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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only) JOB NUMBER			
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD,COLLEGE PARK, MD 20740-6001		DATE RECEIVED 11-30-00			
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY			
U.S. ARMY 2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that			
U.S. TOTAL ARMY PERSONNEL COMMAND					
3. MINOR SUBDIVISION	may be marked "disposition				
RECORDS MANAGEMENT PROGRAM DIVISION	"withdrawn" in column 10.				
4. NAME OF PERSON WITH WHOM TO CONFER			OF THE UNITED STATES $\Lambda \cdot$		
PATRICIA R. MARTIN	(703) 806-3171	4-30-02 Const	J. Carlin		
6. AGENCY CERTIFICATION					
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, is not required; DATE 22 Nor OT SIGNATURE OF AGENCY REPARTMENT ATIVE HOWARD N. GREENHALGH					
7.		9. GRS OR	10. ACTION		
7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.		SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)		
Education Management Informa					
 Background and Information: EDMIS is an Center administrative tool to standardize the mare ducational records. EDMIS is used Army-wide for keeping an electronic "audit trail" of all courassistance dollars committed and spent. EDMIS decisions from installation through headquarters for EDMIS is AR 621-5, The Army Continuing the automation of DA Form 2171, Request for Tuition Assistance, and DA Form 1821 Army C (ACES) Semi-Annual Participation/Cost/Evaluat updated daily as personnel are enrolled into the generate reports other than administrative report output consists of DA Form 669, Educational D scheduled under file number (FN) 621-5e, Individuent Scheduled under FN 25-1kkk. Note: Use 25-1mmm for Automated System Do Specifications, and 25-1nnn, Backup of Files. 	is .				
EC agency MR, MWMW	,				

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	SUPE	GRS OR ERSEDED CITATION	TAKE	ACTION N (NARA ONLY)
	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.	Aces Ser Cost			
115-1	NSN 7540-00-634-4064				