



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

<i>Name</i>	RRB-46: Personnel Security Files
<i>Federal Register</i>	September 30, 2014 Vol. 79, No. 189. pp. 58899
<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>	Current and former Railroad Retirement Board (RRB) employees and individuals being considered for possible employment, or contractor work, by the RRB.
<i>Categories of Records in the System</i>	<p>Completed and signed suitability investigation requests (investigations submitted through the automated system, eQIP, will not have a completed and signed investigation request form as this would be filled out via the web-based system); information concerning identity source documents; results of applicable background checks; copies of relevant material used to validate applicant's identity, including photos and fingerprint impressions. Records of actions taken by the Railroad Retirement Board in a personnel security investigation. If the action is favorable, the information will include identifying information and the action taken; if the action is unfavorable, the information will include the basis of the action which may be a summary of, or a selection, of information contained in an OPM investigation report. Information in an OPM investigation report may include: date and place of birth, marital status, dates and places of employment, foreign countries visited, membership in organizations, birth date and place of birth of relatives, arrest records, prior employment reports, dates and levels of clearances, and names of agencies and dates when, and reasons why, they were provided clearance information on Board employees.</p> <p>NOTE: This system of records does not include the OPM investigation report itself, even though it is in possession of the Railroad Retirement Board. The report is covered under the system of records OPM Central-9. Access to the report is governed by OPM.</p>
<i>Authority for Maintenance of the System</i>	Executive Order 10450, OMB Circular A-130 dated December 15, 1985, and Homeland Security Presidential Directive 12.
<i>Purpose(s)</i>	The purpose of this system of records is to maintain files documenting the processing of investigations on RRB employees and applicants for employment or contract work used in making security/suitability determinations.
<i>Routine Uses of Records Maintained in the System,</i>	a. Records may be disclosed to the Office of Personnel



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<i>Including Categories of Users and Purposes of Such Uses</i>	Management in carrying out its functions. b. Records may be disclosed to an agency in the executive, legislative, or judicial branch, or the District of Columbia Government, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. c. In the event of litigation where one of the parties is (1) the Board, any component of the Board, or any employee of the Board in his or her official capacity; (2) the United States where the Board determines that the claim, if successful, is likely to directly affect the operations of the Board or any of its components; or (3) any Board employee in his or her individual capacity where the Justice Department has agreed to represent such employees, the Board may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to effectively represent such party, provided such disclosure is compatible with the purpose for which the records were collected. d. Disclosure may be made to the PIV card applicant's representative at the written request of the individual who is applying for a PIV card with the RRB.
<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 and electronic records. Electronic records are saved in a private drive only accessible by Security Personnel.
<i>Retrievability</i>	Name.
<i>Safeguards</i>	The records are kept in secure storage, in a locked room. Access to RRB personnel security files and contractor personnel security files is limited to the Director of Administration (Personnel Security Officer), the Director of Human Resources (Personnel Security Officer), and the HR Management Analyst (Security Personnel). Access to OIG personnel security files is limited to the Assistant Inspector General for Investigations and the IG Management Analyst. Offices are restricted to those with keycard access. Building has 24 hour on-site security officers, closed circuit television



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<i>Name</i>	RRB-46: Personnel Security Files monitoring and intrusion detection systems.
<i>Retention and Disposal</i>	Destroy upon notification of death or not later than 5 years after separation or transfer of employee, whichever is applicable. Destruction is in accordance with NIST guidelines.
<i>System Manager(s) and Address</i>	RRB Employees and contractors: Human Resources Security Officer, U.S. Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092; RRB OIG Employees: Assistant Inspector General for Investigations, 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 to whom the information applies, the Railroad Retirement Board, the Office of Personnel Management, the FBI and other law enforcement agencies, and other third parties.
<i>Exemptions Claimed for the System</i>	None..