

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2017-0023
 Schedule Status Approved

 Agency or Establishment Department of the Army
 Record Group / Scheduling Group Army Undifferentiated
 Records Schedule applies to Major Subdivision
 Major Subdivision Redstone Arsenal, Alabama
 Schedule Subject The Event Registration System (REGSTR) Website
 Internal agency concurrences will be provided No

Background Information The Army Materiel Command/Aviation and Missile Command (AMCOM) submits for disposition the Event Registration System (REGSTR). REGSTR is a public website, event registration system that AMCOM employees and the general public/contractors may access to register for scheduled events/workshops at or near Redstone Arsenal, Alabama. There is no AR for creating and maintaining these records. The record numbers are created based on the functional category (700).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-AU-2017-0023

Sequence Number	
1	The Event Registration System (REGSTR) Website
1.1	The Event Registration System (REGSTR) Website, 700z/700A/(0-6) Disposition Authority Number: DAA-AU-2017-0023-0001

Records Schedule Items

Sequence Number

1

The Event Registration System (REGSTR) Website

The Event Registration System (REGSTR) Website provides AMC/AMCOM a system to register events (<https://conference.redstone.army.mil>). The system is divided into two functional sections, each of which accesses the REGSTR database through its own separate web server. The Public Internet Section is designed to allow outside user's access the public Internet portion of the product to complete and submit the registration applications. The administrative Section allows authorized personnel to create the conference registration display, which includes event information such as event title, dates, agendas, event logos, briefing slides, as well as any related policies and procedures. Input is entered by external resources to the Event Registration System and is 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 includes records layouts, specifications, user manuals and code books which are covered under DAA-GRS-2013-0005-0003.

1.1

The Event Registration System (REGSTR) Website, 700z/700A(0-6)

Disposition Authority Number DAA-AU-2017-0023-0001

The master file includes Personally Identifiable Information (PII): Name, citizenship, mailing/home address, employment information, and personal e-mail address. Foreign nationals will be required to disclose their country of residence, date of birth, height, weight, gender, eye color, and hair color.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
AR 25-400-2	The Army Records Information Management System

Disposition Instruction

Cutoff Instruction

KE6. Event is completion of the conference/
workshop/event. Keep until event occurs, then delete
the records 6 years after the event.

Retention Period

Destroy 6 year(s) after completion of the conference/
workshop/event.

Additional Information

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
11/20/2017	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
11/13/2019	Submit for Concurrence	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
11/14/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/14/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist