

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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