

RETURN WITHOUT ACTION

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2017-0005
Schedule Status Returned Without Action

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Emergency Relocation Staff Roster (EROSTER) Master File, RN
500-3f/ACRS 900B

Internal agency concurrences will be provided No

Background Information AR 500-3 U.S. Army Continuity of Operations Program Policy and Planning establishes responsibilities for policies and planning of emergency operations. The EROSTER is maintained by the Deputy Chief of Staff G-3/5/7, U.S. Army Command and Control Support Agency.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Outline of Records Schedule Items for DAA-AU-2017-0005

Sequence Number	
1	Emergency Relocation Staff Roster (EROSTER) System
1.1	Emergency Relocation Staff Roster (EROSTER) System Master File, RN 500-3f/ ACRS/900B Disposition Authority Number: DAA-AU-2017-0005-0001

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Records Schedule Items

Sequence Number					
1	<p>Emergency Relocation Staff Roster (EROSTER) System Emergency Relocation Staff Roster (EROSTER) System EROSTER is a web-based application used to identify members of the Headquarters Department of the Army (HQDA) Emergency Relocation Staff (ERS), the continuity facilities they deploy to, security clearance information; and to manage contact information and COOP training for each ERS member. EROSTER is used by ERS organization Continuity Points of Contact (CPOC) and administrators to manage the information stored in the EROSTER encrypted database. Input records covered by DAA-GRS-2013-0001-0001 Item 10 for hard copy and analog, and by DAA-GRS-2013-0001-0004 Item 20 for electronic input/source records. Output ad-hoc records are covered by DAA-GRS-2013-0001-0005 Item 30, and output data file records are covered by DAA-GRS-0001-0006 Item 31. System documentation as defined in DAA-GRS-2013-0005-0003 is covered by Item 51.</p>				
1.1	<p>Emergency Relocation Staff Roster (EROSTER) System Master File, RN 500-3f/ACRS/900B</p> <p>Disposition Authority Number DAA-AU-2017-0005-0001</p> <p>The files include personal information (name, date of birth, place of birth, SSN/DoD ID Numbers), Contact Information (NIPR/SIPR email, home/work/cell phone numbers), Clearance Information, Medical Information (mobility challenges, prescriptions, special needs), and Training Information.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>AR 25-400-2</td><td>Army Records Information Management System (ARIMS)</td></tr></tbody></table> <p>Disposition Instruction</p>	Manual Citation	Manual Title	AR 25-400-2	Army Records Information Management System (ARIMS)
Manual Citation	Manual Title				
AR 25-400-2	Army Records Information Management System (ARIMS)				

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Cutoff Instruction	KEN. When individual is no longer designated an Emergency Relocation Group (ERG) member. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Retention Period	Destroy 6 year(s) after individual is no longer designated an Emergency Relocation Group (ERG) member.
Additional Information	
GAO Approval	Not Required

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-AU-2017-0005

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
01/26/2017	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
01/26/2017	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
10/30/2017	Return Without Action	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2

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