

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-506-09-4</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED <i>8/24/09</i>	
2. MAJOR SUB DIVISION Directorate of Program Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5. TELEPHONE 804-734-8000/48841	DATE <i>08/19/09</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>3</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 08-19-2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Records Officer, DeCA
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Defense Commissary Agency submits the attached items for your review and approval to schedule records that require scheduling as a result of the Meat Cutting System and Central Meat Processing Plant (CMPP) system.		

Defense Commissary Agency (DeCA)

Meat Cutting and Central Meat Processing Plant (CMPP) Systems

System Background and Purpose: The Central Meat Processing Plant (CMPP) and meat cutting systems are applications used by meat managers to manage catalog data, process store orders, compute retail selling prices and inventory value. The systems are used to store the meat cutting tests results and inventory results. The inputs to this system pertain to wholesale prices and weights of various meats. The inputs are processed manually by CMPP personnel. The meat cutting and CMPP systems allow users to print cutting test and inventory results with suggested retail prices. The meat cutting system and CMPP system outputs include:

- Various Reports to include Store Shipping, Price Changes, Cost of Markup
- Tests to include meat cutting and meat processing test
- General Ledger to include:
 - Receipts
 - Transfers in/out
 - Vendor Credit Memo
 - Vet Samples
 - Cash Sales
- Inventories
- Store Information

Restrictions: Contains sensitive financial information not releasable to the public.

This schedule is submitted as “Media Neutral.”

Meat Cutting Systems TABLE OF RECORDS

Item No.	File Name	Description	Disposal Authority
1.	Master data Files	Contains information relating to the processing of meats in commissaries world wide. Elements of the database fields relate to processed meats and consists of: Meat Processed Item, weight, cost, pricing, product lookup code, retail cut description, factors, unit price code, retail cut used, physical opening and physical ending fields, dates, call numbers, block numbers, tally numbers, company name, amount, tonnage, customer identifier, item cost, item count, inventory amount, non-processed item listings, display case groupings, and inventory total.	Temporary: COFF: end of FY Delete: 1 year after COFF
2.a.	Inputs	Inputs other than catalog data and store orders. Inputs are manually processed by the user and are dependent on wholesale prices and weights of various meats.	Temporary: COFF: End of FY Delete/DEST: 1 year after COFF
2.b.	Inputs	Catalog data	Temporary: Delete/DEST: when superseded.
2.c.	Inputs	Store Orders	Temporary: Delete/DEST: after order has been filled or cancelled.
3.	Outputs	<ul style="list-style-type: none"> ○ Various Reports ○ Tests ○ General Ledger to include: <ul style="list-style-type: none"> ○ Receipts ○ Transfers in/out ○ Vendor Credit Memo ○ Vet Samples ○ Sales ○ Inventories ○ Store Information 	Temporary: COFF: end of fiscal year DEST: 6 years 3 months after COFF

4.	System Documentation	System administrator documentation, user manuals, system development documents, record layout codes, and all other documentation pertaining to the development, implementation, maintenance, testing of the Meat Cutting System and CMPP system.	<p>Temporary:</p> <p>GRS 20, Item 11a(1)</p> <p>COFF: when superseded or obsolete</p> <p>Delete/destroy: upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.</p>
5.	System Backups	<p>Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data.</p> <p>a. Incremental backup tapes</p> <p>b. Full backup tapes</p>	<p>Temporary:</p> <p>GRS 24, Item4a(1)</p> <p>Delete/destroy: when superseded by a full backup, or when no longer needed for system restoration, whichever is later.</p> <p>GRS 24, Item4a(2)</p> <p>Delete/destroy: when second subsequent backup is verified as successful or when no longer needed for system</p>

			restoration, whichever is later.
6.	Finding Aids (or indexes) for Meat Cutting System and CMPP system	Electronic indexes, lists, register, and other finding aids used to locate/provide access to records authorized for destruction.	GRS 20, Item 9 Temporary: Delete/destroy with related records or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.