

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0017
 Schedule Status Approved

Agency or Establishment Department of Justice
 Record Group / Scheduling Group General Records of the Department of Justice
 Records Schedule applies to Department-wide
 Schedule Subject Unified Financial Management System (UFMS)
 Internal agency concurrences will be provided No

Background Information The Department of Justice Unified Financial Management System (UFMS) is a financial/ procurement management system owned by the DOJ Deputy Assistant Attorney General for Administration (DAAG) / Controller. UFMS provides DOJ components with Department-wide standard business processes, interfaces, reports, reference data tables, and decisions. The UFMS Program is intended to improve the Department's financial management performance by providing the Components with an enterprise-wide Financial Management System and standard processes that enable effective management of financial resources in support of the Department's mission, objectives, and strategic goals.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2012-0017

Sequence Number	
1	Master File - UFMS Disposition Authority Number DAA-0060-2012-0017-0001

Records Schedule Items

Sequence Number					
1	<p>Master File - UFMS</p> <p>Disposition Authority Number DAA-0060-2012-0017-0001</p> <p>As a financial/procurement management system, UFMS collects information used to reserve, obligate, process, and effect payment and collection of funds (e.g., vouchers (excluding payroll vouchers), invoices, purchase orders, travel advances, and travel/transfer vouchers). In addition, information reflecting accounts payables and account receivables are collected by the system. The UFMS maintains information such as fees, judgments, penalties, overpayments, and/or other assessments in order to comply with reporting requirements. *Note: For annual appropriations this schedule will result in records being retained for sixteen years. Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be maintained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>1482 02</td> <td>Master File - UFMS</td> </tr> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off after the cancellation of the applicable appropriation</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	1482 02	Master File - UFMS
Manual Citation	Manual Title				
1482 02	Master File - UFMS				

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
08/16/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
01/08/2013	Submit for Concurrence	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/09/2013	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/10/2013	Submit for Concurrence	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/14/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/14/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/15/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist