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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-060-09-28</i> | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>7/28/09</i> | |
| 1. FROM (Agency or establishment) Department of Justice | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Justice Management Division | | | |
| 3. MINOR SUBDIVISION Finance Staff | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Christopher C. Alvarez <i>CA</i> | 5. TELEPHONE NUMBER 202-616-5234 | DATE <i>7/24/09</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 6. 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 on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>7/24/09</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | | TITLE Director, Office of Records Management Policy |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | Financial Management Information System (FMIS) The FMIS is the primary automated financial system for the Offices, Boards and Divisions; the U.S. Attorneys; the Bureau of Prisons and the Office of Justice Programs. The FMIS supports the full range of financial management requirements, including the general ledger function, budget execution, travel, third party and Treasury payment, credit card purchases, etc. The primary objectives of FMIS are to automate transaction processing related to the receipt or payment of funds, to automate record storage and retrieval related to the process, to support management controls over the process, including internal / external report requirements, and to provide reliable information for use in planning for the Department's future needs and assessing its present and past activities SEE ATTACHED | | |

Department of Justice: Justice Management Division: Financial Management Information System (FMIS)

1. Inputs

The FMIS currently collects data via electronic billings, accounting file transfers, forms, and spreadsheets.

Disposition: TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in FMIS and is no longer needed.

GRS 20

2. Master File

FMIS contains accounting data from 1992 to present in the following modules (databases):

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| 1099 Processing | 3 rd Party Draft Disbursements |
| Accounts Receivable | Accrual Diagnostic Reporting |
| BoP Budgeting | BoP Relocations Processing |
| Cash Receipts | Cash Reporting |
| Cost Reporting | Credit Card Processing |
| Debt Management | E&A Reporting |
| Executive Summary Page Reporting | FMIS Stats |
| FMIS/PC Applications | General Ledger Reporting |
| Generic Transaction Processing | Grant Accounting* |
| Inter-Gov Obligations | Inter-Gov Payments |
| Investment Processing | Journal Processing |
| Non-Vendor Payment Processing (Inmate accounts) | Obligation Reporting |
| OJP Reimbursement Processing | Payroll Reposting and Reporting |
| Recovery Audit Support | Reference Table Maintenance |
| Reimbursement Processing | SSN Alias Processing |
| Transaction Research | Travel Processing |
| Treasury Disbursement Processing | US Attorney Budgeting |
| USMS Stars Interface | Vendor Obligations |
| Vendor Payments | |

Disposition: TEMPORARY, cut off at the end of the fiscal year. Destroy/delete ten years after cutoff.

* NOTE: Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained 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.

3. Outputs

Disposition: TEMPORARY, delete when no longer needed for administrative use.

GRS 20

4. System Documentation

Disposition: TEMPORARY, destroy/delete when superseded or obsolete.

GRS 20