

Request for Records 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	5 Telephone (include area code)
Brenda Fletcher	703-428-6298

Leave Blank (NARA Use Only)	
Job Number	<i>Ni-Au-09-14</i>
Date Received	<i>3/12/09</i>
Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
<i>8/20/09</i>	<i>Adrienne Thomas</i>

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 2 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 <i>Domenic C. Ballini</i>	Title Dominic Baldini, Chief, Records Management Division	Date (mm/dd/yyyy) <i>03/09/2009</i>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p style="text-align: center;">Distributed Learning Management Information System (DLMIS) AR 350-1</p> <p>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.</p> <p>Title: Distributed Learning Management Information System (DLMIS) Master File Authority TBD PA TBD</p> <p>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.</p> <p>Disposition KE5 Event is after revision or discontinuance of course. Keep until event occurs, then destroy 5 years after event.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

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Of 2

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>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.</p>		