



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
US ARMY GARRISON, REDSTONE ARSENAL  
4488 MARTIN ROAD  
REDSTONE ARSENAL, ALABAMA 35898-5000

REPLY TO  
ATTENTION OF

IMRE-HRA

09 JUL 2019

MEMORANDUM FOR Redstone Community

SUBJECT: Designation 25-4, Designation of Records Manager

1. SOURCE OF AUTHORITY: AR 25-1, Army Information Technology, 25 June 2013, chapter 5, paragraph 5-4(4), requires that records management officials be appointed in writing.
2. DESIGNATE: I hereby designate Ms. Stephanie Saldana-Sanchez as a Records Manager. This designation carries with it responsibility to assist the Installation Records Manager(s) in managing, overseeing, and directing the records management program and its subprograms for Redstone Arsenal and certain other co-located Department of Defense organizations through support agreements.
3. LIMITATIONS: No re-designation of this authority may be made.



KELSEY A. SMITH  
COL, AV  
Commanding