



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

<i>Name</i>	RRB-56: Employee Service and Railroad Employer Coverage Determination Files
<i>Federal Register</i>	79 FR 58906
<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; individuals claiming railroad service; entities being considered as covered employers.
<i>Categories of Records in the System</i>	Individuals: Name, address, social security number, employment history. Employers: Name, Bureau of Accounts (B.A.) number, incorporation date, corporate structure, number of employees, services provided.
<i>Authority for Maintenance of the System</i>	Section 7(b)(6) of the Railroad Retirement Act of 1974 (45 U.S.C. § 231f(b)(6)); section 12(l) of the Railroad Retirement Unemployment Insurance Act (45 U.S.C. § 362(l)); 20 CFR § 259 .
<i>Purpose(s)</i>	Records in this system or records are maintained to (1) record Board decisions as to who is an eligible employee of a covered entity for the purposes of benefit entitlement and (2) to record determinations as to who is an employer under the Railroad Retirement Act, for the purpose of a) crediting compensation and service months to employees for the purpose of benefit entitlement and b) assessment of appropriate taxes.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	a. Identifying information such as full name, address, date of birth, social security number, employee identification number, and date last worked, may be released to any current or former employer to verify entitlement for benefits under the Railroad Retirement Act. b. Certain identifying information about annuitants, such as name, social security number, RRB claim number, as well as address, year and month last worked for a railroad, last railroad occupation, identity of last railroad employer, and total months of railroad service may be furnished to railroad employers for purpose of determining whether annuitant has performed employee service for that employer, and therefore is entitled to benefits under the Railroad Retirement Act. c. Certain information about annuitants such as year and month last worked for a railroad, the name(s) of railroad employer(s) the annuitant worked for, last railroad occupation, and total months of railroad service may be furnished to bonafide geneological requests. d. Board determinations regarding employer status are furnished to the Internal Revenue Service (IRS) as the administrator of the Railroad



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<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, Magnetic tape, Magnetic disk.
<i>Retrievability</i>	Name, email address.
<i>Safeguards</i>	<p>Paper: Maintained in areas not accessible to the public in locking filing cabinets. Access is limited to authorized RRB employees. Offices are locked during non-business hours. Building has 24 hour on-site security officers, closed circuit television monitoring and intrusion detection systems.</p> <p>Magnetic tape and magnetic disk: Computer and computer storage rooms are restricted to authorized personnel; on-line query safeguards include a lock/unlock password system, a terminal oriented transaction matrix, role based access controls and audit trail. For computerized records electronically transmitted between headquarters and field office locations, system securities are established in accordance with National Institute of Standards and Technology (NIST) guidelines, including network monitoring, defenses in-depth, incident response and forensics. In addition to the on-line query safeguards, they include encryption of all data transmitted and exclusive use of leased telephone lines.</p>
<i>Retention and Disposal</i>	<p>Paper: For employee service records: Maintained for 90 days after imaging is completed, then destroyed. For employer coverage records: Maintained for 10 years after coverage is terminated, then destroyed in accordance with NIST guidelines.</p> <p>Magnetic tape: Magnetic tape records are used to daily update the disk file, are retained for 90 days and then written over following NIST guidelines. For disaster recovery purposes certain tapes are stored 12-18 months.</p> <p>Magnetic disk: Continually updated and permanently retained. When magnetic disk or other electronic media is no longer servicable, it is sanitized in accordance with NIST guidelines.</p>
<i>System Manager(s) and Address</i>	Office of the 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 records should be in writing, including the full name, social security number and railroad retirement claim number(if any) of the individual. Before information about any records will be released, the individual may be required to provide



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<i>Record Access Procedure</i>	See Notification section above.
<i>Contesting Record Procedure</i>	See notification section above.
<i>Record Source Categories</i>	Individual applicants or their representatives, railroad and other employers.
<i>Exemptions Claimed for the System</i>	None.