

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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