U.S. Department of Justice
Federal Bureau of Prisons

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Archiving SAP Data

/s/
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1. **PURPOSE AND SCOPE**

To establish policy and procedures for archiving SAP R/3 Production (PRD) data at Federal Prison Industries (FPI). The archive process secures data integrity, safeguards data from unexpected loss, and provides end-user access.

Maintaining a large accumulation of information in FPI's SAP R/3 production database hinders SAP's ability to process data quickly and efficiently. To increase system resources, scheduled transfers of data from the SAP R/3 PRD database to archive disk storage space are required. The exception is Master Data, which is not transferred, but deleted from SAP R/3.

a. **Program Objectives.** The expected results of this program are:

■   Staff will have guidelines for accessing archived data.
■   Staff will be able to meet audit requests.

b. **Institution Supplement**. None required. Should local facilities make any changes outside the required changes in the national policy or establish any additional local procedures to implement the national policy, the local Union may invoke to negotiate procedures or appropriate arrangements.

2. **RESPONSIBILITY**

a. **Project Manager (PM).** Each archive cycle is managed by a Project Manager (PM), who is responsible for:

■   Identifying object(s) for archiving.
■   Managing all aspects of the archive transaction (SARA).
■   Providing guidance to Business Process Owners (BPOs) on data reconciliation, validation of archived data, and disposition of records that are not possible to archive.
■   Training users on retrieving archived data.
■   Documenting an archive cycle.
■   Advising BPOs and senior management about archiving concerns.

b. **Technical Support Officer (TSO).** The TSO coordinates system support to the PM in archiving data, including:

■   Creating disk drive directories located on the archive disk storage space.
■   Providing programming and SAP OSS note application (bug fixes).
■   Coordinating system backups prior to an archive cycle.
■   Ensuring backups are completed and safeguarded against destruction.

c. **Chief Information Officer (CIO).** The CIO designates the TSO and is the BPO for Information Technology (IT) functions related to archiving. The CIO also ensures that archive disk storage space is safeguarded from destruction or malfunction that could cause the loss or corruption of data.

d. **Chief Enterprise Resource Planning (CERP).** The CERP designates the PM, who is normally from the ERP Branch (ERPB), but may be from another branch. The CERP is the BPO for ERP duties related to archiving.

e. **Chief Financial Officer (CFO).** The CFO initiates an archive cycle and approves the removal or deletion of archived data where a financial impact is recognized.

f. **Business Process Owners (BPO).** The BPOs (or designees) validate data, including master data, eligible in their areas to archive. BPOs are referenced in Technical Reference Manual, SAP ECC 6.0 Transactional Data Archiving.

g. **Deputy Assistant Director (DAD)**. DAD approval is not required to start an archive cycle; however, the DAD can deny or halt an archive cycle by written authorization.

3. **THE ARCHIVE CYCLE**

An overview of the archive cycle is provided below. Detailed guidance is in the Technical Reference Manual, SAP ECC 6.0 Transactional Data Archiving.

a. The CFO initiates an archive cycle and identifies the range of data for archiving in writing to the PM.

- An archive cycle should be executed at least once each fiscal year.
- An archive cycle should conclude or pause 3 months before the end of a fiscal year, or as directed by the CFO.
- At a minimum, FPI must maintain the current fiscal year's data plus the previous 2 fiscal years' data on the SAP R/3 PRD server.

b. The PM organizes the archive cycle, documents the process, and notifies BPOs that a request to archive was submitted.

c. The TSO validates file paths and coordinates system resources, system backups, and file backups.

d. Once system resources are allocated and backups made, the PM processes an archive cycle.

e. An archive cycle is complete when:

- All records are either transferred to the archive disk storage space, or otherwise noted by the PM.
- Data transferred or otherwise noted was verified by the BPO.
- The transactional data transferred was deleted from the SAP R/3 tables, or the master data was deleted from the SAP R/3 tables.

When these conditions are met, the PM notifies BPOs in writing that the archive cycle has concluded.

4. **ARCHIVE AUTHORIZATIONS**

The data archived is "view only." Inmate users do not normally have access to archived data; however, circumstances may require inmates to access such data. Access is granted only in writing, approved by the BPO, and follows established procedures for activity group access.

Staff users requiring access to archived data must submit a written notification to the BPO for approval. To conserve system resources, the BPO should limit the number of users with archive access. Requests follow established procedures for activity group access.

REFERENCES

Technical Reference Manual, SAP ECC 6.0 Transactional Data Archiving

44 United States Code Chapters 21, 29, 31, and 33

36 Code of Federal Regulations Chapter 12

41 CFR 201, subchapters A and B

Office of Management and Budget (OMB), Circular A-130, Management of Federal Information Resources
OMB Circular A-123, Management Responsibility for Internal Control
OMB Circular A-127, Financial Management Systems

ACA Standards
None.

Records Retention
For requirements and retention guidance applicable to this program, see the Records and Information Disposition Schedule (RIDS) on Sallyport.