Request for Record Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

Department of the Army

2 Major Subdivision

Office of the Administrative Assistant to the Secretary of the Army

3 Minor Subdivision

Records Management and Declassification Agency

4 Name of Person with whom to confer

Shirley Kinson-Jones

5 Telephone (include area code)

703-428-6411

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 _____ 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

[x] is not required	[ ] is attached	[ ] has been requested

Signature of Agency Representative

Title

Ricardo A. Romero, Chief, Records Management Division

Date (mm/dd/yyyy)

05/20/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	ENLISTED DISTRIBUTION AND ASSIGNMENT SYSTEM (EDAS)		

Background   The Enlisted Distribution and Assignment System (EDAS) is a real time, interactive, automated system which supports the management of the enlisted force   The assignment managers of the Enlisted Personnel Management Directorate (EPMD), HRC process assignments, deletions, and deferments for soldiers via EDAS   The distribution managers use EDAS to create and validate requisitions, and to add or modify requisitions   EDAS also provides enlisted strength management information   The Total Army Personnel Data Bases (TAPDB) used by EDAS are· Enlisted Personnel Data Base (PERDB) Requisition Data Base (REQDB) Organizational Data Base (ORGDB), and, Statistical Data Base (STATDB) Installations primarily use eMILPO to update data on the TAPDB Field users use EDAS to create unvalidated requisitions and to read data that they are authorized for example, information on soldiers assigned to their commands and incoming personnel Enlisted Distribution and Assignment System (EDAS) is the principal automated source for information concerning enlisted assignment actions It is an interactive, on-line system for enlisted assignments and distribution functions

Note   Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, RN 25-1mmm for system documentation and specification, and RN 25-1nnn for backup files

RN: 614-200f
Title   Enlisted Distribution and Assignment System (EDAS) Master File
Authority   TBD
PA: TBD
Description   The systems contains soldier data, assignment information and Statistical information for distribution purposes
Disposition. KE6. Event is after seperation   Keep until event occurs, then delete 6 years after the event