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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Master File - UFMS

Disposition Authority Number DAA-0060-2012-0017-0001

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

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Manual Citation	Manual Title
1482 02	Master File - UFMS

Disposition Instruction

Cutoff Instruction	Cut off after the cancellation of the applicable appropriation
Retention Period	Destroy 10 year(s) after cutoff

Additional Information

GAO Approval	Not Required

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, ORMP	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