

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on page 2.)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 United States Coast Guard (USCG)

2. MAJOR SUBDIVISION  
 Financial Systems Division (G-CFS)

3. MINOR SUBDIVISION  
 N/A

4. NAME OF PERSON WITH WHOM TO CONFER  
 Avie Snow

5. TELEPHONE  
 202-267-1422

LEAVE BLANK (NARA use only)

JOB NUMBER  
 N1-26-01-1

DATE RECEIVED  
 5/2/2001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 1-30-02

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 1 page(s) are not now needed for the business of 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,

is not required;       is attached; or       has been requested.

DATE 13 Apr 01	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE CG Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Large Unit Financial System (LUFS) provides simplified acquisition and accounting for the large units of the CG. The simplified acquisition functions include entry of Purchase Requests (PR), Purchase Orders (PO), Military Interdepartmental Purchase Requests (MIPR), Blanket Purchase Agreements bank card transactions, and receiving reports; generation of standard forms; and entry of receiving reports when goods and services are received. The accounting functions include local maintenance of unit account balances, interface with the Coast Guard Finance Center (FINCEN) to exchange account and simplified acquisition data, reconciliation of accounts, and generation of financial reports for the units.</p> <p>Request storage of acquisition documents in electronic format for a period of six years, three months.</p> <p>U.S. Coast Guard Large Unit Financial System (LUFS) See attached.</p>		

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA  
 36 CFR 1228

*SL 2/5/02 Sent copies to Agency, NWMW, NR*

## **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/superseded, 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.

Disposition: **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.

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3. MINOR SUBDIVISION  
N/A

4. NAME OF PERSON WITH WHOM TO CONFER  
Avie Snow

5. TELEPHONE  
202-267-1422

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NOTIFICATION TO AGENCY

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DATE ARCHIVIST OF THE UNITED STATES

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is not required;  is attached; or  has been requested.

DATE 20 Nov 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Avie Snow</i>	TITLE Records Mgr.
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2. MAJOR SUBDIVISION Financial Systems Division (G-CFS)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION N/A		In accordance with the provisions of 44 U.S.C. 3303; the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Avie Snow	5. TELEPHONE 202-267-1422		

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DATE 15 Nov 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE CG Records Mgr.
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