

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2011-0004**
 Schedule Status **Approved**

Agency or Establishment **Department of Justice**
 Record Group / Scheduling Group **General Records of the Department of Justice**
 Records Schedule applies to **Major Subdivision**
 Major Subdivision **Office of Community Oriented Policing Services (COPS)**
 Schedule Subject **Federal Financial Report System**
 Internal agency concurrences will be provided **No**

Background Information **The Office of Community Oriented Policing Services (COPS) was established under the authority of the Attorney General to implement Title I of the "crime bill," the Public Safety Partnership and Community Policing Act of 1994 (the Act) The Act authorizes the Attorney General to make grants to States, units of local government, Indian tribal governments, other public and private entities, and multi-jurisdictional or regional consortia thereof to increase police presence, to expand and improve cooperative efforts between law enforcement agencies and members of the community, to address crime and disorder problems, and otherwise to enhance public safety**

The Act requires that financial assistance provided by the federal government be monitored carefully to ensure the proper use of federal funds To accomplish this, COPS has developed a federal financial report system so grantees can submit their quarterly and final financial reports The Federal Financial Progress Report System is accessed by our grantees via our internal agency web-site portal

Grantees are required to submit quarterly Federal Financial Reports (FFRs) using Standard Form 425 (SF-425) within 30 days after the end of each calendar quarter A final SF-425 is due within 90 days after the end of the grant period This report reflects the actual cumulative federal monies spent, unliquidated obligations incurred, and the unobligated balance of federal funds

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2011-0004

Sequence Number

1

Master File

Disposition Authority Number DAA-0060-2011-0004-0002
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Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0060-2011-0004-0002</p> <p>The Federal Financial Report System stores data on the grantees name, grant number, Data Universal Numbering System number, Employer Identification Number, grant award information, financial expenditure data and name of the certifying official</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This is a master file of an electronic information system</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year after the grant close date</p> <p>Retention Period Destroy 10 year(s) after</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
03/30/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
05/09/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
05/14/2012	Concur	Margaret Hawkins	Director of Records management Services	National Records Management Program - Records Management Services
05/14/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/18/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist