

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only) JOB NUMBER <i>NI-506-081</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11/15/07</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUB DIVISION Product Support Division		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Program Management Store Programs Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Terri Curtis			
5. TELEPHONE 804-734-8749		DATE <i>6/20/08</i>	ARCHIVIST OF THE UNITED STATES <i>Alu Winton</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>5</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, <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 11-13-2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Theresa Curtis</i>		TITLE Records Officer (West)
7. ITEM NO. 1	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 1. Produce Pricing System. See Attached.	9. GRS OR SUPERSEDED JOB CITATION New Item	10. ACTION TAKEN (NARA USE ONLY)

SA 6/30/08 Copies sent to Agency, NWMUN, NR

Records Disposition Schedule 35, 40, and 70

Defense Commissary Agency (DeCA)

Produce Pricing System

System Name: Produce Pricing System

Privacy Act: Produce Pricing System is not a Privacy Act System of Records.

Restrictions: Produce Pricing System is not subject to FOIA

System Description: The DeCA Produce Pricing System is a Microsoft Access 2000 MDE data system developed by a contractor for the Agency in 1998. The Produce Pricing System provides a central location for performing produce item maintenance, ordering, and inventory tasks. Each commissary is provided the produce pricing software that is originally contained on a CD and installed on a commissary personal computer (PC). The Produce Pricing System does not interface with any other systems. The system provides an interface screen that allows users to download produce catalog data and to send order data through the Internet to various contractors. Approximately 300-400 users access the Produce Pricing System to do produce item maintenance activities, and to maintain summary general ledger information and produce inventory.

The Produce Pricing System is utilized by commissary employees. The system is capable of performing the following functions:

- Produce Item Maintenance
- Ordering/Catalog Interface
- General Ledger
- Commissary Information

Media Neutrality: The Produce Pricing System schedule is media-neutral and applies to all records it describes regardless of whether they are created and/or maintained on paper or in an electronic format, unless otherwise specified in the schedule.

40-8d. Produce Pricing System

(1).Inputs

Source data retrieved from contractor websites.

①

TEMPORARY.

COFF at end of FY

Destroy/delete 6 years 3 months after COFF

(2).Master data file

Stored data in Produce Pricing System relational databases

②

TEMPORARY

Delete when superseded, obsolete or no longer needed.

(3).Outputs

(a.) Inventory Reports and Supporting Documentation FN 40-5a(3)

Reports of inventory generated by Produce Pricing System or manually generated on hard copy forms at each commissary.

③

TEMPORARY.

Destroy/delete after entered into DERMAS and verified or when 6 years 3 months old, whichever is sooner.

(b.) Commissary Operational and Functional Reports. FN 40-5b(1)

Reports, documents and correspondence supporting requirements of HQ and regions for reviewing and evaluating commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc. NOTE: This includes reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto. Reports include call registers/summary, case and tonnage, charge sale shipping list, recommended order list, CMF compare, container status, contract headers, distressed/reduced items, excess items listing, excess transfers, high dollar/quantity order list, diverted shipment, and diverted shipment error report.

④

TEMPORARY

COFF at end of FY. Destroy/delete 1 year after COFF.

(c.) Supplemental Price Changes and Pricing provided to scanning operations.

⑤

TEMPORARY

COFF at end of FY. Destroy/delete 1 year after COFF.

Item No.	Description	File Schedule	Disposition
1	SOURCE DATA. Produce Pricing System source data are retrieved from various Internet contractor websites.	GRS	
2	STORED DATA IN PRODUCE PRICING SYSTEM RELATIONAL DATABASES		
	INVENTORY REPORTS AND SUPPORTING DOCUMENTATION.	GRS	
	<u>COMMISSARY OPERATIONAL AND FUNCTIONAL REPORTS.</u> Documents and correspondence supporting reporting requirements of HQ, region and that is used to review and evaluate commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc. NOTE: This will include reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto. Reports to include call registers/summary, case and tonnage, charge sale shipping list,	40-5b(1)	TEMPORARY. Unscheduled DEST: 1 year after action have been completed.

	recommended order list, CMF compare, container status, contract headers, distressed/reduced items, excess items listing, excess transfers, high dollar/quantity order list, diverted shipment, and diverted shipment error report.		
	PRICING. Documents and reports pertaining to pricing to include price quotes of items provided by manufacturer representatives (vendors) for sale in commissaries, contract listings, Electronic Data Interchange price, manual price changes, monthly vendor price quotes, BPA price list, reports and similar information generated by the Marketing Business Unit (MBU).	GRS	
	ACCOUNTABLE OFFICER RECORDS. (Commissary Sales and Receipt Data). Original or electronic copy of accountable officer' accounts maintained in the Agency for site audit by GAO and internal agency audits, consisting of statements of transactions, statements of accountability, collection schedules and vouchers, or documents used as schedules or vouchers, exclusive of commercial passenger transportation and freight	GRS	

	<p>records and payroll records EXCLUDING accounts and supporting documents pertaining to American Indians. If an Agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operating the Agency. All copies except the certified payment or collection copy usually, the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding in this schedule. Included but not limited to, the Standard and Optional Forms listed under GRS 6, 1a, to include Agency equivalent forms.</p>		
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