# Request for Records Disposition Authority

(See Instructions on reverse)

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

## From
Agency or establishment
Department of the Army

## Major Subdivision
Office of the Administrative Assistant to the Secretary of the Army

## Minor Subdivision
Records Management and Declassification Agency

## Name of Person with whom to confer
Brenda Fletcher

## Telephone (include area code)
703-428-6298

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## 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 is not required. Is attached has been requested.

## Signature of Agency Representative
Dominic Baldini, Chief, Records Management Division

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## Item Number

## Description of Item and Proposed Disposition

**Distributed Learning Management Information System (DLMIS)**

**AR 350-1**

- **Background** The Distributed Learning Management Information System (DLMIS) is used by Army training proponents who create, store, maintain, market, validate, and deliver distributed-learning, training courseware materials and products to Soldiers, Department of the Army (DA) civilians, units, organizations and enrollees. The system tracks contracting, development, testing, and fielding of courseware and products. Courseware products include correspondence courses, video tele-training, and interactive multimedia instruction.

1. **RN 350-1aa**
   - **Title:** Distributed Learning Management Information System (DLMIS) Master File Authority TBD
   - **PA:** TBD
   - **Description:** The system contains all Army distributed learning courseware, courseware name, proponent schools, audit trail information including contract award date, developer name, development completion dates, testing data, and similar data. Inputs identify courses, military occupational specialties, contractor award information, pass/fail test results, and similar courseware information. The primary key is the courseware title. Information exists in the system dating from 1999 to the present.

   **Disposition:** KE5 Event is after revision or discontinuance of course. Keep until event occurs, then destroy 5 years after event.
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<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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Note. Use record number (RN) 25-1kkk for source input records; RN 25-1lll for automated system administrative outputs and reports; RN 25-1mmm for automated system documentation and specification files; and RN-1nnn for backup files.