FINANCIAL SYSTEMS USER FILES

Description: Consists of records relating to active and terminated users for financial systems. Records may include system user applications, Fund-Org security reports (FWRSEFO), security class reports (FWRSECC), approval queue and signing authority audit reports (FWPTUSR), user setup checklists, and security changes and amendment requests.

Filing Guidelines: Records must be securely stored until final disposition. Once a unit submits the record(s) to Financial and Administrative Services, the unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy.

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	User access terminated + 2 years
Disposition:	Delete/Destroy
Media:	Paper and/or electronic
Authority:	Current Operational Practice

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