



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

<i>Name</i>	RRB-58, Employee Tuition Assistance Program (TAP).
<i>Federal Register</i>	79 FR 58908
<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 Retirement Board employees.
<i>Categories of Records in the System</i>	Employee name, grade, job title, business unit, course title, school name, class dates, number of hours per week, cost of tuition, estimated cost of textbooks/fees and claim tracking information (dates and amount paid).
<i>Authority for Maintenance of the System</i>	5 U.S.C. §§ 4101 to 4118 , Government Employees Training Act. 5 CFR § 410 , Office of Personnel Management-Training. Executive Order 11348 , Providing for the further training of Government employees, April 20, 1967. Executive Order 12107 , Relating to the Civil Service Commission and labor management in the Federal Service, January 1, 1979.
<i>Purpose(s)</i>	The purpose of this system of records is to maintain employee Tuition Assistance Program (TAP) training history, to forecast future training needs and for audit and budgetary records and projections.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	In addition to the conditions of disclosure listed in 5 U.S.C. § 552a(b) of the Privacy Act and the RRB's Standard Disclosures, the RRB may release these records to: Federal agencies for screening and selecting candidates for training or developmental programs sponsored by the agency. Federal oversight agencies for investigating, reviewing, resolving, negotiating, settling, or hearing complaints, grievances, or other matters under their authority.
<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>	Employee name, grade, job title, business unit and claim tracking information (dates and amount paid).
<i>Safeguards</i>	Paper: Maintained in areas not accessible to the public in metal filing cabinets at the RRB. Access is limited to authorized RRB employees.



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<i>Name</i>	RRB-58, Employee Tuition Assistance Program (TAP). Records are stored in an office that has electronic access controlled doors. Building has 24 hour on-site security officers, closed circuit television monitoring and intrusion detection systems. Magnetic tape and disks: Computer and computer storage rooms are restricted to authorized personnel, have electronic access controlled doors. On-line query safeguards include a lock/unlock password system, a terminal oriented transaction matrix, role based access controls and audit trail. For electronic records, 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.
<i>Retention and Disposal</i>	Retained and disposal in accordance with National Archives and Records Administration (NARA), General Record Schedule, GRS-1, Item #29, Employee Training Records, Destroy when 5 years old or when superseded or obsolete, whichever is sooner.
<i>System Manager(s) and Address</i>	Director of Human Resources, Office of Administration, 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 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>	RRB employees.
<i>Exemptions Claimed for the System</i>	None.