

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instruction on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-AZ-01-18</i>	DATE RECEIVED <i>11-30-00</i>
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  PATRICIA R. MARTIN	5. TELEPHONE  (703) 806-3171	DATE <i>4-30-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>22 Nov 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE DIRECTOR, RECORDS MANAGEMENT DIVISION	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><b><u>Education Management Information System (EDMIS)</u></b></p> <p><b>Background and Information:</b> EDMIS is an automated Army Education Center administrative tool to standardize the management of soldiers' educational records. EDMIS is used Army-wide. EDMIS provides a means for keeping an electronic "audit trail" of all counseling actions and tuition assistance dollars committed and spent. EDMIS provides the data to affect decisions from installation through headquarters level. The governing directive for EDMIS is AR 621-5, The Army Continuing Education System. EDMIS is the automation of DA Form 2171, Request for Tuition Assistance - Army Tuition Assistance, and DA Form 1821 Army Continuing Education System (ACES) Semi-Annual Participation/Cost/Evaluation Report. The database is updated daily as personnel are enrolled into the system. The system does not generate reports other than administrative reports covered under 25-1111. The output consists of DA Form 669, Educational Development Record which is scheduled under file number (FN) 621-5e, Individual educational development. Source of data for the System: Information used to populate EDMIS is gathered from DA Form 2171 and DA Form 1821. Input/Source Records are scheduled under FN 25-1kkk.</p> <p>Note: Use 25-1mmm for Automated System Documentation and Specifications, and 25-1nnn, Backup of Files.</p> <p style="text-align: center;"><i>cc Agency NR, NWMU</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7.	<p>FN: 621-5g            Title: Education Management Information System (EDMIS) master file            Authority: TBD            Privacy Act: A0621-1DAPE            Description: EDMIS provides a means for keeping an electronic "audit trail" of all counseling actions and tuition assistance dollars committed and spent. EDMIS contains information concerning the standardized management of soldiers' educational records which has been collected by a government system from DA Form 2171, Army Tuition Assistance, and DA Form 1821 <del>Quarterly Participation Report</del> and the data there on. Included are class rosters, course enrollment documents, and attendance records.            Disposition: Code KE6. Event: date of last discharge or release from active duty. Keep individual record until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then delete.</p>	<p><i>Access Semi-Annual Participation/ Cost/Evaluation Report</i></p>	



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : April 15, 2002

Reply to  
Attn of : Linda C. Genovese, NWML

Subject : Appraisal Memorandum for N1-AU-01-18

To : Director, NWML

The Department of the Army submits job number N1-AU-01-18 to request disposition authority for one new series of records relating to the management of educational records, comprising the Education Management Information System (EDMIS). The records are created in compliance with Army Regulation 621-5, The Army Continuing Education System.

## Background

The Education Management Information System (EDMIS) is an electronic information system designed to automate DA Form 2171, Request for Tuition Assistance-Army Tuition Assistance and DA Form 1821, Army Continuing Education System (ACES) Semi-Annual Participation/Cost/Evaluation Report. System outputs consist of a completed DA Form 669, Educational Development Record which is scheduled under MARKS FN 621-5e, Individual educational development (NC1-AU-80-10). A recordkeeping copy is maintained in the soldier's official personnel file (OMPF) until death or separation from service. Instructions are also included in this proposed schedule for the disposition of system inputs, system documentation, system administrative reports, and system backups, all of which are scheduled as temporary under previously approved authorities.

**Item 1: (FN: 621-5g)** covers the EDMIS Master File. The Education Management Information System (EDMIS) is an electronic information system developed to provide a standardized Army-wide automated system for the management of DA Forms 2171 and 1821. It is used as an administrative tool by management and staff personnel, who require the data to accomplish educational data management. EDMIS provides a means for keeping an electronic "audit trail" of all educational counseling actions and tuition assistance dollars committed and spent. This system includes information concerning personal data, educational counseling actions, courses taken, grades attained, and tuition assistance committed and spent. It is used as an administrative management tool providing a means for keeping an account of all counseling actions and expenditure of tuition assistance dollars. The EDMIS database is updated daily as personnel are enrolled into the system.

Army proposes an event-disposition authorizing the individual record be kept until event occurs and then until no longer needed for conducting business, but not longer than six years after date of last discharge or release from active duty, then delete. The EDMIS master file is a stand-alone series that has value only to Army for administrative purposes and the records do not relate to Army's primary mission. In addition, the proposed retention periods are appropriate for administrative records and meet the operational needs of the agency. Since Army maintains a recordkeeping copy in the soldier's OMPF that protects legal rights and provides government accountability, I agree with this disposition proposal.

The disposition request for the above item reflects Army's redesign of AR 25-400-2, the Modern Army Recordkeeping System (MARKS). The goal of this project is to ensure that important records are preserved and retrievable and that the new recordkeeping system is simple to use and part of daily business. Army's records management redesign project supports NARA's strategic plan goal that essential evidence will be created, identified, appropriately scheduled and managed, and will be easy to access for as long as needed. To meet these goals, NARA is assisting Army in its effort to develop broad, flexible disposition authorities for temporary records and developing mechanisms to ensure the preservation of permanent records. The proposed records dispositions are in keeping with Army's MARKS redesign initiative. This will greatly assist Army's records disposition implementation.

The system master file in this job does not have sufficient informational or evidential value to merit permanent transfer to the National Archives. The proposed flexible retention period is adequate to conduct Army continuing education business, ensures government accountability and poses no legal rights implications to the government or its citizens. Judith Barnes (NWMWA), Anthony Fantozzi (for NWMD), Timothy Nenninger (NWCTM), Thomas Brown (NWME), and David Weber (NR) have all waived informal review of this job.

I recommend approval of this schedule as submitted.



LINDA C. GENOVESE  
Senior Records Analyst  
Life Cycle Management Division