



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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March 22, 2007

ISIS Memorandum 07-036

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

Subject: 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 April 07, 2007. **AFS, AGPS and CFMS will be unavailable from 5:00 p.m. Friday, April 06, 2007, through 7:00 a.m. Monday, April 9, 2007.**

All AGPS Orders, AGPS Contracts, AGPS Requisitions and AGPS Solicitations for **FY 2005 and older** will be scheduled for archive. If your agency has any **2005** or older purchase orders that should not be archived (e.g., a five (5) year data processing lease established in 2002), a request must be made to the ISIS/AGPS Help Desk to change the archive indicator on ORD5 to 'N'. The caller must provide the order number(s) to be changed. OIS will make the required change based on the caller's authorization.

"Obsolete" records from AGPS Agency, AGPS Commodity, and AGPS Text **reference tables** will also be purged. Agencies should identify their reference data that needs to be archived and prepare the record to be archived. Identify any inactive AGPS agency records (status '2') that exist on AADR (sub-agency address table), ABUY (agency buyer table), and BAPV (agency approver table) that should be included in this purge and change the status of these records to '9'.

Beginning Monday, **April 09, 2007** the archived AGPS documents will be available in the archive database. AGPS archived information can be retrieved using Business Objects.

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

PC/ac

c: Denise Lea, OSP Director
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