

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 |   |
|-----------------|---|
| 1               | Aspen Student Information System (ASPEN SIS)<br>Disposition Authority Number: DAA-0330-2012-0007-0001 |

## Records Schedule Items

| Sequence Number   |  |                   |           |             |        |                             |     |   |    |                    |   |                  |   |              |              |
|---|--|-------------------|-----------|-------------|--------|-----------------------------|-----|---|----|--------------------|---|------------------|---|--------------|--------------|
| 1   | <p><b>Aspen Student Information System (ASPEN SIS)</b></p> <p>Disposition Authority Number      DAA-0330-2012-0007-0001</p> <p>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.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr></table> <p><b>Disposition Instruction</b></p> <table><tr><td>Cutoff Instruction</td><td>Close files annually at the end of the school year.</td></tr><tr><td>Retention Period</td><td>Destroy 50 year(s) after files are closed</td></tr></table> <p><b>Additional Information</b></p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table> | Final Disposition | Temporary | Item Status | Active | Is this item media neutral? | Yes | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | Cutoff Instruction | Close files annually at the end of the school year. | Retention Period | Destroy 50 year(s) after files are closed | GAO Approval | Not Required |
| Final Disposition   | Temporary  |                   |           |             |        |                             |     |   |    |                    |   |                  |   |              |              |
| Item Status   | Active   |                   |           |             |        |                             |     |   |    |                    |   |                  |   |              |              |
| Is this item media neutral?   | Yes  |                   |           |             |        |                             |     |   |    |                    |   |                  |   |              |              |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No   |                   |           |             |        |                             |     |   |    |                    |   |                  |   |              |              |
| Cutoff Instruction  | Close files annually at the end of the school year.  |                   |           |             |        |                             |     |   |    |                    |   |                  |   |              |              |
| Retention Period  | Destroy 50 year(s) after files are closed  |                   |           |             |        |                             |     |   |    |                    |   |                  |   |              |              |
| GAO Approval  | Not Required   |                   |           |             |        |                             |     |   |    |                    |   |                  |   |              |              |

## 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<br>- Office of the Secretary of Defense                         |
| 10/22/2012 | Certify                | Luz Ortiz        | OSD Records Manager                           | Department of Defense<br>- Office of the Secretary of Defense                         |
| 03/04/2014 | Submit for Concurrence | David Weber      | for   | National Archives and Records Administration<br>- Records Management Services         |
| 03/11/2014 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program<br>- Records Management Services                  |
| 03/12/2014 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration<br>- National Records Management Program |
| 03/18/2014 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist -<br>Office of the Archivist                                  |