acquisition data, respectively. It storage of acquisition data.	m (LUFS) provides punting for the large acquisition function chase Requests (PR), Interdepartmental act Purchase Agreement ceiving reports; and entry of receiving are received. The local maintenance of the with the Coast Guarange account and econciliation of financial reports documents in of six years,	JOB CITATION s ts	USE ONLY)
NO.	simplifunits of function Purchase Purchase bank can generate reports account unit account unit account finance simplifunction for the Request electron three many purchase simplifunctions account three many purchase simplifunctions account the simplifunctions account three many purchase simplifunctions account three many purchase simplifunctions account to the simplifunc	rge Unit Financial System fied acquisition and account the CG. The simplified cons include entry of Purose Orders (PO), Military se Requests (MIPR), Blank and transactions, and rection of standard forms; as when goods and services ting functions include location balances, interface Center (FINCEN) to exchange acquisition data, respectively. The services of the count balances in the field acquisition data, respectively. The services of the counts and generation of the units.	m (LUFS) provides punting for the large acquisition function chase Requests (PR), Interdepartmental act Purchase Agreement ceiving reports; and entry of receiving are received. The local maintenance of the with the Coast Guarange account and econciliation of financial reports documents in of six years,	JOB CITATION s ts	USE ONLY)

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

United States Coast Guard Large Unit Financial System (LUFS)

The Large Unit Financial System (LUFS) provides automated acquisition and accounting functions for the larger units of the United States Coast Guard.

The acquisition functions include entry of Purchase Requests (PR), Purchase Orders (PO), Military Interdepartmental Purchase Requests (MIPR), Blanket Purchase Agreements (BPA), bankcard transactions, and receiving reports. LUFS also generates standard forms, and provides for the entry of receiving reports when goods and services are received.

LUFS accounting functions include local maintenance of unit account balances, interface with the Coast Guard Finance Center (FINCEN) to exchange account and simplified acquisitions data, the reconciliation of accounts, and generation of financial reports for the units.

1. LUFS Electronic Data Input.

Electronic financial transactions such as Procurement Requests, Purchase Orders, Blanket Purchase Agreements, Military Interdepartmental Purchase Request, bankcard transactions, and other acquisition functions, received from various large units of the U.S. Coast Guard.

Disposition: **Temporary**. Delete/destroy when data has been entered into LUFS database and verified, or when no longer needed to support reconstruction of, or serve as a back up to, the database, whichever is later.

2. LUFS Non-electronic Data Input

Non-electronic documents or forms used solely to create, update, or modify the records in LUFS.

Disposition: **Temporary**. Destroy 30 days after entered into the database, or when no longer needed to verify the records in LUFS, whichever is later.

3. LUFS Data Master Files

Disposition: **Temporary**. Cut-off completed transactions at the end of fiscal year. Destroy/Delete 6 years, three months after cut-off date.

4. LUFS Data Master Back-up Files.

Back up files of LUFS System.

Disposition: Temporary. Destroy/Delete when superseded by next back up.

5. LUFS Data Outputs

May include accounting reports such as transaction summaries, project summary reports, pending transaction reports, and other accounting reports provided for reference.

Disposition: **Temporary**. Destroy/Delete after 30 days or when no longer needed for business purposes, whichever is sooner.

6. LUFS Documentation

Includes software requirement documentation, software design documents, version description documents, software inventory lists, data migration utility documentation, software user manuals, and system operations manuals.

Disposition: **Temporary.** Destroy/Delete one year after LUFS is replaced/superceded, or when no longer needed for business purposes, whichever is later.

7. Word Processing and Electronic Records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

A. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

<u>Disposition:</u> Temporary. Destroy/delete within 180 days after the record keeping copy has been produced.

B. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.