



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-021

To: ISIS Agency Liaisons
Fiscal Officers
Purchasing and Contract Management Personnel

Subject: Rescheduled AFS/AGPS Annual Archive Process

****** Please distribute this important information to all AFS, AGPS and CFMS users. ******

AGPS will perform its annual archive process the weekend of December 3, 2005. Therefore, **AFS, AGPS and CFMS will be unavailable from 5:00 PM Saturday, December 3rd, through 7:00 AM Monday, December 5th.**

The AFS Annual Archive has been postponed until further notice due to an increase in the number of transactions resulting from Hurricanes Katrina and Rita.

AGPS documents scheduled for archive: AGPS Orders, AGPS Contracts, AGPS Requisitions, and AGPS Solicitations for FY 04 and older.

The AGPS document archive will include FY04 and older, orders, contracts, requisitions and solicitations. If your agency has any FY04 or older purchase orders that you do not want archived, for example a five (5) year data processing lease, the archive indicator on ORD5 will need to be changed to 'N'. To have the archive indicator changed, a request must be made to the ISIS/AGPS Help Desk. The caller should select option #2 twice, and must provide the order number(s) to be changed. OIS will make the required change based on the caller's authorization.

The reference table purge will include "obsolete" records from AGPS agency, commodity, and text tables. Part of the preparation is to identify the reference data that needs to be archived, and prepare the record to be archived. Identify any inactive AGPS agency records (status '2') for your agency that exist on AADR (sub-agency address table), ABUY (agency buyer table), and BAPV (agency approver table). If you wish for these records to be purged, change the status of the record to '9'. When the archive process takes place, it will be purged from the system if the record meets all criteria.

Beginning Monday, December 5th, 2005, the archived AGPS documents will be available in the archive database. AGPS archived information can be retrieved using Business Objects or InfoMaker.

Please direct any questions to the AFS or AGPS Help Desk at (225) 342-2677, options 2 and 2.

PC/ksl

c: Denise Lea, OSP Director
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