Schedule Number: NC1-184-79-03

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 6/23/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1-1 was superseded by both DAA-0184-2018-0008-0001 and DAA-0184-2018-0009-0001

Item 1-3 was superseded by DAA-0184-2018-0008-0002

Items 1-7, 1-8, and 1-9 were declared obsolete under N1-184-89-001

Item 2-1 was superseded by N1-184-88-001, item 2-1

Items 2-2, 2-3, and 2-4 were superseded by N1-184-09-003 (despite the fact that the 2009 schedule erroneously states it superseded these same item numbers in N1-184-88-001)

Item 2-6 was deleted per N1-184-88-001

Item 3-1 was superseded by N1-184-88-001, item 3-1

Item 4-9 was superseded by GRS 2.4, item 030 (DAA-GRS-2019-0004-0002)

Item 4-10 was superseded by DAA-0184-2013-0001-0005

Items 6-3, 6-4, 6-8h, 6-23 and 6-25 were declared obsolete under N1-184-89-002

Items 6-16, 6-17, 6-18, 6-19, 6-22, 6-24, 6-26, and 6-27 were superseded by N1-184-89-002, item 6-8

Item 8-41 was superseded by N1-184-89-003, item 8-28

Item 10-1 was superseded by N1-184-08-001, item 1 (even though N1-184-08-001 erroneously claimed it superseded N1-184-89-003, item 10-1)

Item 10-2a1 was superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)

Item 11-2 records were all destroyed in 1987 per N1-184-88-002

Item 11-20 was deleted per N1-184-88-002

Items 12-2, 12-3, 12-4, 12-5, and 12-9 were superseded by N1-184-08-003 (even though N1-184-08-003 erroneously claimed it superseded those same item numbers in N1-184-89-001)

Item 12-13 was superseded by N1-184-89-001, item 12-13

Item 13-7 was superseded by DAA-0184-2013-0001-0003

Item 13-10 was superseded by N1-184-89-001, item 13-20

Item 13-17 was superseded by DAA-0184-2013-0001-0004

Item 13-20 was superseded by NC1-184-82-03, item 13-20

Item 13-34 was superseded by DAA-0184-2013-0001-0001

Any item in this schedule that cites a GRS item in column 9 of the SF-115 continuation sheets simply quoted the GRS. It did not intend to supersede the GRS. These items are de facto superseded by the GRS.

NOTE: The Railroad Retirement Board (RRB) published its comprehensive schedule (NC1-184-79-03) in 1979. This schedule was updated in 1988-89 under four job numbers (N1-184-88-001, N1-184-89-001, N1-184-89-002, and N1-184-89-003). These schedules carried forward many items from the 1979 schedule without edit. NARA continued to consider the 1979 schedule as the authority for these items. After approval of the four later schedules, the RRB began to cite the 1988-89 schedules. In subsequent years, RRB schedules submitted to NARA often (technically incorrectly) cited the 1988-89 schedules as the then-current authority rather than the 1979 schedule.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO: NC1-184-79-3
DATE RECEIVED: March 3, 1981
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
4-6-81 (Date) — Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
U. S. Railroad Retirement Board

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER: **Alfred Meredith**

5 TEL EXT: 751-4525

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 75 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
10-28-80	Dale G. Zimmerman	Acting **Chief Executive Officer**

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN

U. S. RAILROAD RETIREMENT BOARD

This request for records disposition authority covers all records of the Railroad Retirement Board. The Railroad Retirement Board administers retirement - survivor and unemployment - sickness benefit programs provided by Federal Law for the Nation's railroad workers and their families. The Board is composed of 3 members appointed by the President with 11 supporting Bureaus and about 100 field offices.

This schedule supersedes all previous NARS job numbers for the Railroad Retirement Board including:

344-84	346-129	347-S131	II-NNA-2915
345-5	346-141	347-S132	II-NNA-3116
345-S16	346-S189	347-S133	II-NNA-3296
345-S176	346-253	347-137	NC1-184-76-1
345-S276	346-266	347-S143	NC1-184-78-1
345-S305	346-S295	349-S36	NC1-184-78-2
345-S341	346-S298	349-114	NC1-184-78-3
345-376	347-S98	351-S58	NC1-184-78-4
345-379	347-109	351-S399	NC1-184-79-1
346-S64	347-S129	II-NNA-29	
346-S65	347-S130	II-NNA-2002	

417 items

115-107

The records officer has agreed to all these changes. SC 3-11-81
Closed Out: 4-21-81 (K.T.)
Copy to SNC-C, Agency, NNR, NNU, NNH, NNB, [redacted]

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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RECORDS OF THE BOARD

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1-1	Board Orders Orders constituting the official record of formal actions of the Railroad Retirement Board pertaining to regulations, administration and program direction and general policy. (a) Copies filed in office of the Secretary of the Board. 1937 - 1979; 80 cft; 2 cft/year; arranged chronologically. PERMANENT. Break file at end of fiscal year, transfer to FARC when 10 years old. Offer to NARS with related index when 15 years old in 10 year blocks. SC 3-11-81 (b) All other copies. DESTROY when no longer needed for administrative use.		
1-2	Index to Board Orders Name and subject index to records described in item 1(a) above, filed in office of the Secretary of the Board. 1937 - 1979; 30 linear feet; .75 linear feet/year; arranged by subject. PERMANENT. Transfer to FARC with related Board Orders. Offer to NARS when 15 years old in 10 year blocks. SC 3-11-81		
1-3	Record of Proceedings Published minutes of Board meetings and/or conferences. Includes actions taken between meetings and only part of the board orders. (a) Copy filed in office of the Secretary of the Board. 1934 - 1979; 20 cft; .5 cft/year; arranged chronologically. PERMANENT. Break file at end of fiscal year, transfer to FARC when 10 years old. Offer to NARS when 15 years old in 10 year blocks. SC 3-11-81 (b) All other copies. DESTROY when no longer needed for administrative use.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1-4	Correspondence Files (a) General administrative, correspondence, and subject files of the Board members, the Secretary of the Board, and the Chief Executive Officer, relating to organization, functional programs, policy and procedural directives, regulations, special projects. 1937 - 1979; 280 cft; 30 cft/year; arranged chronologically. PERMANENT. Break at end of fiscal year and accumulate into ten year blocks. Hold block in office an additional 5 years. Offer to National Archives. (b) General administrative, correspondence, and subject files at the bureau level and below. Break file at end of fiscal year, hold 2 years and DESTROY.		
1-5	Index to Correspondence Files Subject card index to records described in item 4(a), filed in office of the Secretary of the Board. 1937 - 1979; 3 cft; arranged alphabetically by subject. PERMANENT. Microfilm at intervals to correspond with closure of ten-year correspondence file blocks. (a) Original cards. Offer to National Archives with Correspondence files. (b) Microfilm copy. Retain in Office of the Secretary of the Board. This copy may be destroyed when no longer needed for administrative use.		
1-6	Administrative Inspection Programs Transmittal material, studies, narrative analysis, and memoranda from the CEO and bureau directors documenting internal inspections of the Board's programs. DESTROY after 3 years or when no longer needed for administrative use.		
1-7	Civil Defense Files Records of agency agreements and instructions for emergency preparedness. DESTROY when 2 years old.		
1-8	Still Pictures Files Slide sets of textual information outling railroad retirement and unemployment insurance benefits which was obtained from the Information conference Handbook." "Blue Book,		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	~~1(a) of General Records Schedule 21-1(a)~~. DESTROY when no longer needed for administrative use ~~in accordance with FPMR 101-42,303-1~~.		
1-9	Minority Group Designation Code File Index cards coded by sex, minority, and supervisory codes. Filed numerically by social security number. DESTROY when 5 years old.	GRS1-26f NC1-184-79-4	
1-10	Washington Liaison Office Correspondence File Arranged alphabetically by name of claimant and thereunder chronologically. Memoranda and correspondence received from Congress, the White House, and the general public related to questions of RRB program eligibility and other routine questions about RRB programs. The correspondence includes the original letter, and memoranda of actions taken by the White House and the RRB. DESTROY when 1 year old.		
1-11	Washington Liaison Office General File Arranged alphabetically by office or subject and thereunder chronologically. Memoranda, correspondence, reports, drafts, and other records related to minutes of meetings, monthly administrative reports to the Chief Executive Officer, legislative bills, various RRB programs, and routine administrative topics. DESTROY when 3 years old.		

BUREAU OF ACTUARY

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2-1	Actuarial Valuations Record copy published by RRB of financial actuarial valuations of RRB assets and liabilities under the Railroad Retirement Act. 1938 - 1979; 1 cft; approx. 200 page accumulation/year; arranged chronologically. PERMANENT. Offer to National Archives with related agency records approved for permanent retention in schedule or when 15 years old, whichever is sooner. Offer in 10 year blocks. SC 3-11-81		
2-2	Actuarial Valuation Data Summaries Mathematical summarizations of computer generated data for use in triannual actuarial valuations. Includes data on mortality rates, retirement rates, service patterns, salaries, and related papers. DESTROY after completion of 4th subsequent valuation.		
2-3	Actuarial Notes Statistical and narrative informational response by the Bureau of Actuary on a wide variety of topics related to RRB operations. DESTROY when no longer needed for administrative use.		
2-4	Valuation Computer Generated Printouts Computer generated printouts including data pertaining to benefit schedules, awards, projections, earnings. Used to prepare Actuarial Valuation Data Summaries. DESTROY when subsequent 2 valuations are completed.		
2-5	Actuarial Studies Bound volumes of actuarial studies including occupational differences in separation rates for railroad workers, the railroad retirement disability program, method of financing the railroad retirement system, and related programs. (a) Record copy.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	1956 - 1979; .5 cft; less than 1 cft/year; arranged chronologically. PERMANENT. Offer to National Archives when accumulation reaches at least one cubic foot. (b) Other copies. DESTROY when no longer needed for administrative use.		
2-6	Keypunch Cards for Actuarial Valuations Keypunch cards used to generate computer printouts for actuarial valuations and subsequent cost estimates. DESTROY when subsequent valuation is completed.		

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BUREAU OF HEARINGS AND APPEALS

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
3-1	Appeals Decisions Bound volumes of Appeals Referee's decisions. These decisions pertain to appeals from findings of the Bureau of Retirement Claims including cases on disability, computations, relationship of appellant, creditability of service, compensation and related matters. 15 linear feet; 6 inches/year; arranged by case number. DESTROY when 15 years old or when no longer needed for administrative use, whichever is sooner.		

Section 4

BUREAU OF MANAGEMENT CONTROL

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
4-1	Organizational Records Official organization charts, narrative history and related records which document the organization and functions of the agency. (a) Record Copy. 1939 - 1979; .25 cft; less than 1 cft/year; arranged chronologically. PERMANENT. Transfer to FARC when 5 years old, offer to National Archives after 10 years in 10 year blocks. SC 3-11-81		
	(b) All other copies.	GRS16-13b	
	DESTROY when superseded or obsolete.		
4-2	Administrative Manual (a) Record copy of administrative manual filed in the Bureau of Management Control. 1939 - 1979; 1.5 cft; less than 1 cft/year; arranged numerically. PERMANENT. Offer to NARS when 15 years old.		
	(b) Distribution and mailroom supply copies. DESTROY when superseded or no longer needed for administrative use.		
	(c) Case files. Background records including memoranda, correspondence, studies, reports, and related papers. DESTROY when related instructions are superseded or canceled.		
4-3	Operations Memoranda Records dealing with specific policy and program direction and outline procedures which are not of a general administrative nature such as those in the Administrative Manual. Issued by the Chief Executive Officer to coordinate operations of the bureaus. (a) Record copy, including related memoranda, correspondence and related papers filed in the Bureau of Management Control.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	1952 - 1979; 2 cft; less than 1 cft/year; arranged numerically. PERMANENT. Offer to National Archives when operations memoranda are canceled or obsolete and accumulation is at least 1 cubic foot. (b) Distribution and information copies. DESTROY when superseded or when informational needs are met. (c) Security copy. DESTROY when replaced by new copy.		
4-4	Form Files (a) Master set of each form created by RRB with related instructions and documentation showing inception, scope, and purpose of the form. DESTROY ~~when superseded or canceled forms are no longer needed for administrative use.~~ 5 years after related form is discontinued, superseded, or cancelled. SC 3-11-81 (b) Case files, including working papers, background materials, requisitions, specifications, processing data, and control records. DESTROY when related superseded or canceled forms are no longer needed for administrative use.	GRS16-4	
4-5	BMC Audit Reports Official book-bound copies of all Headquarters and Field service audits. Contain evidence and document the scope, development and accomplishments of the Board's programs. Includes findings and summaries. Break file at end of year and destroy after 10 years.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
4-6	Audit Workpapers District office and headquarters bureau audits including checklists for inspection, background records, memoranda, notes, drafts, interim reports and related papers. DESTROY after audit by GAO or when 3 years old, whichever is sooner.		
4-7	Freedom of Information Act Reports Files Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to Congress. (a) Annual reports at departmental or agency level. DESTROY when 5 years old.	GRS 14-19a	
	(b) Other reports. DESTROY when 2 years old or sooner if no longer needed for administrative use.	GRS 14-19b	
4-8	Freedom of Information Act Administrative Files Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records. DESTROY when 2 years old or sooner if no longer needed for administrative use.	GRS 14-20	
4-9	Daily Time Sheets Daily time sheets, RRB Form G-56, or equivalent, used to support entries on time and attendance reports. Includes name, time-in, hours worked, leave time taken. DESTROY after 3 years or after internal audit, whichever is sooner. SC 3-11-81		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
4- 10	District Office Administrative Inspection Audits Audits performed by Regional Office personnel including checklists for inspection, background records, memoranda, notes, drafts, interim reports, and related records. DESTROY when 3 years old.		
4- 11	Privacy Act Report Files Recurring reports and one-time information requirements relating to agency implementation, including annual reports to the Congress, the Office of Management and Budget, and the Report on New Systems.		
	(a) Annual reports at departmental or agency level.	GRS 14-29a	
	DESTROY when 5 years old.		
	(b) Other reports.	GRS 14-29b	
	DESTROY when 2 years old.		
4-12	Privacy Act General Administrative Files Records relating to the general agency implementation of the Privacy Act including notices, memoranda, routine correspondence, and related records.	GRS 14-30	
	DESTROY when 2 years old or sooner if no longer needed for administrative use.		
4- 13	List of Offices of RRB - Form T-83 List of RRB offices where full and part-time service is provided showing regional boundaries. Includes memoranda from CEO, Regional Directors advising of changes to be made monthly. DESTROY when 6 months old or when no longer needed for administrative use, whichever is sooner.		

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Section 5

BUREAU OF SUPPLY AND SERVICE

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
5-1	**Procurement Case Files**		
	Contract, requisition, purchase order, lease, including correspondence and related papers to award, administration, receipt, inspection and payment.		
	(a) Transactions of more than $10,000 except delivery orders against GSA contracts, and all construction contracts exceeding $2,000, dated subsequent to July 25, 1974.	GRS3-4a1	
	DESTROY 6 years, 3 months after final payment. (Place in inactive file on final payment, transfer fiscal year block to FARC after 2 years).		
	(b) Transactions of less than $10,000, all delivery orders against GSA contracts, all construction contracts under $2,000, dated subsequent to July 25, 1974, and transactions of $2,500 or less dated prior to July 26, 1974.	GRS3-4a2	
	DESTROY 3 years after final payment. (Close file at end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith).		
	(c) Transactions of more than $2,500 dated prior to July 26, 1974.	GRS3-4a3	
	DESTROY 6 years after final payment.		
5-2	**Bid Files**		
	(a) Successful or unsuccessful bids.	GRS3-6a	
	Apply provisions of Item 1 of this schedule.		
	(b) Lists or cards of acceptable bidders.	GRS3-6b	
	DESTROY when superseded or obsolete.		
5-3	**Property Disposal Correspondence Files**		
	Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, including RRB Form G-428.	GRS4-4	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	DESTROY when 2 years old.		
5-4	Requisition for Stocked Supplies and Forms		
	Requisitions for supplies and forms in current inventory, RRB Form G-2a, or equivalent.		
	(a) Record copy.	GRS3-9a	
	DESTROY 2 years after completion or cancellation of requisition.		
	(b) Other copies	GRS3-9b	
	DESTROY when 6 months old.		
5-5	Requisition for Unstocked Items and Special Services		
	Requisitions for equipment and supplies not in current inventory and special services for which forms are not provided, RRB Form G-2.		
	(a) Record copy.		
	DESTROY 2 years after completion or cancellation of requisition.		
	(b) Other copies.		
	DESTROY when 6 months old.		
5-6	Inventory Files		
	(a) Inventory records of supplies in headquarters stockroom.	GRS3-10a	
	DESTROY 2 years after all accounts and ledger cards have been reconciled.		
	(b) Stock ledger cards, Form G-161, or equivalent.	GRS3-10b	
	DESTROY 2 years after discontinuance of item, or 2 years after stock balance is transferred to new card and is reconciled with annual inventory.		
5-7	Government Bills of Lading		
	(a) Issuing office memorandum copy.	GRS9-1a	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	DESTROY when 3 years old.		
	(b) All other copies	GRS9-1b	
	DESTROY when 1 year old.		
	(c) Registers and control records	GRS9-1c	
	DESTROY when 3 years old.		
5-8	Public Printer Files		
	Records relating to requisitions on the Printer, RRB Form G-48, and all supporting papers.		
	(a) Printing procurement unit copy of requisition, invoice, specifications (G-146), and related papers.	GRS3-7a	
	DESTROY 3 years after completion or cancellation of requisition.		
	(b) Accounting copy of requisition.	GRS3-7b	
	DESTROY 3 years after period covered by related account.		
5-9	Printing Control Records		
	(a) Pressroom job register.		
	Start a new register each fiscal year.		
	DESTROY inactive register 1 year after close of fiscal year.		
	(b) Control records in pressroom section.		
	Break file at end of fiscal year.		
	DESTROY 1 year after close of fiscal year.		
5-10	Space Files		
	Records relating to the aquisition, allocation, utilization release and maintenance of space under agency control.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	(a) Building plan files and related agency records utilized in space planning, assignment, and adjustment.	GRS11-2a	
	DESTROY 2 years after termination of assignment, or when plans are superseded or obsolete.		
	(b) Correspondence with and reports to staff agencies relating to agency space holdings and requirements.		
	(1) Reports to GSA regarding space occupied including the regions and Washington liaison office	GRS11-2b1	
	DESTROY when 2 years old.		
	(2) Copies in subordinate reporting units and related work papers.	GRS11-2b2	
	DESTROY when 1 year old.		
5-11	Motor Vehicle Operating and Maintenance Files		
	(a) Operating records including those relating to gas and oil consumption, dispatching and scheduling.	GRS10-2a	
	DESTROY when 3 months old.		
	(b) Maintenance records, including those relating to service and repair.	GRS10-2b	
	DESTROY when 1 year old.		
	(c) Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, and related correspondence.	GRS10-7	
	DESTROY 3 years after separation of employee or 3 years after recision of authorization to operate Government-owned vehicles, whichever is sooner.		
	(d) Records relating to motor vehicle accidents.	GRS10-5	
	DESTROY 6 years after case is closed.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5- 12	Directory Service Listings Superseded pages of telephone listings of RRB offices and personnel. DESTROY when superseded or cancelled.		
5- 13	Access Passes (a) Building passes, property passes, parking permits. DESTROY 3 months after return to issuing office.	GRS11-4a	
	(b) Records of issuance and receipts. DESTROY after all credentials are accounted for.	GRS11-4b	
5- 14	Excess Personal Property Reports Reports to GSA of excess personal property, SF-120. DESTROY when 3 years old.		
5-15	Surplus Property Case Files Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. (a) Transactions subsequent to July 25, 1974, of more than $10,000; and transactions prior to July 26, 1974, of more than $2,500. DESTROY 6 years after final payment. (Place in inactive file on final payment and transfer to FARC 2 years thereafter).	GRS4-6a	
	(b) Transactions subsequent to July 25, 1974, of $10,000 or less; and transactions prior to July 26, 1974, of $2,500 or less. DESTROY 3 years after final payment. (Close file at end of each fiscal year, retain 3 years, and destroy except that files on which actions are pending will be brought to the next fiscal year's files for disposal therewith).	GRS4-6b	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5-16	Telephone Records		
	Telephone statements and toll slips.	GRS3-11	
	DESTROY 3 years after period covered by related account.		
5-17	Messenger Service Files		
	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.		
	DESTROY when 2 months old.		
5-18	Mail Control Files		
	(a) Records of receipt and routing of incoming and outgoing mail.	GRS12-6a	
	DESTROY when 1 year old.		
	(b) Statistical reports of postage used on outgoing mail (airmail, special delivery, registered, foreign, and parcel post over 4 pounds included).	GRS12-6b	
	DESTROY when 6 months old.		
	(c) Other mail control records including reports and data relating to handling of mail and volume of work performed.		
	DESTROY when 1 year old.		

Section 6

BUREAU OF BUDGET AND FISCAL OPERATIONS

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
6-1	Accountable Officer's Files		
	(a) Original or ribbon copy of accountable officer's accounts maintained for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules or vouchers, exclusive of freight records and payroll records.		
	(1) DESTROY 10 years, 3 months after period of account for those records created prior to July 1, 1975.	GRS6-1a	
	(2) DESTROY 6 years, 3 months after period of account for those records created after June 30, 1975.	GRS6-1a	
	(b) Memorandum copies of statements of transactions and accountability, all supporting vouchers, schedules, documents, and related papers not otherwise provided for in this schedule.	GRS6-1b	
	DESTROY 3 years after period covered by account.		
6-2	Certificates of Settlement of Accounts		
	Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers.		
	(a) Certificates covering closed account settlements, supplemental settlements, and final balance settlements.		
	DESTROY 2 years after date of settlement.	GRS6-3a	
	(b) Certificates covering periodic settlements.		
	DESTROY when subsequent certificate of settlement is received.	GRS6-3b	
6-3	General Fund Files		
	Records relating to the availability, collection, custody and deposit of funds (other than records covered by item 1 of this schedule).		
	DESTROY when 3 years old.	GRS6-4	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6-4	Federal Personnel Surety Bond Files		
	(a) Official copies of the bond and attached powers of attorney.		
	(1) Bonds purchased prior to January 1, 1956.		
	DESTROY 15 years after bond becomes inactive.	GRS6-6a1	
	(2) Bonds purchased after December 31, 1955.		
	DESTROY 15 years after end of bond premium period.	GRS6-6a2	
	(b) Other bond files, including other copies of bonds and related papers.		
	DESTROY when bond becomes inactive or at end of bond premium period.	GRS6-6b	
6-5	General Accounts Ledger		
	(a) Record copy, which represents all financial activity of the Board by account, showing for each entry the allotment symbol, the schedule or voucher reference, date, previous balance, item description, debit, credit and balance.		
	Transfer to FARC 4 years after close of fiscal year involved.	GRS7-2	
	DESTROY 10 years after close of fiscal year involved.		
	(b) Security copy of monthly general ledger trial balance.		
	DESTROY when 3 years old.		
6-6	Appropriation Allotment Files		
	Allotment records showing status of obligations and allotments under each authorized appropriation.		
	(a) Record copy in Bureau of Budget and Fiscal Operations.		
	Transfer to FARC 4 years after close of fiscal year involved.	GRS7-3	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	DESTROY 10 years after close of fiscal year involved.		
	(b) Copies in other bureaus (currently G-216b, Subsidiary Cost Ledger).		
	DESTROY 3 months after close of fiscal year involved.	NC1-184-78-2	
	(c) Security copy of monthly ledger sheets and monthly allotment ledger trial balance.		
	DESTROY when 3 years old.		
6-7	Expenditure Accounting Posting and Control Files		
	Records used as posting and control media, subsidiary to the general and allotment ledgers, not a part of the accountable officer's returns and not otherwise provided in this schedule. These include general and allotment ledger trial balances, copies of schedules and vouchers, encumbrances, notices, requisitions, and related papers used for posting.		
	DESTROY when 3 years old.	GRS7-4	
6-8	Budget Files in Bureau of Budget and Fiscal Operations		
	(a) Administrative files documenting Board policy and procedure governing budget administration and reflecting policy decisions affecting expenditures for Board programs.		
	DESTROY when no longer needed for reference		
	Transfer to FARC is not authorized.	NC1-184-78-2	
	(b) One copy of the formal Board budget (presently G-25 series) together with justification statements containing summaries of financial, manpower, cost and workload data.		
	Transfer to FARC 5 years after close of fiscal year covered by budget.		
	DESTROY 10 years after close of fiscal year involved.	NC1-184-78-2	
	(c) All other copies of formal budget in Bureau of Budget and Fiscal Operations.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	DESTROY when no longer needed for reference.		
	Transfer to FARC is not authorized.	NC1-184-78-2 (4c)	
	(d) Working papers, cost statements and rough data accumulated in preparation of annual budget estimates and in administering approved budgets.		
	DESTROY 1 year after close of fiscal year covered by budget or when no longer needed for reference.	GRS5-4	
	(e) Periodic reports on status of appropriation accounts, apportionments and reapportionments.		
	DESTROY 5 years after close of fiscal year covered by reports.	GRS5-5	
	(f) Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.		
	DESTROY 2 years after close of fiscal year involved.	GRS5-6	
	(g) Periodic reports submitted by bureaus, offices and regions showing breakdowns of employees' time by project, classification or code, workload reports, management summary data, and cost reports.		
	DESTROY when 3 years old.	NC1-184-78-2 (4g)	
	(h) Security copy of budget justification for Congressional committees and OMB.		
	DESTROY when 1 year old.		
6-9	Budget Files in Other Bureaus and Offices	NC1-184-78-2 (4h)	
	DESTROY 5 years after close of fiscal year involved or when no longer needed for administrative use, whichever is sooner.		
6-10	Employee Work Measurement Records	NC1-184-78-3 (1)	
	(a) Weekly Work Measurement Record, RRB Form G-387e or equivalent.		
	(1) Paper input forms, including original and		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	correction forms.		
	DESTROY upon verification of monthly work measurement report generated from magnetic tape record.	NC1-184-78-3 (1a)	
	(2) Paper output (such as reject listings) for all bureaus and field service.		
	DESTROY when 2 months old or when no longer needed for reference, whichever is sooner.	NC1-184-78-3 (1b)	
	(b) Monthly Work Measurement Report.		
	(1) Paper output (computer generated consolidation of weekly reports of employees activities) for all bureaus and field service.		
	DESTROY when 2 years old or when no longer needed for reference, whichever is sooner.	NC1-184-78-3 (2a)	
	(2) Magnetic Tape.		
	a. Master copy.		
	BDPA retain for internal operations, release for reuse when 1 year old.	NC1-184-78-3 (2b)	
	b. Security copy.		
	BDPA send to security storage, release for reuse when 1 year old.	NC1-184-78-3 (2b)	
6-11	Travel Reimbursement Vouchers		
	(a) Original copies with attached pertinent correspondence and supporting documents.		
	DESTROY when 3 years old.	GRS9-4a	
	(b) Memorandum copies.		
	DESTROY when funds are obligated.	GRS9-4b	
6-12	Passenger Transportation Files		
	Passenger transportation vouchers with related transportation requests and correspondence.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(a) Original voucher with original TR's and related correspondence.		
	DESTROY when 3 years old.	GRS9-3a	
	(b) Memoranda copies of vouchers with memoranda copies of TR's.		
	DESTROY when funds are obligated.	GRS9-3b	
6-13	Freight Files		
	Vouchers covering freight transportation charges, copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents and related correspondence.		
	(a) BFO memorandum copies.		
	DESTROY when 3 years old.	GRS9-1a	
	(b) All other copies.		
	DESTROY when 1 year old.	GRS9-1b	
6-14	Time and Attendance Reports		
	Time and attendance reports, currently RRB Form G-403.		
	(a) Originals used in payroll preparation.		
	DESTROY after GAO audit or when 3 years old, whichever is sooner.	GRS2-3a	
	(b) All other copies.		
	DESTROY 6 months after the end of the pay period.	GRS2-3b	
6-15	Leave Application Files		
	Application for Leave, SF-71 and supporting papers.	GRS2-8	
	(a) If timecard has been initialed by the employee		
	DESTROY at the end of the applicable pay period.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(b) If timecard has not been initialed by the employee		
	DESTROY after GAO audit or when 3 years old, whichever is sooner.		
6-16	Leave Records		
	Statement of earnings and leave RRB Form G-404. Used for Sick Leave Analysis and internal audits for current leave year.		
	(a) Pay or fiscal copies		
	DESTROY when 3 years old.	GRS2-9a	
	(b) Other copies.		
	DESTROY 3 months after the end of the period covered.	GRS2-9b	
6-17	Leave Data Files		
	Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3.		
	(a) Original copy of SF 1150.		
	File on right side of official personnel folder. See GRS1, item 1.	GRS2-10a	
	(b) Agency copy.		
	DESTROY when 3 years old.	GRS2-10b	
6-18	Savings Bonds		
	(a) Bond registration files.		
	Issuing agent's copies of bond registration stubs.		
	DESTROY when 2 years old.	GRS2-5	
	(b) Bond receipt and transmittal files		
	Receipts for and transmittals of U. S. Savings Bonds and checks.		
	DESTROY 3 months after date of receipt.	GRS2-6	
	(c) Bond purchase files.		
	Forms and reports with related papers pertaining to deposits and purchases of bonds.		
	DESTROY when 3 years old.	GRS2-7	
6-19	Payroll Change Files		
	Notices of basic pay change, RRB Form G-405.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(a) Payroll copy used in GAO audit.		
	DESTROY when related pay records are audited by GAO or when 3 years old, whichever is sooner.	GRS2-15a	
	(b) Disbursing officer copy used in preparing checks.		
	DESTROY after preparation of check.	GRS2-15b	
	(c) All other copies.		
	DESTROY 1 month after the end of the pay period.	GRS2-15c	
6- 20	Tax Files		
	(a) Withholding tax exemption certificates (Forms W-4) and state forms.		
	DESTROY 4 years after form is superseded or obsolete.	GRS2-18a	
	(b) Withholding statements (mechanical listing in lieu of employer's copy of Form W-2).		
	DESTROY when 4 years old.	GRS2-18b	
	(c) Quarterly or monthly reports of withholding taxes.		
	DESTROY when 4 years old.	GRS2-18c	
6- 21	Wage and Separation Requests		
	Memorandum copies of requests for wage and separation information (ES-931) and related material.		
	DESTROY when 4 years old.		
6- 22	Payroll Reports		
	Monthly Payroll Report of Federal Civilian Employment, SF 1136; quarterly reports to State agencies on Federal employment and wages, and annual report on geographic distribution of payrolls.		
	DESTROY when 2 years old.	GRS2-17a	
6- 23	Payroll Control Registers		
	Records include RRB Form G-408, Master Payroll Control Register, Form G-165, Health Insurance Control Register,		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	proof listings and updating exception lists.		
	DESTROY after GAO audit or when 3 years old, whichever is sooner.	GRS2-14	
6-24	Payroll Computer Tapes		
	(a) Consolidated pay tapes for each year, first two master tapes for each year, and last two master tapes for each year.		
	DESTROY when 3 years old.		
	(b) Security record - Master tape written 3 pay periods prior to current period master tape.		
	DESTROY when superseded.		
	(c) Security record - Current check issue tape.		
	DESTROY when superseded.		
	(d) Tape record of Forms W-2.		
	DESTROY after IRS acceptance.		
6-25	Retirement Files		
	(a) Reports and registers.		
	Registers of Civil Service retirement deductions, separations and transfers, including SF 2807 and SF 2807-2.		
	DESTROY when 3 years old.	GRS2-21a	
	(b) Assistance files.		
	Correspondence, memoranda and other records used to assist retiring employees or survivors claim insurance or retirement benefits.		
	DESTROY when 1 year old.	GRS2-21b	
6-26	Administrative Payroll Report Files		
	Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	GRS2-17	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(a) Reports and data **used for workload and personnel** management purposes including SF 2811 and SF 2812.		
	DESTROY when 2 years old.		
	(b) All other reports and data.		
	DESTROY when 3 years old.		
6- 27	Individual Authorized Allotments Files		
	(a) U.S. Savings Bond Authorization, SF 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaigns.		
	(1) If record is maintained on earning record card.		
	DESTROY when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, para. 6020.20e for instructions relating to savings bond authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC authorizations.	GRS2-4a1	
	(2) If record is not maintained elsewhere.		
	DESTROY 3 years after supersession or 3 years after separation of employee. See (1) above for transfer instructions.	GRS2-4a2	
	(b) All other authorizations including union dues and savings.		
	(1) If record maintained on earning record card.		
	DESTROY when superseded or after transfer or separation of employee.	GRS2-4b1	
	(2) If record is not maintained elsewhere.		
	DESTROY 3 years after supersession or 3 years after transfer of separation of employee.	GRS2-4b2	

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Section 7

BUREAU OF PERSONNEL

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7-1	Official Personnel Folders		
	Records documenting each employee's federal service employment. Maintained according to FPM supplement 293.31.		
	(a) Transferred employees.	GRS1-1b1	
	See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.		
	(b) Separated employees.	GRS1-1b2	
	Transfer to NPRC 30 days after separation.		
	(c) Material filed on left side of OPF.	GRS1-10	
	DESTROY upon separation or transfer of employee or when 1 year old, whichever is sooner.		
7-2	Service Record Cards		
	Service Record Card, SF-7. Individual summary of employee basic data, position history, and salary information originated and maintained by the Bureau of Personnel.		
	(a) Cards for employees separated or transferred on or before December 31, 1947.	GRS1-2a	
	DESTROY 60 years after earliest personnel action date.		
	(b) Cards for employees separated or transferred on or after January 1, 1948.	GRS1-2b	
	DESTROY 3 years after separation or transfer of employee.		
7-3	Employee Record Cards		
	Employee Record Cards, SF-7B. Individual summary of employee basic data, position history and salary information originated by Personnel and maintained by employing bureau or region.	GRS1-6	
	DESTROY on separation or transfer of employee.		
7-4	Position Identification Strips		
	Position Idnetification Strips, SF-7D. Summary data of	GRS1-11	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	position including position title, position number, FLSA code, supervisory code, classification series, pay plan, and grade. DESTROY when position is cancelled or new strip is prepared.		
7-5	Notification of Personnel Action Notification of Personnel Action, SF-50. Official documents recording employment changes, exclusive of those in Official Personnel Folders. (a) Personnel copy. DESTROY when 2 years old. (b) Pay or fiscal copy. DESTROY when related pay records are audited by GAO or when 3 years old, whichever is sooner.	GRS1-14a GRS2-11a	
7-6	Request for Change in Consolidated List of Permanent Positions RRB Form G-189 which outlined bureau or region request for change in organizational structure. DESTROY 6 months after close of fiscal year; copies destroyed at close of fiscal year.	NC1-184-78-4 (18)	
7-7	Application for Employment Application for employment, SF-171 and related papers. Personal qualifications statements, appraisals, work samples, test scores, copies of correspondence, interview summaries. DESTROY upon receipt of OPM inspection report or when 2 years old, whichever is earlier, providing the requirements of FPM Chapter 333, Section A-4, are observed.	GRS1-15	
7-8	Personnel Correspondence Correspondence, forms, internal reports, and OPM inspection reports in the Bureau of Personnel relating to the administration and operation of the Board's personnel programs.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(a) Bureau of Personnel copy.		
	DESTROY when 3 years old.	GRS1-3a	
	(b) Security copy of the quarterly position inventory.		
	DESTROY upon receipt of new copy.		
	(c) Other copies.		
	DESTROY when no longer needed for reference.		
7-9	Classification Appeals File		
	Case files relating to classification appeals.	GRS1-7d NC1-184-78-4	
	DESTROY 3 years after case is closed.		
7-10	Central Personnel Training Data File		
	Annual and quarterly reports of training submitted by the bureau and regions which contains information pertaining to the cost, type, and hours spent training.	GRS1-30c NC1-184-78-4	
	DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.		
7-11	Certificates of Eligibles		
	Requests to OPM for certificates of eligibles with related requests, forms and correspondence.	GRS1-5 NC1-184-78-4	
	DESTROY when 2 years old.		
7-12	Executive Inventory Files		
	Executive Inventory, SF-161. Contains personnel and career information on all employees GS-15 and above.	GRS1-3 NC1-184-78-4	
	DESTROY when 3 years old.		
7-13	Exit Interviews		
	Summary comments of employees resigning, separating, or transferring from RRB.	GRS1-8	
	DESTROY 6 months after transfer or separation of employee.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7-14	**Grievance, Disciplinary and Adverse Action Files**		
	(a) Grievance, Appeals File.	GRS1-31a NC1-184-78-4	
	Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiners findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.		
	DESTROY 3 years after case is closed.		
	(b) Disciplinary and Adverse Action File.	GRS1-31b	
	Case files and related records created in reviewing an adverse action against an employee. The file includes a copy of the proposed action and supporting documents, employee reply, hearing notices, reports and decisions, reversed action, and appeal records, excluding letters of reprimand.		
	DESTROY 4 years after case is closed.		
7-15	**Merit Promotion Skills**		
	Six month supervisory appraisal, extracts from personnel folders showing experience, education and special skills, appraisal of supervisory potential, and form indicating interest in field managerial position. (RRB Forms G-125b and 125c or equivalent).	GRS1-3 NC1-184-78-4	
	DESTROY when 3 years old.		
7-16	**Personnel Security Clearance Case Files**		
	Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency.	GRS18-23	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(a) Case Files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	GRS18-23a	
	DESTROY upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever applicable.		
	(b) Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations.	GRS18-23b	
	DESTROY in accordance with the investigating agency instructions.		
7-17	Position Descriptions		
	Files describing established positions including information on title, series, grade duties and responsibilities.		
	(a) Record copy.		
	DESTROY 5 years after position is abolished or description is superseded.	GRS1-7b1	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(b) All other copies DESTROY when position is abolished or description is superseded.		
7-18	Tuition Assistance Initial request for assistance, course evaluation, and reimbursement receipts. Filed alphabetically by employee. DESTROY when 5 years old or when superseded or obsolete.	GRS1-30c NC1-184-78-4	
7-19	Training Files Copies of requests, authorizations, agreements, certifications of training, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions. DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.	GRS1-30c	
7-20	Merit Promotion Panel Work Papers All materials used by merit promotion panels to evaluate candidates for promotions including RRB Forms G-125, G-125b, G-125bwb, G-125h, G-125k, work samples, proficiency tests, criteria and sources sheet, memoranda of withdrawal. DESTROY when 3 years old.	GRS1-3a	
7-21	Notice of Vacancies and Selections Notices of vacancies include period of filing, description of duties, minimum qualifications, evaluation and ranking criteria, selective placement factors and statement of	NC1-184-78-4	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	equal employment opportunity. Notices of selection identify positions, selectee, and former organizational unit. DESTROY 2 years after date of selection.		
7- 22	Retention Registers and related papers		
	(a) Registers from which reduction-in-force actions have been taken.	GRS1-17b1 NC1-184-78-4	
	DESTROY when 2 years old.		
	(b) Registers from which no reduction-in-force have been taken.	GRS1-17b2 NC1-184-78-4	
	DESTROY when superseded or obsolete.		

Section 8

BUREAU OF RESEARCH

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
8-1	Research Publications (a) Record copy of research publications including the Annual Report, Statistical Supplement, Service and Compensation Tables, Monthly Benefit Statistics, New Releases and Pamphlets. PERMANENT. Break at end of fiscal year, hold 5 years and transfer to FARC. Offer to NARS after 15 years. (b) All other copies. DESTROY when no longer needed for administrative use.		
8-2	Material Files for Publications Files contain background material for publications, including source material, camera-ready layout, and galleys of publications. DESTROY when 1 year old.		
8-3	Amendment Working Files Contain all the calculations that are involved in the determination of the new rates under the amendments. The source data received from Social Security is included. DESTROY when 1 year old.		
8-4	General Response Files Contain responses to correspondence and Action Line inquiries. DESTROY when 5 years old.		
8-5	Speeches and Special Projects File Contains record copies of speeches for Board members, bureau heads and field personnel concerning special projects and other matters. These projects include centenarian releases and general data furnished to magazines and organizations upon request. (a) Speeches of Board members. Permanent. Offer to NARS when 10 years old in 10 year blocks. ~~DESTROY when 5 years old.~~ SC 3-11-81		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(b) All other speeches and projects. DESTROY when 1 year old.		
8-6	Retirement Master Benefit Files The cumulative, magnetic retirement master file is updated monthly to reflect new awards, terminations, or rate changes. It includes records for all accounts having any activity after 1972. The records reflect only the benefit status during the current month. Data for each retiree includes monthly rate, railroad service and earnings, and computational data on which the award was based. The magnetic file is also used to produce computer-output microfilm versions of the files for reference purposes. (a) Retirement magnetic tape file--December tapes DESTROY when 2 years old if subsequent cumulative tapes have proven satisfactory. (b) Retirement magnetic tape file-All other tapes. DESTROY when 6 months old if subsequent cumulative tapes have proven satisfactory. (c) Retirement Full-File Microfilm produced from magnetic tapes. DESTROY when 1 year old. (d) Retirement Mini-Master Microfilm produced from magnetic tapes when Full-File is not requested. DESTROY when 3 months old or when each Full-File is created.		
8-7	Survivor Master Benefit Files The cumulative, magnetic survivor master file is updated monthly to reflect new awards, terminations, or rate changes. It includes records for all accounts having any activity after 1971. The records reflect only the benefit status during the current month. Data for each survivor includes monthly rate, railroad service and earnings, and computational data on which the award was based. The magnetic file is also used to produce computer-output microfilm versions of the files for reference purposes.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(a) Survivor magnetic tape file--December tapes. DESTROY when 2 years old if subsequent cumulative tapes have proven satisfactory. (b) Survivor magnetic tape file--All other tapes. DESTROY when 6 months old if subsequent cumulative tapes have proven satisfactory. (c) Survivor Full-File Microfilm produced from magnetic tapes. DESTROY when 1 year old. (d) Survivor Mini-Master Microfilm produced from magnetic tapes when Full-File is not requested.		
8-8	Dormant Retirement Terminations Magnetic File Contains cumulative retirement terminations which occurred before 1973 and therefore serves as a history file for a portion of the Retirement Master Benefit File (item 6), which contains retirement terminations after 1972. Dormant File includes termination because of death and the computational data that determined the award. DESTROY when 3 years old if subsequent updates to file have proven satisfactory.		
8-9	Dormant Survivor Terminations Magnetic File Contains cumulative survivor terminations which occurred before 1971 and therefore serves as a history file for a portion of the Survivor Master Benefit File (item 7) which contains survivor terminations after 1971. Dormant File includes terminations because of death and the computational data that determined the award. DESTROY when 3 years old if subsequent updates to file have proven satisfactory.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8- 10	Create Retirement and Survivor History (CRASH) Files The CRASH files are initiated every January and updated monthly to record the benefit status and any changes in status for each retiree or survivor. While the Retirement Master Benefit File (item 6) and the Survivor Master Benefit File (item 7) show only the beneficiary's status during the current month, the CRASH file shows the status each month during the current calendar year and therefore serves as a partial history file for the two master files. Retirement and survivor files are maintained separately. (a) December file DESTROY when 2 years old. (b) All other files. DESTROY when 3 months old if subsequent updates have proven satisfactory.		
8- 11	Statistical Retirement and Survivor Magnetic Tape File Extracted from the Retirement Master Benefit File (item 6) and the Survivor Master Benefit File (item 7) for in-house statistical and reference purposes, the file contains records for each beneficiary in current payment status at the end of each calendar year. Records include information such as date of birth, benefit amounts, length of service, and awards made in each calendar year. DESTROY when 1 year old.		
8- 12	Retirement and Survivor Activity Files Extracted from the Master Benefit Files (item 6 and 7), the magnetic activity file contains any award activity, corrections, suspensions, or terminations for the current month. Magnetic tape files are used to produce computer-output microfilm and printed listings for reference purposes. (a) Magnetic Tape File—Data Processing and Accounts copy DESTROY after 2 years. (b) Magnetic Tape File—All other copies. DESTROY when 3 months old. (c) Microfilm produced from magnetic tapes. DESTROY when subsequent file is completed.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(d) Printed listing produced from magnetic tapes. DESTROY when 3 months old.		
8-13	Lump Sum Files Extracted from the Master Benefit Files (items 6 and 7), the magnetic lump sum file contains computational data and amount of lump sum, residual, and/or tax credits awarded. Magnetic files are used to create computer-output microfilm and printouts for reference. (a) Magnetic Tape File—December tapes. DESTROY when 2 years old. (b) Magnetic Tape File—All other files. DESTROY when 6 months old. (c) Microfilm produced from magnetic tape. DESTROY when 4 months old. (d) Printed listing produced from magnetic tape. DESTROY when 3 months old.		
8-14	Printed Updating Listing Contains counts for verifying updating, tables from the Master Benefit Files, and statistical data for Bureau of Research monthly reports. DESTROY when 3 months old.		
8-15	Printed Retirement and Survivor Post Edit Listing Contains the master record of each claim that was rejected in the edit of the Master Benefit Files. DESTROY when 3 months old or when listing is complete.		
8-16	Printed Retirement and Survivor Transaction Listing Contains monthly activity rejects and extractions from the record. DESTROY when 3 months old.		
8-17	Printed Retirement and Survivor Reconciliation Listing Contains discrepancies between the research master record and the BRC retirement and survivor payment records. DESTROY when 3 months old.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8- 18	**Developed Gross Earnings Magnetic File** For each account number, includes wage and service data, monthly, quarterly, and annual gross earnings amounts. DESTROY when 5 years old.		
8- 19	**Gross Earnings 1-Percent Sample Magnetic File** Contains Railroad Retirement and Social Security earnings data used to produce Self Employment Income and dual coverage information for Financial Interchange. DESTROY after completion of next year's processing.		
8- 20	**Gross Earnings 1-Percent Sample Employer Report Cards and Listings** Includes reports submitted by employers in letter, punch card, or computer printout format. DESTROY when 6 years old.		
8- 21	**Cumulative 1-Percent Gross Earnings Sample Magnetic File** Contains record of gross earnings (taxable and non-taxable) by year for 1-percent sample of employees who worked at any time after 1950. DESTROY after completion of file for subsequent year.		
8- 22	**1-Percent Gross Earnings Card Files** Contain gross earnings amounts submitted by employers and amounts after editing which are used in creating the master and tabulation files. (a) 78-90 series DESTROY when 2 years old. (b) 28-40 Series. DESTROY after completion of file for subsequent year.		
8- 23	**Gross Earnings 1-Percent Sample Tabulations File** Records include summaries of gross earnings, records by earnings intervals, age, duration of service, months of service, occupation, and totals of earnings under selected monthly and annual limits at current wage rates and assuming increases from 10 to 120 percent. Other tables show dual coverage, Self Employment Income and multiple		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN

employment earnings used for Financial Interchange adjustments.

DESTROY when 40 years old or no longer needed for administrative use, whichever is sooner.

Transfer to FARC not authorized.

8- 24 Annual New Entrant Master Magnetic File

Contains work history of new entrants to railroad industry in most recent four years. Included are employer, occupation, compensation, service and benefit eligibility of all employees in the group who had service in current year.

DESTROY after completion of next year's processing.

8- 25 New Entrant Tabulations

Information on new and recent entrants to the industry not available from wage study file. Included are employer and occupational continuity, benefit eligibility, earnings, and service patterns in four-year period.

DESTROY when 10 years old.

8- 26 Annual Wage Study Magnetic File

Extracted from SCORE file (item 1 under Bur. of Data Processing and Accounts) for statistical analysis, this file contains service and compensation data for current and preceding years for all railroad employees active in calendar year. Data also includes age, occupation, and service before 1936.

DESTROY each file 3 years after completion.

8- 27 Annual Wage Study Reference Work Files

Contain working and reference material, memoranda, and correspondence used in preparation of studies, estimates and publications dealing with service and compensation of railroad employees and data on employers covered by Railroad Retirement Act.

DESTROY when 5 years old.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8- 28	Annual Wage Study Tabulations Include summaries of occupations, age, sex, and compensation intervals. Totals include benefit eligibility, earnings intervals, status, service months, age, and sex. DESTROY when 10 years old.		
8- 29	Wage History Tape File Extracted from Annual Wage Study Magnetic File (item 26) for statistical analysis and reference. Represents a cumulative 4-percent sample of employees who worked at any time after 1936. Contains data on age, occupation, sex, service and employment patterns, and retirement data. File is used for informational purposes and triennial valuation. DESTROY after completion of file for subsequent year.		
8- 30	Wage History Reference Work Files Contain tabulations, working material, memoranda and correspondence used in preparation of studies, estimates, and publications dealing with service and compensation of railroad employees, withdrawals, deaths and retirements, and benefit eligibility. DESTROY when 10 years old.		
8- 31	Research Copy of BUSI Master, Restorable History, and Clearance Tape File Duplicate of Bureau of Unemployment and Sickness Insurance master, restorable history, and clearance tape file (item 12.2). It is available immediately prior to that Bureau's annual purge. File represents accounts of all employees paid unemployment and/or sickness benefits in most recent five years. It is used by the Bureau of Research to extract and manipulate data for statistical analysis and reports. DESTROY after completion of file for subsequent year.		
8- 32	Unemployment-Sickness Monthly and Quarterly Records Includes data pertaining to Railroad Unemployment Insurance Act unemployment and sickness benefits paid each month and each quarter. Data tabulated includes total benefits paid per period, types of benefits paid		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(normal, extended, etc.), duration of benefits, and number of benefit exhaustions. Benefit information on beneficiaries grouped by age category, occupation, sex, and years of service is also compiled. a. DESTROY when 10 years old, b. except computerized tables which are destroyed when 2 years old.		
g-33	Unemployment-Sickness Monthly and Quarterly Activity Magnetic Files Data for monthly and quarterly unemployment-sickness benefit records. (a) July file DESTROY when 2 years old. (b) All other files DESTROY when 3 months old.		
g-34	Unemployment-Sickness Annual Benefit Records Records pertaining to Railroad Unemployment Insurance Act benefits paid during each benefit year and data pertaining to benefits paid for unemployment and sickness occurring each benefit year. Data tabulated includes total benefits paid for each year, types of benefits paid (normal, extended, etc.), duration of benefits, and number of benefit exhaustions. Benefit information on beneficiaries grouped by age category, occupation, sex, and years of service is also compiled. DESTROY when 10 years old.		
g-35	Unemployment-Sickness Annual Merged Detail Tape File Annual unemployment-sickness benefit records pertaining to benefits paid for unemployment and sickness during the benefit year. DESTROY when 2 years old.		
g-36	Unemployment-Sickness Annual Summary Tape File Data for annual unemployment and sickness benefit records pertaining to unemployment and sickness occurring during benefit year. DESTROY when 5 years old.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9-37	Unemployment-Sickness 1-Percent History Tape Contains a cumulative (five years) file of 1-percent of the beneficiaries (those whose social security number ends in "30"), containing benefit data similar to the monthly and annual unemployment-sickness files. Additionally, the file provides data on benefit frequency (numbers of beneficiaries paid benefits in one of the last five years, two of the last five years, etc.) and on unemployment and sickness beneficiaries also paid benefits under the Railroad Retirement Act. DESTROY when 5 years old.		
9-38	Count of Unemployment Beneficiaries Reference Work Files Contain tabulations, working and reference material, memoranda and correspondence relating to counts of unemployment beneficiaries by week. Includes monthly and weekly seasonal adjustment programs, counts of unemployment beneficiaries by week broken down into normal, extended and initial benefits, and counts of employees unemployed because of strike or labor disputes in the railroad industry. DESTROY when 10 years old.		
9-39	Dual Coverage 1-Percent Sample Tape File Records extracted triennially from individual year's gross earnings tape file. Includes update of complete RRA and SSA taxable earnings history for each individual in the file, vesting information under both systems, Primary Insurance Amount calculations made for each individual under actual and proposed legislative directions. Record source for Research tabulations concerning railroad employees with SSA earnings, and for actuarial tabulations used in current actuarial valuation. DESTROY when 3 years old or when succeeding dual coverage file is completed, whichever is sooner.		
9-40	Dual Coverage 1-Percent Tabulations Contain summaries of dual coverage records by occupation, age, duration of service in railroad retirement and/or social security covered employment, current employment, and vesting status. DESTROY when 3 years old or when succeeding dual coverage tabulations are received, whichever is sooner.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8-41	Financial Interchange Case File Individual case files used to calculate individual financial interchange benefit amounts. These are the amounts that the person would receive under Social Security if railroad earnings were computed as social security earnings. The file represents a 1-percent sample of all cases paid under the Railroad Retirement Act. DESTROY when 50 years old or no longer needed for administrative use, whichever is sooner.		
8-42	Financial Interchange Magnetic Tape Case File Contains information for about 11,000 beneficiaries in the financial interchange 1-percent sample. Used to determine transfers between Railroad Retirement and Social Security funds. DESTROY when file for subsequent determination is completed.		
8-43	Financial Interchange Case File Working Records Records include listings, tabulations, punch cards and recording sheets used to develop information for financial interchange records, and OCR forms used to input data into computer. DESTROY when 5 years old or no longer needed for administrative use, whichever is sooner.		
8-44	Statistical Calculation and Worksheet Case File Project case files of the financial interchange division including worksheets and records of calculations. DESTROY when 1 year old.		
8-45	Financial Interchange Worksheet Case File Case files of worksheets for calculations for all financial interchange determinations. Results are used to obtain the dollar amount of transfers from and to the Social Security Administration. DESTROY when no longer needed for administrative use.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8- 46	Annual Geographical Outlay Report Tape Includes punch card files and edit output, and estimated distribution of railroad retirement and unemployment insurance benefits by geographic location in the fiscal year. DESTROY after completion of next year's processing.		
8- 47	Annual Geographical Outlay Report Tabulations Contain estimated amount of Railroad Retirement Act and Railroad Unemployment Insurance Act benefits and numbers of beneficiaries by geographical location in fiscal year. DESTROY when 5 years old.		
8- 48	Retirement and Survivor Program Tabulations Periodic statistical tables of retirement and survivor benefits data. DESTROY when no longer needed for administrative use.		
8- 49	Special Requests Include work papers, memoranda and correspondence on requests for information on employment, payrolls, financial figures, unemployment insurance benefit outlays, and beneficiaries handled by division. DESTROY when 10 years old.		
8- 50	Publications from Outside of the Board Include news releases, reports, and other printed material received in the division from government agencies, Association of American Railroads, and other groups dealing with work-related subjects. Purge file annually. DESTROY when 5 years old.		

Section 9

BUREAU OF LAW

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
9-1	EEO Litigation Case Files		
	(a) Official Discrimination Complaint Case Files.		
	Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described by 5 CFR 713.222.		
	(1) Cases resolved within the agency.	GRS1-26a1	
	DESTROY 4 years after resolution of case.		
	(2) Cases resolved by the Office of Personnel Management or a U. S. Court.	GRS1-26a2	
	Transfer to FARC 1 year after file break, DESTROY after 7 years.		
	(b) Copies of Complaint Case Files.		
	Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case File.		
	DESTROY 1 year after resolution of case.	GRS1-26b	
9-2	Digest of Legal Opinions		
	Record of all legal opinions made by the Bureau of Law which have been assigned L numbers.		
	(a) Record copy.		
	1935 - 1979; 42 linear feet; 1 linear foot/year; arranged by year and number.		
	PERMANENT. Break file at end of calendar year, hold 5 years and transfer to the FARC. Offer to NARS after 15 years in 10 year blocks. SC 3-11-81		
	(5) Reference copy.		
	DESTROY when no longer needed for administrative use.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
9-3	Litigation Files Records of actions against the Board brought in a U. S. District Court or a U. S. Court of Appeals. Records include original copies of letters from the petitioner, his attorney, and the court, copies of outgoing correspondence, a copy of the case record, and the opinion of the court. (a) Board brief and court opinion. Break file at end of calendar year, hold 5 years and transfer to FARC. DESTROY 20 years after case is closed. (b) Reference copies of Board briefs and court opinions. DESTROY when no longer needed for reference. (c) All other materials. DESTROY 5 years after case is closed.		
9-4	Railroad Employer Coverage Files Records include correspondence, memoranda, requests for coverage ruling, copy of the authority of the Interstate Commerce Commission, the legal opinions, Notice of Coverage Ruling (Form G-341), and related materials concerning railroads or other companies on which a legal determination has been made on coverage under the RRA and the RUIA. DESTROY 10 years after termination of coverage.		
9-5	Railroad Legislation Drafts of legislation written by RRB personnel to amend the Railroad Retirement Act, Railroad Unemployment Insurance Act, Social Security Act, Railroad Retirement Tax Act, Internal Revenue Code, and other legislative proposals. Included are draft reports and correspondence from Congressmen, OMB personnel, and Board personnel. (a) Record file in Bureau of Law. Excludes copies of bills and acts.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	1945 - 1979; 40 cft; 1 cft/year; arranged by session of Congress. PERMANENT. Transfer to FARC 5 years after end of Congressional session in which originated. Offer to NARS when 15 years old in 10 year blocks. SC 3-11-81 (b) All other copies. DESTROY when no longer needed for administrative use.		

Section 10

BUREAU OF RETIREMENT CLAIMS

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
10-1	<u>RRA Claim Folders</u> RRA Claim folders fall into three "letter-prefix" categories, each arranged numerically and/or by terminal digit order: "A" claim folders (relating to claims for employee and spouse retirement annuities and for subsequent survivor benefits); "H" claim folders (relating to the continuation by the Board of carrier pensions granted prior to passage of the Act, and to claims for subsequent survivor benefits); and "D" cases (relating to claims for survivor benefits where no "A" or "H" files had been established before the death of the employee concerned). The files typically consist of forms and related correspondence documenting claims for retirement and survivor benefits (e.g., applications for benefits; evidence of entitlement, the Board's decisions and awards and the underlying computations; and changes in benefit status, including the suspension or termination of benefits). Claim files established under the Railroad Retirement Act in which (1) all benefits including lump sums and residuals have been paid, (2) there are no outstanding erroneous payments, and (3) there appears to be no future eligibility under either the RR Act or SS Act. Transfer to the FARC 5 years after the last payment is made. DESTROY 30 years after the **last payment is made.**		
10 2	<u>RRA Checkwriting Operations - Daily Activity Input Systems Listings</u> (a) Daily Award Listings Master record of additions, deletions and adjustments to the RRA benefit payment tape. (1) Record copy in Payment Control Coordination section. Break at end of fiscal year, transfer to FARC 1 year after break. DESTROY when 6 years, 3 months old.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(2) All other copies DESTROY when 1 year old or no longer needed for administrative use, whichever is sooner. (b) Benefit Payment Control/Maintenance Listings. Records include various total, reject and other control listings used for informational and/or computer input purposes. DESTROY when 1 year old or no longer needed for administrative use, whichever is sooner.		
10-3	Combined Health Insurance and Checkwriting Operations Master Microfilm (SAMM) Film contains records of new awards, recertifications, change-of-address, suspension and termination data on a weekly basis, master record before activity, activity processed or rejected, and the master file record after processing. (a) Electronic Systems Analysis section copy. Transfer to FARC when 3 years old. DESTROY when 6 years, 3 months old. (b) Accounts Receivable Determination and Review section copy. DESTROY when 2 years old. (c) All other copies. DESTROY when 1 year old or when no longer needed for administrative use, whichever is sooner.		
10-4	Monthly Microfilm Combined Health Insurance and Check-writing Operations Film contains benefit payment data, health insurance information, tax credit liability data, and various control data. (a) Electronic Systems Analysis section copy. Transfer to FARC when 3 years old. DESTROY when 6 years, 3 months old.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN

(b) Accounts Receivable Determination and Review section copy.

DESTROY when 2 years old.

(c) All other copies.

DESTROY when 1 year old or when no longer needed for administrative use, whichever is sooner.

10-5 Health Insurance Operations - Printouts

Computer printed paper listings and reports produced by the MIRTEL system (Medicare Information Recorded, Transmitted, Edited and Logged).

(a) Major operating listings.

(1) Health Insurance Operations section copy.

DESTROY when 2 years old.

(2) All other copies.

DESTROY when 1 year old or no longer needed for administrative use, whichever is sooner.

(b) Control/Maintenance listings.

DESTROY when 1 year old or no longer needed for administrative use, whichever is sooner.

10-6 Health Insurance Operations - Microfilm

Microfilm produced from magnetic tape files used in health insurance operations.

(a) Microfilm of MIRTEL activity (MMAC).

Weekly record of all activity processed in the health insurance computer system.

(1) Electronic Systems Analysis section copy.

Transfer to FARC when 3 years old.

DESTROY when 6 years, 3 months old.

(2) All other copies.

DESTROY when 1 year old.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(b) MIRTEL film (MIRF). Monthly film of all active and inactive records in the health insurance computer system. (1) Electronic Systems Analysis section copy. Transfer to FARC when 3 years old. DESTROY when 6 years, 3 months old. (2) All other copies. DESTROY when 18 months old.		
10-7	RRA Benefit Payment Accounting Records - Accounts Receivable Listings (a) Annual listing of open balances, uncollectable items and zero balances, and unresolved litigation yet pending. (1) Accounts Receivable Determination and Review section copy. Transfer to FARC when 1 year old DESTROY when 6 years, 3 months old. (2) All other copies. DESTROY when no longer needed for informational use. (b) Monthly accounts receivable listings. DESTROY when no longer needed for informational use.	GRS6-1a	
10-8	RRA Benefit Payment Records Original daily cancelled check listings furnished by the Treasury Department and monthly consolidated listings used in the BRC check Services Unit. (a) Daily Treasury listings. Transfer to Bureau of Budget and Fiscal Operations for filing with related Schedule of Cancelled Checks, SF-1098. (b) Monthly consolidated cancelled check listings. DESTROY when 1 year old or when informational needs are met, whichever is sooner.		

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Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
10-9	Tax Credit and Liability System (TACAL) Monthly tax credit and liability microfilm, produced from magnetic tape files. Film contains records of all beneficiaries for whom tax credits are allowed and for whom the employer is being billed. (a) Electronic Systems Analysis section copy. Transfer to FARC when 3 years old. DESTROY when 6 years, 3 months old. (b) All other copies. DESTROY when 1 year old or when no longer needed for administrative use, whichever is sooner.		
10-10	TACAL System Printout Listings and Reports (a) RRB Forms G-241, Quarterly Statement of Supplemental Tax Liability; G-241a, Detailed Report of Supplemental Annuity Payments and Adjustments; and G-245a, Detailed Report of Supplemental Tax Credits. (1) Methods and Procedures section copies. Transfer to FARC 2 years after the end of the year in which reports are prepared. DESTROY when 6 years old. (2) All other copies. DESTROY when 1 year old or when no longer needed for administrative use, whichever is sooner. (b) TACAL Activity Reject Listings. DESTROY when 1 year old or when no longer needed for administrative use, whichever is sooner.		
10-11	Key Operating Report Listings (a) BRC Key Operating Items (cumulative), G-592, and related EDP receipt and disposition report. (1) General Administration and Budget section copy. DESTROY when 4 years old.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(2) All other copies. DESTROY when 1 year old or no longer needed for administrative use, whichever is sooner. (b) Administrative management EDP reports and listings. DESTROY when 1 year old or no longer needed for administrative use, whichever is sooner.		
10-12	BRC Weekly Status Report Records of data on work activities of BRC personnel and work measurement statistics for budget and general administrative uses. (a) General Administration and Budget section copy. DESTROY when 3 years old. (b) All other copies. DESTROY when 1 year old or no longer needed for administrative use, whichever is sooner.		
10-13	BRC Cost Reports Records are source for BRC cost accounting and used for various administrative management reports by the General Administration and Budget section. DESTROY when 5 years old.		
10-14	Beneficiary Cross Reference Microfilm (BXR) Film contains 940,000 cross-references of beneficiaries' SSA account numbers to RRB claim numbers. Numerically sequenced, the film was updated in 1976 to incorporate new SSA account numbers cross-referenced to new and existing RRB claim numbers. DESTROY when no longer needed for administrative use.		
10-15	Beneficiary Information Microfiche (BIC) Microfiche contains beneficiary and benefit computation. (a) Electronic Systems Analysis section copy. DESTROY when 2 years old.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(b) All other copies. DESTROY when 1 year old.		
10-16	Beneficiary Information Microfiche (BIC) - Travelers Microfiche of beneficiary and benefit computation provided to the Travelers Insurance Company. (Security copy maintained by Electronic Systems Analysis section, the microfilm is a separate series from that in item 14 of this schedule). DESTROY when 2 years old.		
10-17	Field Office Cross Reference Microfiche (FOX) Microfiche cross reference of RRB claim numbers and SSA account numbers to the alphabetic Beneficiary Information microfiche. (a) Electronic Systems Analysis section copy. DESTROY when 2 years old. (b) All other copies. DESTROY when 1 year old.		
10-18	Supplemental Annuity Form G-1099 Microfilm (SAMIC) Approximately 200,000 records filmed annually containing the supplemental annuity paid each individual who received such a payment during the year. (a) Electronic Systems Analysis section copy. Transfer to FARC when 3 years old. DESTROY when 6 years, 3 months old. (b) All other copies. DESTROY when 1 year old.		
10-19	Mass Adjustment Microfilm Records include Cost-of-Living Adjustment Microfilm, Spouse Maximum Adjustment Microfilm, and Adjusted Earning Record Operation Microfilm, produced from magnetic tape records.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	(a) Electronic Systems Analysis section copy. Transfer to FARC when 3 years old. DESTROY when 6 years, 3 months old. (b) All other copies. DESTROY when 1 year old or when no longer needed for administrative use, whichever is sooner.		
10-20	Claims Tickler Punch Cards Notifications for claim folder recall for required action. DESTROY when action completed.		
10-21	Retirement Claims Information Office Service Records Statistical register of applicant visits to RRB Information Office. DESTROY when 6 months old.		
10-22	Medical Records of RRB Employees Records maintained in the Medical Service Section for RRB headquarters' employees GS-12 and above, age 45 and older, and for any building employee who is involved in a medical emergency or who has a medical complaint that requires examination and/or treatment. DESTROY 6 years after date of last entry.	GRS1-19	
10-23	RRA Benefit Payment Accounting Records Award forms with covering progress voucher sheets used as basic input documents for preparation of computer tape furnished to Treasury for writing checks. Transfer to FARC after statistical compilation by Bureau of Research. DESTROY when 6 years, 3 months old.		

Section 11

BUREAU OF DATA PROCESSING AND ACCOUNTS

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
11-1	SCORE File (Service and Compensation of Railroad Employees) The SCORE file serves as the RRB master record of service and compensation for all railroad employees from 1937 to date. The file is used to determine eligibility of employees and their survivors for benefits under the Railroad Retirement Act and the Railroad Unemployment Insurance Act and is updated annually. The SCORE file is used to input data to other systems in the RRB and to produce extracts for analysis (e.g., item 26 under Bureau of Research, and item 2 under BUSI). (a) Master tape record updated annually. DESTROY after third update has been completed satisfactorily. Purge accounts when no longer needed for agency use. (b) Computer-Output Microfiche Copies produced annually. Used for reference in regional and field offices. Two sets, one in social security account number order and one in alphabetical order by surname. DESTROY after subsequent year's copies have been prepared satisfactorily.		
11-2	CER-1 File CER-1 card file is a record of entry into railroad service. It establishes for the employee his age, SSA number and the number of his first employer on the records of RRB. DESTROY when no longer needed for administrative use.		
11-3	Railroad Employer Reports of Service and Compensation Records are corrections of service and compensation recapitulations. (a) Board file copy. Break file at end of accounting year, place closed coverage cases in inactive file, hold 2 years and transfer to FARC. DESTROY 5 years after close of accounting year.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(b) Punch card files. (1) Bureau prepared employer and lot control cards. DESTROY when new file is completed. (2) Quarterly activity tape summary cards. DESTROY after completion of the following year's first quarterly updating and balancing operations.		
11-4	SSA Number Discrepancy Files Correspondence files from individuals regarding matters of coverage under the Railroad Retirement acts and matters of service and compensation where SSA numbers are in question. DESTROY 4 years after case is closed.		
11-5	Railroad Employer Correspondence Case Files Correspondence between employers and the Board about coverage, eligibility, matters considering rates of tax, tax paid, and records of service and compensation. Break file at end of calendar year. DESTROY when 4 years old.		
11-6	Internal Alphabetical File Memoranda generated within the Board concerning individuals who have contacted the Board regarding the crediting of service and compensation to their accounts. Break at end of calendar year. DESTROY when 1 year old.		
11-7	Abandoned Carrier Records (a) Records created on and prior to December 31, 1936. DESTROY December 31, 1991 (5 years after statutory limit for benefit inclusion). (b) Records created on and after January 1, 1937. DESTROY when 5 years old.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11-8	Notice of Coverage Ruling RRB Form G-341, Notice of Coverage Ruling, documents the findings of the Bureau of Law concerning the coverage of railroads under the RRA and RUIA. Record used in regular processing of railroad employer and employees inquiries concerning benefits. (a) Data Processing and Accounts copy. (1) Covered employers. DESTROY 10 years after coverage is terminated. (2) Non-covered or terminated employers. DESTROY 10 years after Bureau of Law findings. (b) Bureau of Law copy. See disposition for Bureau of Law Employer Coverage File.		
11-9	Employer Ledger Books Used for microfilming process, record of compensation of employees for current year and cumulative totals of service and compensation. DESTROY when no longer needed for administrative use. These records are not authorized for transfer to the FARC.		
11-10	Suspense Listings Cumulative suspense group listings of railroad employer reports which cannot be entered into the SCORE file because of errors in compensation/service computations. DESTROY when 4 years old.		
11-11	Report Correction Journal Vouchers Records of adjustments to discrepancies in railroad employer report totals taken from the suspense listings (Item 10). DESTROY when 4 years old.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11-12	Annual Year End Processing Data Case File Tape records generated in year-end operations and used to produce the Certificate of Service Months and Compensation, RRB Form BA-6, sent to railroad employees, and the Bureau of Research's Annual Wage Study Magnetic File (Item 26). DESTROY when update is completed.		
11-13	Railroad Employee Union Representatives Name File Record of names of employee Union representatives used to substantiate reports of service and compensation of representatives. DESTROY 1 year after union employee terminates as an employee representative.		
11-14	Long Term Employer Case File Correspondence and special material that establishes or proves name changes, special reporting procedures, and special agreements. DESTROY 5 years after agreement is superseded or cancelled.		
11-15	Account Number Correction Slips Correction slips used for service and compensation for railroad employees, prepared by Wage Accounting Section from data supplied by individual railroads. DESTROY 5 years after date of correction.		
11-16	Wage Register Quarterly report of adjustments made to the service and compensation previously reported or service and compensation never reported. DESTROY when 7 years old.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11-17	Annuitants Return to Service Case File File records the return to railroad service of people retired and receiving annuity checks. DESTROY after annual update.		
11-18	Annual Control Reject Tape Records of items rejected in the annual service and compensation year-end operations. DESTROY when update is completed.		
11-19	Employee Ledger Files These files record the service months and compensation and other data for railroad employees as reported by railroad employers. (a) Individual Year Tape Files contain records for all employees who had service and/or compensation during the current year. There is one file for each year; files are merged into Merged Tape File when five years old. DESTROY files when five years old after data has been merged successfully into Merged Tape File. (b) Merged Tape File is updated annually from Individual Year Tape Files that are five years old. File contains a cumulative figure for service months and compensation covering the years worked from 1937 through 1977. The cumulative figures are updated with each merge. DESTROY after third update cycle has been completed successfully. Purge when no longer needed for agency use. (c) Microfilm Files produced from the Individual Year and Merged Tape Files and used for reference. DESTROY when no longer needed for agency use.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11-20	Blue Stripe Individual Correspondence Case File Files of correspondence from individuals employed in the railroad industry who desire information about their accounts or wish to question items or make a protest concerning their accounts. DESTROY 4 years after retirement or death of employee. Scrambled wage cases or multiple SSA number cases with potential for fraud are to be filed with claim folders.		
11-21	Individual Correspondence Case File Correspondence from railroad employees who desire information about their accounts or who wish to question items or protest items concerning their accounts. DESTROY when 4 years old.		

Section 12

BUREAU OF UNEMPLOYMENT AND SICKNESS INSURANCE

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
12-1	Claims Case Files Claim folders which include records pertaining to the payment or denial of benefits under the RUIA. Also included are binders for medical reports, notices of late filing, and notices of separation allowances where individual claim folders are not prepared. Transfer to FARC 1 year after end of benefit year in which originated. (a) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975. (b) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975.	GRS6-1	
12-2	BUSI Master, Clearance, and Restorable History Tapes Official case file records of all current BUSI applications or claims which include information on payments made, reimbursements due, and denials or stop payments authorized. Input sources include SCORE file (item 1 under Bureau of Data Processing and Accounts) and Card and Document file (item 9 in BUSI). (a) Active Master and Clearance Tape Files The Active Master Tape File contains data on individuals who have had an active file during the current benefit year. It contains detailed information about individual's employment and eligibility, nature of and determinations on claims processed, and record of payments made or denied. If there are too many determinations within an individual record, the record will be shrunk to show only the final determination (see item 3, BUSI Previews). Updated daily. The Clearance Tape file contains data on individuals who have had some activity in BUSI within the last five benefit years. Each individual record includes a profile of BUSI activity during each year and any indication of stop payments made or social insurance paid to beneficiary (from RRA, Social Security, or workmen's compensation programs or from annuity under another law). Updated daily.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN

When necessary a Case Record Tape Printout (360 TPO) can be produced by processing the Active Master and the Clearance tapes concurrently. The 360 TPOs are used for reference when processing BUSI claims. Sections 1-4 of the TPO come from the Clearance Tape; Sections 5-8 come from the Active Master Tape.

DESTROY after third subsequent update cycle has been completed successfully.

(b) Restorable History Tape File

Individual records are purged from the Active Master file and moved to the Restorable History file one year after the end of the last active benefit year. Four years after the last active benefit year, the record is purged from the Restorable History file and moved to the Non-Restorable History Microfilm File (item 2A). Updated annually.

DESTROY after subsequent update and new Non-Restorable History Microfilm (item 2A) have been produced and have proven satisfactory.

12-3 Non-Restorable History Microfilm File

Contains records purged from the Restorable History Tape File in item 2. The records are moved annually to this microfilm file four years after the last active benefit year and are used for reference and for audit purposes to show payments made.

(a) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975.

(b) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975.

12-4 BUSI Previews

Printout record of data from the Active Master Tape File in item 2. When a record in that tape is full, the duplicate information regarding determinations is shrunk to provide more room. The BUSI Preview holds data from the tape file in printout form as it appeared just before it was shrunk. The printouts are kept as legal backups to item 2 for audit purposes to demonstrate payments made.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	Transfer to FARC 2 years after end of benefit year in which produced. (a) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975. (b) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975.		
12-5	BUSI Accounts Receivable Tape Files The Master Tape File, updated daily, contains records of cases for which accounts are or were receivable during the current benefit year. The records are moved to the History File one year after the end of the benefit year in which the debts were recovered. The usual sources for accounts receivable are the Social Security Administration or the individual's employer. The History File is maintained as a legal backup to item 2 for audit purposes to demonstrate payments made. (a) Master Tape File, updated daily. DESTROY after third subsequent update has been completed and has proven satisfactory. (b) History Tape File, updated annually at end of benefit year. (1) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975. (2) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975.		
12-6	Voucher and Schedule of Payments, SF-1166a Kept as legal backup to item 2 for audit purposes to demonstrate payments made. Transfer to FARC 2 years after close of benefit year in which prepared. (a) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975.	GRS6-1	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN

(b) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975.

12-7 UI-30 Case File

RRB Form UI-30 file - district office notice to division claims operations of railroad employee's possible receipt of pay for time not worked.

Transfer to FARC 3 years after close of benefit year in which prepared.

(a) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975.

(b) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975.

12-8 Transitory Card and Correspondence File

Records of inquiries regarding RUIA benefits on cases where there are no claim folders and inquiry does not warrant preparation of a claim folder.

DESTROY 3 months after action is taken or when no longer needed for administrative use, whichever is sooner.

12-9 Transitory Computer Generated Listings and Printouts

Records from the Master and Clearance Tapes (item 2) containing transitory information about claimants which do not require preparation of a claim folder. They can include the 360 Case Record Tape Print Outs (360 TPOs) produced from files in item 2.

DESTROY 3 months after action has been taken or when no longer needed for administrative use, whichever is sooner.

12-10 Card and Document File

Optical Character Reader instruction forms and punch-card documents used in payment of benefits under RUIA including applications and claims for benefits, claims examiner prepared instructional cards, and related records. Used as input to the Master and Clearance Tape Files (item 2).

(a) Punch-card documents.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Transfer to FARC 3 months after the end of the quarter in which originated. (1) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975. (2) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975. (b) OCR instruction forms. DESTROY after microfilming. (c) Microfilm copies. DESTROY when 6 years, 3 months old or when no longer needed for administrative use, whichever is sooner.	GRS6-1	
12-11	Uncollectable Accounts File of Claim Folders Case files which contain all information about RRB efforts to collect from individuals who were overpaid RUIA benefits and whose debts are considered uncollectable. Transfer files with 5 year inactivity to FARC. DESTROY 6 years, 3 months after recovery has been completed or waived.		
12-12	Monthly UI Benefit Reports to Railroad Employer Records on RUIA benefit payments to employees to whom employers expect to pay a wage guarantee. Break file at end of benefit year, transfer to FARC 3 years after break. (a) DESTROY 10 years, 3 months after end of benefit year for records created prior to July 1, 1975. (b) DESTROY 6 years, 3 months after end of benefit year for records created after June 30, 1975.		
12-13	Reports of Returned or Cancelled Benefit Checks Records identifying checks returned to the Treasury Department or checks cancelled by Treasury on RRB request, SF-1098. Transfer to FARC 1 year after end of benefit year in which originated.	GRS6-1	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	(a) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975. (b) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975.		
12-14	Accounts Receivable Transactions Computer printout of the daily listing and summary reports of accounts receivable transactions. (a) Certification and recoverables unit copy. Transfer to FARC 1 year after end of benefit year in which originated. (1) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975. (2) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975. (b) Bureau of Budget and Fiscal Operations copy of month-to-date summary report. See disposition for Bureau of Budget and Fiscal Operations Posting Media. (c) All other copies. DESTROY when superseded.		
12-15	Opinion and Precedent Case Files Records include recommendations, briefs of cases, and resulting determinations involving legal, adjudicative, or administrative questions. DESTROY when no longer needed for administrative use.		
12-16	Lien Notice File Records include copies of lien notices (RRB Form ID-30b) sent to railroad employers in personal injury cases where individuals claiming sickness benefits have indicated intent to file a personal injury claim against the railroad employer. Records used in lieu of preparing claim folder.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Transfer to FARC 3 years after benefit year in which originated. (a) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975. (b) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30, 1975.		
12-17	BUSI Production Reports Records include employee prepared production reports and computer prepared listings of production reports. (a) Employee prepared reports. DESTROY when 2 months old. (b) Computer listings. DESTROY when 5 years old.		
12-18	Reimbursement to Employers Monthly computer report of reimbursement to employers for taking claims. (a) Bureau of Budget and Fiscal Operations copy. See disposition for BFO, Accountable Officer's Files, item 1b. (b) BUSI copy. DESTROY 1 year after end of quarter in which originated or when no longer needed for administrative use, whichever is sooner.		
12-19	Claims Certified and Payments Recoverable Records of BUSI claims certified and payments recoverable. Daily activity recorded on RRB Form UI-47a. Includes monthly summary of transactions on RRB Form UI-47b. Transfer to FARC 2 years after end of benefit year in which originated. (a) DESTROY 10 years, 3 months after end of benefit year for those records created prior to July 1, 1975. (b) DESTROY 6 years, 3 months after end of benefit year for those records created after June 30,1975.		

Section 13

FIELD SERVICE

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
13-1	Unemployment Insurance Claimants Case File (Form ES-1)	NC1-184-78-1 (1)	
	(a) Cases without Adverse Determinations DESTROY 3 years after end of benefit year in which originated.		
	(b) Cases with Adverse Determinations Transfer to FARC when 2 years old. DESTROY when 5 years old.		
13-2	Unemployment Claims Agent's Placement Report (Form ES-22) DESTROY 1 year after the end of benefit year in which originated.	(2)	
13-3	Report of Outstanding Performance by a Claims Agent in Placement (Form ES-22a) DESTROY 1 year after the end of benefit year in which originated.	(3)	
13-4	Employer Order and Record Summary (Form ES-113) DESTROY closed file 3 years after end of benefit year in which originated.	(4)	
13-5	Index Card of Hiring Officials (Railroad and Non-Railroad Form ES-140) DESTROY when cancelled or superseded.	(5)	
13-6	Work Measurement Reports (Forms G-14, G-15, G-15a) DESTROY 3 years after the fiscal year in which originated.	(6)	
13-7	Itinerant Service Record (Form G-16) DESTROY 3 years after the end of the calendar year in which originated.	(7)	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
13 - 8	Mid-Month Report of Accountable Retirement, Survivor, and Medicare Cases in Field Offices (Form G-378) DESTROY 1 year after date originated.	NC1-184-78-1 (10)	
13 - 9	Weekly Status Report (Retirement and Medicare Applications Form G-425 DESTROY 6 months after date originated or when need is met.	(11)	
13 - 10	Labor Organization Member File (Form G-508) DESTROY when superseded.	(12)	
13 - 11	Record of Receipts and Disposition of Applications (Form G-591) DESTROY 1 year after date originated.	(13)	
13 - 12	Third Party Disclosure Record (Form G-671) (a) Railroad Retirement Act Send records pertaining to retirement or survivor matters to claim files marked "file only" when closed RRA beneficiary file is purged. (b) Unemployment Insurance DESTROY 5 years after ES-1 file is destroyed. (c) Sickness Insurance DESTROY 5 years after District Office file is destroyed.	(14)	
13 - 13	Request for Special Visit to Sickness Insurance Claimant and Report of Visit (Form SI-49a) DESTROY 1 year after end of benefit year in which originated.	(15)	
13 - 14	Designation of Unemployment Claims Agency (Form UI-8) DESTROY 1 year after the Claims Agency is no longer active.	(16)	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
13-15	UI-34 and UI-34a, Report of District Office on RUIA Activities and Monthly Summary of D.O. Activities (Forms UI-34, UI-34a) DESTROY 1 year after end of benefit year in which originated.	(NC1-184-78-1 (17)	
13-16	Register of Adverse Determinations and Redeterminations (Forms UI-36, UI 36a) DESTROY 1 year after end of benefit year in which originated.	(18)	
13-17	Register of Voluntary Quit Determinations (Form UI-37) DESTROY 1 year after end of benefit year in which originated.	(19)	
13-18	Index Card (Form UI-118) DESTROY 1 year after end of benefit year in which originated.	(20)	
13-19	Emergency Preparedness Releases DESTROY when superseded or declared obsolete by the Emergency Coordinator of the Board.	(22)	
13-20	Completed UI Fraud and Erroneous Payments Records include copies of UI-39 letters, UI-27, UI-49b, UI-49b-PR, and UI-50. Send to BuSI at end of benefit year.	(23b)	
13-21	Federal Executive Boards and Associations Records of meetings and participation in Federal Executive Boards or Federal Executive Associations by regional office and/or district office personnel. DESTROY 1 year after end of fiscal year in which originated.	(23c)	
13-22	Individual Travelers Insurance Processing Offices Records of contacts with and from various claims	(23e)	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	processing offices of the Travelers Insurance Company in connection with the Medicare program. DESTROY 3 years after end of fiscal year in which originated.		
13-23	RRA Beneficiary Case File Records of applications and supporting documents and/or investigations under provisions of the RRA, maintained in field offices. DESTROY 1 year after close of file. Remove Forms G-671 from files to be destroyed and transmit to claim file marked "file only".	NC1-184-78-1 (23f)	
13-24	RRA Beneficiary, Representative Payee Case File Records of selections of representatives to act for incompetent beneficiaries. Hold until beneficiary dies or no longer requires representative payee. Transmit file material of record in BRC including any Form G-99a, via Form G-99b to BRC. Balance of file becomes RRA beneficiary file (see item 25).	(23g)	
13-25	RRA Beneficiary, Student Case File Files in which a full-time student is being paid or being considered in the computation of benefits paid under the RRA. Transmit student file to Bureau of Retirement Claims when student attains age 22 or other termination event occurs. Retain in RRA Beneficiary case file (Item 25) and DESTROY 1 year after last action.	(23h)	
13-26	State Employment Service Records of contacts with and from offices of the State Employment Service and maintained in regional and field offices. DESTROY when 1 year old.	(23i)	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
13-27	Social Security Administration Records of contacts with and from offices of the Social Security Administration and maintained in regional and field offices. DESTROY when 2 years old.	NC1-184-78-1 (23j)	
13-28	Bureau of Health Insurance Records relating to coordination with BHI representatives of the SSA concerning overutilization by physicians, program integrity complaints, individual complaints, medicare fraud, and suspended medicare payments, maintained in the regional office. DESTROY 3 years after fiscal year in which originated.	(23k)	
13-29	Quarterly Summary Checking on Possible Employment of UI Claimants Records are reports by field offices to regional offices, reports by regional offices to BUSI, and summary reports prepared in BUSI. DESTROY 2 years after date originated.	(25a)	
13-30	Cost Reports Reports of cost of UI-SI claims processing in Headquarters for month prepared by Bureau of Budget and Fiscal Operations for the regional offices, and regional cost reports for the month including cumulative figures. DESTROY 1 year after date originated.	(25b)	
13-31	Summary of District Office Operations Productivity report furnished by the Bureau of Budget and Fiscal Operations to regional and field offices showing man-year productivity for those offices. DESTROY 1 year after date originated.	(25c)	
13-32	Energy Conservation Reports Records include all reports regarding the conservation of energy with reports of miles traveled by personnel in the field service.	(25d)	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	DESTROY 1 year after fiscal year in which originated.		
13-33	Monthly Summary of Financial Operations Regional office report furnished by the Bureau of Budget and Fiscal Operations including a summary of management data and summary of financial operations. DESTROY 1 year after date originated.	NC1-184-78-1 (25e)	
13-34	Monthly Record of Reviews and Protests Report kept in regional office and forwarded to BUSI monthly. Records identify cases on which adverse determinations have been submitted to the regional office for review, and show information such as date of initial determination letter and date protest received in district office. DESTROY 5 years after benefit year in which originated.	(25f)	
13-35	Quarterly Report Sending Original UI-49b and UI-49b-PR's to BUSI DESTROY 3 years after date originated.	(25g)	
13-36	Duplicate Benefits Quarterly Report Report to BUSI about checking with state agencies on duplicate benefits. Includes information on number of cases checked in the region, the number on which duplicate benefits were claimed, and the amount of any overpayment. DESTROY 3 years after date originated.	(25h)	
13-31	Itinerant Service Schedule Records are schedules maintained in field and regional offices listing various points where a Board representative may be contacted, dates and hours of service at each point. DESTROY when superseded or obsolete.	(26)	