



Privacy Act of 1974  
System of Records Notice  
**U.S. RAILROAD RETIREMENT BOARD**

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<b>Name</b>	<b>RRB-11: Files on Concluded Litigation</b> .....
<i>Federal Register</i>	<a href="#">79 FR 58882</a>
<i>Effective Date</i>	December 1, 2014
<i>System Location</i>	U.S. Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092.
<i>Security Classification</i>	None.
<i>Categories of Individuals Covered by the System</i>	Railroad employees, retired railroad employees, and individuals with some creditable railroad service who are involved in litigation in which the Railroad Retirement Board has some interest as a party or otherwise.
<i>Categories of Records in the System</i>	Legal briefs, reports on legal or factual issues involving copies of subpoenas which may have been issued, copies of any motions filed, transcripts of any depositions taken, garnishment process, correspondence received and copies of any correspondence released by the Board pertaining to the case, copies of any court rulings, and copies of the final decision in the case.
<i>Authority for Maintenance of the System</i>	Section 7(b)(6) of the Railroad Retirement Act of 1974 ( <a href="#">45 U.S.C. § 231f(b)(6)</a> ) and section 12(l) of the Railroad Unemployment Insurance Act ( <a href="#">45 U.S.C. § 362(l)</a> ).
<i>Purpose(s)</i>	The RRB needs to collect and maintain records of concluded litigation to which the RRB was a party.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	None.
<i>Disclosure to Consumer Reporting Agencies</i>	None.
<i>Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System</i>	
<i>Storage</i>	Paper.
<i>Retrievability</i>	Name.
<i>Safeguards</i>	Maintained in areas not accessible to the public in locking filing cabinets. Offices are locked during non-business hours. Access to files is restricted to RRB attorneys and other authorized Board employees. Building has 24 hour on-site security officers, closed circuit television monitoring and intrusion detection systems..
<i>Retention and Disposal</i>	Files relating to cases of precedential interest are retained permanently. Files of cases involving routine matters, other than garnishments, are retained for 5 years after the case is closed, then shredded. Files relating



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<i>Name</i>	<b>RRB-11: Files on Concluded Litigation</b> ..... to garnishment of benefits are retained until 2 years after the date garnishment terminates, then destroyed. Destruction is performed in accordance with NIST guidelines.
<i>System Manager(s) and Address</i>	General Counsel, U.S. Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092.
<i>Notification Procedure</i>	Requests for information regarding an individual's record should be in writing addressed to the System Manager identified above, including the full name and social security number and claim number of the individual. Before information about any record will be released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information.
<i>Record Access Procedure</i>	See Notification section above.
<i>Contesting Record Procedure</i>	See Notification section above.
<i>Record Source Categories</i>	The individual himself or his authorized representative, other record systems maintained by the Railroad Retirement Board, employers, the Social Security Administration.
<i>Exemptions Claimed for the System</i>	None.