



REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-506-09-2	
1. FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED 7/2/09	
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 7/2/09	ARCHIVIST OF THE UNITED STATES 
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>2</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; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 06-29-2009	SIGNATURE OF AGENCY REPRESENTATIVE 		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 GRS OR SUPERSEDED JOB CITATION	10.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 its Enterprise Data Warehouse (EDW).		

Form Designed by Adobe Form Client Designer 5.0

Defense Commissary Agency (DeCA)

Enterprise Data Warehouse (EDW)

System Background and Purpose: The EDW is a data warehouse that provides a single, logical view of product and sales data across DeCA allowing end users to make informed business decisions. EDW obtains data from DeCA business systems and transforms the data into an appropriate data warehouse format using business rules defined by functional experts. The transformed data is maintained in a Teradata database in a format that provides quick access to required raw data, summary data, and reports. EDW receives data from the Commissary Advanced Resale Transaction System (CARTS), the DeCA Interactive Business System (DIBS), the Commissary On-Line Product Pricing System (COPPS), Defense Business Management System (DBMS), Manpower Database (MDB) and the Accounting and Inventory Management System (AIMS).

DeCA hosts the EDW on a set of clustered Teradata servers and the extraction, transformation and load processes on an HP-UX server called RP 8400.

EDW provides the ability for end users to obtain business data critical to decision making. EDW provides data to both DeCA staff and business partners.

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

EDW TABLE OF RECORDS

Item No.	File Name	Description	Disposal Authority
1.	Master data Files	The EDW consists of 3,270 data elements pertaining to DeCA business transactions. The elements in the master data files include, sales and receipt, financial, item maintenance, product and pricing, ordering, inventory, and reference information, all which serve to perform, track, reconcile, and complete DeCA business transactions.	Temporary: COFF: end of FY Delete: 7 years after COFF <i>Exception to GRS 6, Item 1a</i>
2.	Inputs	Data extracted from other DeCA business systems pertaining to Commissary Operations, transactions, and functions. Other business systems include: Point-of-Sale Technology Refresh (POS-TR), Commissary Advanced Retail Transaction System (CARTS), Commissary On-Line product Pricing System (COPPS), and the DeCA Interactive Business System (DIBS).	Temporary: GRS 20, Item 2b 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	Transformed data from DeCA business systems in the formats of raw data, summary, and report format. Outputs are provided to POS-TR, CARTS, COPSS, DIBS, Automated Vendor Credit Memo System (AVCM), Commissary Operational Management System (COMS), Army and Air Force Exchange System (AAFES), Defense Finance and Accounting System (DFAS), and Command Unique Tracking System (CUTS)/Korea Unique Rations System (KURS).	Temporary: COFF: end of fiscal year DEST: 7 years after COFF

Item No.	File Name	Description	Disposal Authority
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: GRS 20, Item 11a(1) COFF: when superseded or obsolete 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. a. Incremental backup tapes b. Full backup tapes	Temporary: GRS 24, Item 4a(1) Delete/destroy: when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 24, Item 4a(2) 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 EDW	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, <i>whichever is later.</i>

Item No.	File Name	Description	Disposal Authority
7.	EDW Copied/Extracted Data	<p>Data files that pertain to Agency sales data, item maintenance data, financial data, product and pricing, and reference information extracted from the EDW Master database.</p> <p>a. Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.</p> <p>b: Derived data that provide user access in lieu of hard copy reports that are authorized for disposal</p> <p>c Metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.</p>	<p>GRS 20, Items 12a, b, and c Temporary:</p> <p>a. Delete: when no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>b: Delete: when no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>c Delete: from the receiving system or device when no longer needed for processing.</p>