

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-330-09-3</i>	
1 FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>6/1/09</i>	
2 MAJOR SUBDIVISION Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records and Declassification Division, ESD, WHS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith		DATE ARCHIVIST OF THE UNITED STATES <i>8/28/09 Adrienne Thomas</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 <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 05/19/2009	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief, Records and Declassification Division	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	SMART Information Management System (SIMS) The SIMS is a secure database that contains personal identifying information (PII) of program participants used to support the operation and administration of t		

SF 115 Submission for scheduling with National Archives and Records Administration (NARA):

UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, & LOGISTICS (AT&L), DIRECTOR DEFENSE RESEARCH & ENGINEERING (DDR&E)

SMART Information Management System (SIMS)

BACKGROUND: The SIMS is a secure database that contains personal identifying information (PII) of program participants used to support the operation and administration of the Science, Mathematics & Research for Transformation (SMART) Scholarship for Service Program under the National Defense Education Program (NDEP). The SMART Program was established by DoD as an opportunity for students pursuing an undergraduate or graduate degree in Science, Technology, Engineering, and Mathematics disciplines to receive a full scholarship and be gainfully employed upon completion of the degree. The main goal of the program is to increase the number of civilian scientists and engineers working at DoD laboratories. This program is supported by the Director Defense Research & Engineering (DDR&E), whose mission is to ensure that the warfighter has superior and affordable technology to support their missions and provide war winning capabilities.

Inputs into the system from electronic source data and the dispositions are covered under GRS 20, Item 2b. **Outputs** from the system include various ad hoc reports related to day-to-day program management and the dispositions are covered under GRS 20, Item 16. The **system documentation** disposition is covered under GRS 20, Item 11a(1) and includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

ITEM 1: SIMS Master file

FILE DESCRIPTION: Information system containing documentation about Participants of the SMART program. Collected information includes Participant personal data (i.e. DOB, gender, race, etc.), Grading and Testing history (i.e. GPA, GRE scores, transcripts, education work plans), Participant university/college information (i.e. School name, address, phone numbers, etc.), Participant Program-specific data (i.e. degree, discipline, number of scholarship funded years, projected graduation date, selecting branch/organization, and inactive reason, etc.), Participant Position data (i.e. Copy of SF-50), Participant financial data (i.e. projected/actual cash award, tuition, book allowances, travel costs, and internship costs), DoD facility data (i.e. name, address, phone number, POC information, and similar information).

DISPOSITION: TEMPORARY. Participant information will be deleted/destroyed 6 years and 3 months after completion of service commitment or upon repayment of funds. **⑥** Records of individuals not chosen for participation in the program will be deleted when 3

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years old. DoD research and engineering facility data will be deleted/destroyed upon termination of affiliation