

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instruction on reverse)</i>		LEAVE BLANK (NARA use only)	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 GRS OR SUPERSEDED JOB CITATION	10.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;"><u>Education Management Information System (EDMIS)</u></p> <p>Background and Information: 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: right;"><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 Quarterly Participation Report 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>	