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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

October 14, 2013

ISIS Memorandum 14-002

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 02, 2013. AFS, AGPS and CFMS will be unavailable from 7:00 p.m. Friday, November 01, 2013, through 7:00 a.m. Monday, November 04, 2013.

All AGPS Orders, AGPS Contracts, AGPS Requisitions and AGPS Solicitations for FY 2012 and older will be scheduled for archive. If your agency has any 2012 or older purchase orders that should not be archived (i.e., a five (5) year data processing lease established in 2007), 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 4, 2013, 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](#).

BC/ac

C: Sandra Gillen, OSP Director
Pamela Rice, OCR Interim Director