| REQUEST FOR RECORDS DISPOSITION AUTHORITY | LEAVE BLANK (NARA use only) |
|---|---|
| | JOB NUMBER N/-506-09-6 |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | DATE RECEIVED 9/1/09 |

| 1 FROM (Agency or establishment) | NOTIFICATION TO AGENCY |
|---|---|
| Defense Commissary 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |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 SUB DIVISION | |
| Directorate of Program Management | |
| 3 MINOR SUBDIVISION | |
| Records Management | |

| 4 NAME OF PERSON WITH WHOM TO CONFER | 5 TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
|---|---|---|---|
| Carol Chambliss | 804-734-8000/48841 | 10  10 | |
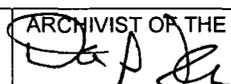
6 **AGENCY CERTIFICATION**

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 ___3___ 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,

☒ is not required          ☐ is attached, or          ☐ has been requested

| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|---|---|---|
| 08-26-2009 | *Carol Chambliss* | 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 its Commissary On-Line Pricing System (COPPS) | | |

Form Designed by Adobe Form Client Designer 5 0

Defense Commissary Agency (DeCA)

Electronic Commissary On-Line Product and Pricing System (COPPS)

**System Background and Purpose**:  The Commissary On-Line Pricing System (COPPS) serves to provide pricing information and transmits file maintenance & data between DeCA Interactive Business Systems (DIBS) and the Enterprise Data Warehouse (EDW).  COPPS supports grocery pricing and ordering at the commissary store level.  COPPS contains product nomenclature and pricing as well a log data for files as they are received and transmitted.

**Restrictions**:  COPPS contains sensitive competitive pricing information that is restricted from public dissemination.

## COPPS TABLE OF RECORDS

| Item No. | File Name | Description | Disposal Authority |
|---|---|---|---|
| 1. | Master data Files | The COPPS consists of data elements pertaining to DeCA business transactions. The elements in the master data files include, item maintenance, product and pricing, promotion, reference information, and sales data. | Temporary:<br><br>COFF: end of FY<br>Delete: 7 years after COFF<br><br>Exception to GRS 6, Item 1a |
| 2. | Inputs | Product pricing and maintenance files are received from DIBS. Store product sale files received from EDW. | Temporary:<br><br>GRS 20, Item 2b<br><br>Delete/DEST: when data has been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to a master file or database, whichever is later. |
| 3. | Outputs | Product pricing and maintenance file are transmitted to EDW. Store product sales files are transmitted to DIBS. Summary audit logs of daily transactions taking place in COPPS. | Temporary<br><br>COFF. end of fiscal year<br>DEST: 7 years 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 EDW. | Temporary:<br><br>GRS 20, Item 11a(1)<br><br>COFF: when superseded or obsolete<br><br>DEST: 5 years after COFF |
| 5. | System Backups | Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data. | Temporary:<br><br>Temporary:<br>GRS 24, Item 4a(1) |

| | | | |
|---|---|---|---|
| | | a. Incremental backup tapes | Delete/destroy: when superseded by a full backup, or when no longer needed for system restoration, whichever is later.<br><br>GRS 24, Item4a(2) |
| | | b. Full backup tapes | Delete/destroy: when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later |
| 6. | Finding Aids (or indexes) for COPPS | Electronic indexes, lists, register, and other finding aids used to locate/provide access to records authorized for destruction. | GRS 20, Item 9<br>Temporary:<br><br>Delete/destroy with related records or when no longer needed for administrative, legal, audit, or other operational purposes, *whichever is later.* |
| | | | |