

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-506-09-6	
1 FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED 9/1/09	
2 MAJOR SUB DIVISION Directorate of Program Management		NOTIFICATION TO 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records Management			
4 NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5 TELEPHONE 804-734-8000/48841	DATE 20 May 10	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>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, <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 08-26-2009	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Commissary On-Line Pricing System (COPPS)		

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: COFF: end of FY Delete: 7 years after COFF <i>Exception to GRS 6, Item 1a</i>
2.	Inputs	Product pricing and maintenance files are received from DIBS. Store product sale files received from EDW.	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	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 COFF. end of fiscal year 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: 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.	Temporary: Temporary: 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.
		b. Full backup tapes	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 COPPS	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>