


**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Archiving Federal Prison Industries Financial
Information System Production Data**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	FPI
Number	8370.02
Date	March 19, 2026

Summary of Changes

<i>Program Statement Rescinded:</i> <ul style="list-style-type: none">8370.01 Archiving SAP Data (3/23/15)
<i>Changes:</i> <ul style="list-style-type: none">Updates terminology due to a change in systems.Removes references to outdated documents.

1. PURPOSE AND SCOPE

To establish policy and procedures for archiving Federal Prison Industries (FPI) financial information system (currently SAP S/4HANA) production (PRD) data. The archive process secures data integrity, safeguards data from unexpected loss, and provides end-user access.

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

a. Program Objectives.

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

b. Institution Supplement. None.

2. RESPONSIBILITY

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

- Identifying objects 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 FPI 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 Online Service System (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 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 Enterprise Resource Planning branch (ERP), 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 HANA 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 HANA 6.0 Transactional Data Archiving.

- a. The CFO initiates an archive cycle and identifies in writing to the PM the range of data for archiving.
 - An archive cycle should be executed at least once each fiscal year.
 - An archive cycle should conclude or pause three 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 two fiscal years' data on the FPI financial information system PRD server.
- b. The PM organizes the archive cycle, documents the process, and notifies BPOs that an archive request 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 is verified by the BPO.
 - The transactional data transferred is deleted from the FPI financial information system tables, or the master data is deleted from the FPI financial information system tables.

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

4. ARCHIVE AUTHORIZATIONS

The archived data is “view only.” Inmate users do not normally have access to archived data; however, rarely circumstances may require inmates to access such data. Access is granted on a case-by-case basis, only in writing, approved by the BPO, and following 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

Program Statements

None

Other References

Technical Reference Manual SAP HANA Transactional Data Archiving

ACA Standards

None

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.