

## Request for Records Disposition Authority

Records Schedule Number           DAA-0330-2012-0007

Schedule Status                     Approved

  

Agency or Establishment           Office of the Secretary of Defense

Record Group / Scheduling Group   Records of the Office of the Secretary of Defense

Records Schedule applies to       Major Subdivision

Major Subdivision                  Office of the Secretary of Defense for Personnel and Readiness

Minor Subdivision                  Department of Defense Education Activity

Schedule Subject                   Aspen Student Information System (ASPEN SIS)

Internal agency concurrences will be provided   No

Background Information           Department of Defense Education Activity (DODEA) is responsible for the development of policy and programs for primary and secondary schools on military installations. DODEA operates 200 public schools in 15 districts located in 12 foreign countries, eight states, Guam, and Puerto Rico.

ASPEN is a online information system used to maintain student information including attendance and marks, report cards and transcripts, class schedules, and for generating reports. The data is provided by the sponsor (student's parents and/or guardian) and accessed by school administrators and teachers.

Aspen consist of information provided from existing information systems, the Consolidated Database Warehouse (CDW), the Student Information System (SIS) and Chancery-Student Management System. These systems will be decommissioned once all data is consolidated into ASPEN. DODEA will continue to maintain paper records created prior to the implementation of ASPEN.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0330-2012-0007

Sequence Number
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1
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Aspen Student Information System (ASPEN SIS) Disposition Authority Number: DAA-0330-2012-0007-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="373 414 1039 446"><b>Aspen Student Information System (ASPEN SIS)</b></p> <p data-bbox="373 457 1153 489">Disposition Authority Number      <b>DAA-0330-2012-0007-0001</b></p> <p data-bbox="373 510 1485 851"><b>Aspen Student Information System (ASPEN SIS) is used to maintain student information including attendance and marks, report cards and transcripts, class schedules, and for generating reports. This information is used to make decisions on allocation of resources, manpower, educational assessments of students, schools and development of DoD Wide Education policy. Data includes but is not limited to student and sponsor demographic information to attendance, Health Information, Discipline, and programs such as English as a Second Language (ESL), Gifted, Honors, Professional Technical Studies (PTS) Certification and grading information.</b></p> <p data-bbox="373 861 925 904">Final Disposition                      <b>Temporary</b></p> <p data-bbox="373 915 860 946">Item Status                                <b>Active</b></p> <p data-bbox="373 968 828 1000">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="373 1021 812 1149">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p data-bbox="373 1181 682 1212"><b>Disposition Instruction</b></p> <p data-bbox="373 1234 1445 1276">Cutoff Instruction                        <b>Close files annually at the end of the school year.</b></p> <p data-bbox="373 1287 1315 1330">Retention Period                         <b>Destroy 50 year(s) after files are closed</b></p> <p data-bbox="373 1361 682 1393"><b>Additional Information</b></p> <p data-bbox="373 1415 958 1457">GAO Approval                              <b>Not Required</b></p>

### 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
06/01/2012	Return to Submitter	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
10/22/2012	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/04/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
03/11/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/12/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/18/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist