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PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of Information Services

November 3, 2011

**ISIS Memorandum 12-002**

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 November 19, 2011. AFS, AGPS and CFMS will be unavailable from 7:00 p.m. Friday, November 18, 2011, through 7:00 a.m. Monday, November 21, 2011.

All AGPS Orders, AGPS Contracts, AGPS Requisitions and AGPS Solicitations for FY 2010 and older will be scheduled for archive. If your agency has any 2010 or older purchase orders that should not be archived (i.e., a five (5) year data processing lease established in 2005), 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 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, November 21, 2011, the archived AGPS documents will be available in the archive database. AGPS archived information can be retrieved using Business Objects.

If you have any questions, please call the AFS or AGPS Help Desk at (225) 342-2677 or submit a web ticket.

PC/ac

c: Denise Lea, OSP Director  
Sandra Gillen, OCR Director