REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER *NI-506-09-1*
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED *4/1/09*

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Human Resources	
3 MINOR SUBDIVISION	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Carol Chambliss	804-734-8000/48841	*6/25/09*	*Adrienne Thomas*

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 __2__ 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
03-18-2009	*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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
50-36	The Defense Commissary Agency submits the attached items for your review and approval to schedule records that require scheduling as a result of its Corporate Human Resources Information System (CHRIS)		

Form Designed by Adobe Form Client Designer 5 0

Defense Commissary Agency (DeCA)

Corporate Human Resources Information System (CHRIS)

Item 50-36

System Background and Purpose: CHRIS was created by the Defense Commissary Agency (DeCA) as a sub-database to the Defense Civilian Personnel Data System (DCPDS). CHRIS serves to provide ad hoc query capability to DeCA Human Resources Specialist by using CHRIS as a tool to pull personnel information that resides in DCPDS.

The database is managed by DeCA, and users must have a login ID and password to access the database and the information contained in it. The database is used by DeCA Human Resources personnel Agency-Wide. The users that have access to CHRIS can view and sort information to meet their informational needs pertaining to DeCA employees. Examples of the type of information pulled from CHRIS can include: employees by grade, job series, race, years of service, retirement eligibility and etc. All information pulled is from DCPDS but sorted in CHRIS. The information pulled is used for information purposes only and is not used as an official document. For example, EEO may need to know how many employees were hired by age for an official report, the information is pulled using DCPDS and CHRIS. The information is not attached to the EEO report but the number of employees hired by age is pulled and included in the official EEO report. Information pulled from CHRIS is considered the source of information however, CHRIS is a sub-database of DCPDS and the master file of this information resides in DCPDS. System users of CHRIS do not have the ability to create new information, records, or reports.

The information and records in CHRIS are identical to the information stored in DCPDS. CHRIS is simply a viewing tool that allows DeCA users the functionality to sort, view, and print information pertaining to DeCA employees. All source information/inputs are generated solely from DCPDS. Outputs for CHRIS are ad hoc and user generated; users can create and save customer query results that meet their needs. The Agency request a retention of 45 years or when no longer needed for the master file. The 45 year retention is what DeCA considers an adequate amount of time to cover an employee's years of service from first day of employment to retirement. The attached table of records is provided in accordance with email instructions dated March 17, 2009 provided by Ms Glenewinkel.

Restrictions: CHRIS contains information that is subject to the Privacy Act of 1974.

CHRIS TABLE OF RECORDS

Item No.	File Name	Description	Disposal Authority
1.	Master data Files	Stored data in CHRIS	Temporary: Destroy after 45 years or when no longer needed, whichever is later.
2.	CHRIS Backup Tapes	Files identical to records authorized for disposal under item 2 above.	GRS 20, Item 8b
3.	Finding Aids (or indexes) for CHRIS	Electronic indexes, lists, register, and other finding aids used to locate/provide access to records authorized for destruction.	GRS 20, Item 9
4.	CHRIS system documentation	Configuration Management Documentation	GRS 20, Item 11
5.	CHRIS Copied/Extracted Data	Data files that pertain to Agency employees and copied and extracted from the DCPDS Master database.	GRS 20, Items 12a, 12b, and 12c

CHRIS Additional Information

Data fields consist of:

Acquisition review fields consisting of employee identifiable information, demographics and other information to include, address, adverse info, training history, performance, salary, benefits, and overseas deployments All personnel data and actions related to the position and all personnel information and actions pertaining to the occupant of the position.

Explanation for 45 year retention:

DeCA considers 45 years the maximum amount of time that would be needed to cover an employee's history with DeCA, or the maximum years of service from first day of employment to retirement/separation for an individual employed at DeCA for his/her entire career.