

and periods of employment that are creditable under the Social Security Act for years after 1936.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 7(b)(6) of the Railroad Retirement Act of 1974 (45 U.S.C. 231(b)(6)).

**PURPOSE(S):**

The purpose of this system of records is to have Social Security Act earnings information available to RRB benefit programs for determinations related to RRA benefit entitlement and amount. The records are stored in the Employment Data Maintenance database.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Internal RRB Use.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Mainframe computer database.

**RETRIEVABILITY:**

Social security account number and name.

**SAFEGUARDS:**

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 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. In addition to the on-line query safeguards, they include encryption of all data transmitted and exclusive use of leased telephone lines.

**RETENTION AND DISPOSAL:**

Updates are made to database weekly using files transmitted to RRB from SSA over encrypted, exclusively leased telephone lines.

Magnetic tape: Magnetic tape records are retained for 90 days and then written over following NIST guidelines. For disaster recovery purposes certain tapes are stored 12–18 months.

Magnetic disk: Continually updated and permanently retained. When magnetic disk or other electronic media is no longer required or serviceable, it

is sanitized in accordance with NIST guidelines.

**SYSTEM MANAGER(S) AND ADDRESS:**

Office of Programs—Director of Policy and Systems, Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611–2092.

**NOTIFICATION PROCEDURE:**

Requests for information regarding an individual's record 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 record will be released, the individual may be required to provide proof of identity, or authorization from the individual to permit release of information. Such requests should be sent to: Office of Programs—Policy & Systems, Chief of Compensation & Employer Services, Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611–2092.

**RECORD ACCESS PROCEDURE:**

See Notification section above.

**CONTESTING RECORD PROCEDURE:**

See Notification section above.

**RECORD SOURCE CATEGORIES:**

Social Security Administration.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

\* \* \* \* \*

**RRB–17****SYSTEM NAME:**

Appeal Decisions from Reconsideration Denials for Benefits Under the Provisions of the Railroad Retirement Act or the Railroad Unemployment Insurance Act.

**SYSTEM LOCATION:**

U.S. Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611.

**SECURITY CLASSIFICATION:**

None.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Appellants under the provisions of the Railroad Retirement Act and the Railroad Unemployment Insurance Act.

**CATEGORIES OF RECORDS IN THE SYSTEM: (UPDATED)**

Name, address, social security number, date of birth of appellant, decision of the hearings officer.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 7(b)(6) of the Railroad Retirement Act of 1974 (45 U.S.C. 231f(b)(6); sec. 12(l) of the Railroad

Unemployment Insurance Act (45 U.S.C. 362(l)).

**PURPOSE(S): (UPDATED)**

Records are maintained to record appeals decisions issued by the Bureau of Hearings and Appeals regarding entitlement to benefits, waiver of overpayments, and issues of law under the Railroad Retirement Act and Railroad Unemployment Insurance Act.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES: (UPDATED)**

a. If a request for information pertaining to an individual is made by an official of a labor organization of which the individual is a member and the request is made on behalf of the individual, information from the record of the individual concerning his benefit or anticipated benefit and concerning the method of calculating that benefit may be disclosed to the labor organization official.

b. Records may be disclosed in a court proceeding relating to any claims for benefits by the beneficiary under the Railroad Retirement Act and Railroad Unemployment Insurance Act.

c. Records may be disclosed during the course of an administrative appeal to individuals who need the records to prosecute or decide the appeal or to individuals who are requested to provide information relative to an issue involved in the appeal, such as the attorney or representative of the appellant, a vocational expert, or medical professionals.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE: (UPDATED)**

Paper, magnetic tape and disk.

**RETRIEVABILITY:**

Claim number or social security number, Bureau of Hearings and Appeals appeal number, or Bureau of Hearings and Appeal decision number.

**SAFEGUARDS:**

Paper: Maintained in areas not accessible to the public in metal 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.

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 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. In addition to the on-line query safeguards, they include encryption of all data transmitted and exclusive use of leased telephone lines.

**RETENTION AND DISPOSAL:**

The decisions maintained in the Bureau of Hearings and Appeals are retained for a period of 2 years and then destroyed by shredding in accordance with NIST guidelines. Decision documents are scanned and stored in the RRB Imaging System. Imaged documents are destroyed/purged for individual claimant's 7 years after the close of the fiscal year that they are determined to be inactive.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant General Counsel/Director of Hearings and Appeals, U.S. Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611.

**NOTIFICATION PROCEDURE:**

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.

**RECORD ACCESS PROCEDURE:**

See Notification section above.

**CONTESTING RECORD PROCEDURE:**

See Notification section above.

**RECORD SOURCE CATEGORIES:**

Information furnished by the appellant or his/her authorized representative, information developed by the hearings officer relevant to the appeal, and information contained in other record systems maintained by the Railroad Retirement Board.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

\* \* \* \* \*

**RRB-18**

**SYSTEM NAME:**

Miscellaneous Payments paid/posted to the General Ledger by the Financial Management Integrated System (FMIS).

**SYSTEM LOCATION:**

U.S. Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611.

**SECURITY CLASSIFICATION:**

None.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Railroad Retirement Board employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Travel vouchers, miscellaneous reimbursement vouchers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 7(b)(6) of the Railroad Retirement Act of 1974 (45 U.S.C. 231f(b)(6)) and Section 12(l) of the Railroad Unemployment Insurance Act (45 U.S.C. 362(l)).

**PURPOSE(S):**

The system is used to pay the operating expenses of the agency and reimbursements as needed to employees. Payment is made to vendors for goods and services. Employees are reimbursed for expenses related to the performance of their jobs. Payments are made within Federal limits and applicable guidelines.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

- a. Identifying information and check amount may be released to the Treasury Department to issue checks.
- b. Records may be disclosed to the General Accountability Office for auditing purposes.
- c. Identifying information, check number, date and amount may be released to the U.S. Postal Service for investigation of alleged forgery or theft of reimbursement checks.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper, Magnetic tape and Magnetic disk.

**RETRIEVABILITY:**

Name.

**SAFEGUARDS:**

Paper: Maintained in areas not accessible to the public in metal 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.

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 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. In addition to the on-line query safeguards, they include encryption of all data transmitted and exclusive use of leased telephone lines.

**RETENTION AND DISPOSAL:**

Paper. Retain at headquarters for two years then transferred to National Archives and Records Administration (NARA), Great Lakes Federal Records Center. The General Services Administration will destroy the records when authorized by the Government Accountability Office.

Magnetic tape: Magnetic tape records are retained for 90 days and then written over following NIST guidelines. For disaster recovery purposes certain tapes are stored 12-18 months.

Magnetic disk: Continually updated and permanently retained. When magnetic disk or other electronic media is no longer required or servicable, it is sanitized in accordance with NIST guidelines.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief Financial Officer, U.S. Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611-2092.

**NOTIFICATION PROCEDURE:**

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.

**RECORD ACCESS PROCEDURE:**

See Notification section above.