

Request for Records Disposition Authority

Records Schedule Number **DAA-0184-2013-0001**

Schedule Status **Modified Approved Version**

Agency or Establishment **Railroad Retirement Board**

Record Group / Scheduling Group **Records of the Railroad Retirement Board**

Records Schedule applies to **Department-wide**

Schedule Subject **Field Service--Records Schedule 13**

Internal agency concurrences will be provided **No**

Background Information **Field Service is responsible for providing assistance to railroad employees, employers, and the general public in completing applications for benefits under the Railroad Retirement Act (RRA), Railroad Unemployment Insurance Act (RUIA) and Medicare. Field service also develops and processes applications, claims, and related documents to expedite correct payment of benefits due under the various Acts.**

The schedule includes **new** electronic records and proposed retentions as required by the E-Government Act of 2002.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	0

GAO Approval

Outline of Records Schedule Items for DAA-0184-2013-0001

Sequence Number	
1	Record of Opinions and Protests Disposition Authority Number: DAA-0184-2013-0001-0001
2	Field Office Statistical Reports Relating to RRA and RUIA Programs Disposition Authority Number: DAA-0184-2013-0001-0002
3	Service Location Record Disposition Authority Number: DAA-0184-2013-0001-0003
4	CORP Service Schedule Disposition Authority Number: DAA-0184-2013-0001-0004
5	Field Office Administrative Inspection Audits Disposition Authority Number: DAA-0184-2013-0001-0005
6	Motor Vehicle Certification Disposition Authority Number: DAA-0184-2013-0001-0006
7	Space Files Disposition Authority Number: DAA-0184-2013-0001-0007
8	Monthly Field Office Administrative Report Disposition Authority Number: DAA-0184-2013-0001-0008
9	RRA Application Log and Record of Source Medical Development Disposition Authority Number: DAA-0184-2013-0001-0009
10	Informational Conference Report Disposition Authority Number: DAA-0184-2013-0001-0010

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 808 411">Record of Opinions and Protests</p> <p data-bbox="345 436 1149 468">Disposition Authority Number DAA-0184-2013-0001-0001</p> <p data-bbox="345 493 1472 674">Log for tracking adverse determination cases submitted by the district office for review and reconsideration, employer protests and requests for opinions, outcome of the determination, and when case was completed. See item 13-1b for disposition of imaged correspondence/documents relating to reconsideration determinations, opinions and protests.</p> <p data-bbox="345 699 919 730">Final Disposition Temporary</p> <p data-bbox="345 753 850 785">Item Status Active</p> <p data-bbox="345 808 818 840">Is this item media neutral? Yes</p> <p data-bbox="345 863 818 982">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1005 805 1089">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1113 1089 1182">GRS or Superseded Authority Citation NC1-184-79-03 / 13/34 N1-184-89-001 / 13/8</p> <p data-bbox="345 1226 659 1257">Disposition Instruction</p> <p data-bbox="345 1281 1068 1312">Cutoff Instruction End of the fiscal year.</p> <p data-bbox="345 1335 1464 1367">Retention Period Destroy 3 year(s) after the close of the fiscal year.</p> <p data-bbox="345 1411 654 1442">Additional Information</p> <p data-bbox="345 1465 951 1497">GAO Approval Not Required</p>
2	<p data-bbox="345 1524 1305 1556">Field Office Statistical Reports Relating to RRA and RUIA Programs</p> <p data-bbox="345 1579 1154 1610">Disposition Authority Number DAA-0184-2013-0001-0002</p> <p data-bbox="345 1633 1453 1814">Statistically Targeted Automated Tracking System (STATS) database used by Field Service to track RRA and RUIA activities to include processing of applications, beneficiary activities, claim processing activities, generate ad-hoc reports, and other statistical data used to produce the Monthly Field Office Administrative Report. See item 13-9 of this schedule.</p> <p data-bbox="345 1837 919 1869">Final Disposition Temporary</p> <p data-bbox="345 1892 873 1923">Item Status Inactive</p>

	Is this item media neutral?	No
	Explanation of limitation	Only applies to reports generated from STATS database.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2017-0008-0001 DAA-GRS-2017-0008-0001 is GRS 5.7, item 010
	Disposition Instruction	
	Cutoff Instruction	End of the fiscal year.
	Retention Period	Destroy 7 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
3	Service Location Record	
	Disposition Authority Number	DAA-0184-2013-0001-0003
	Form G-16 with names and claim numbers of those contacted while working at a Customer Outreach Program (CORP) service location.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	NC1-184-79-03 / 13/7 N1-184-89-001 / 13/18
	Disposition Instruction	
	Cutoff Instruction	End of the fiscal year.

4	Retention Period	Destroy 3 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	CORP Service Schedule	
	Disposition Authority Number	DAA-0184-2013-0001-0004
	Document generated in field offices and submitted to Field Service listing dates, hours of service, and contact information of RRB Representative scheduled to work at a CORP service location.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-184-79-03 / 13/17 N1-184-89-001 / 13/9	
Disposition Instruction		
Retention Period	Destroy when no longer needed	
Additional Information		
GAO Approval	Not Required	
5	Field Office Administrative Inspection Audits	
	Disposition Authority Number	DAA-0184-2013-0001-0005
	Audits performed by Field Service personnel or Network Managers including checklists for inspection, background records, memoranda, notes, drafts, reports and related records.	
	Final Disposition	Temporary
	Item Status	Inactive
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-184-79-03 / 4/10 N1-184-89-001 / 13/24
	Inactive Status Explanation	This item is inactive because it was superseded by

New Disposition Authority Number: DAA-GRS-2017-0008-0002
DAA-GRS-2017-0008-0002 is GRS 5.7, item 020

Disposition Instruction

Cutoff Instruction End of the calendar year.
Retention Period Destroy when 3 years old.

Additional Information

GAO Approval Not Required

Motor Vehicle Certification

Disposition Authority Number DAA-0184-2013-0001-0006

Employee certification (Form G-1402) regarding condition of rental or personal vehicles; driver's license, registration, and insurance verification; and driver expectations while conducting official business. Files include supervisory review and employee signed statements regarding valid driver's license.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2016-0011-0014
DAA-GRS-2016-0011-0014 is GRS 5.4, item 110

Disposition Instruction

Retention Period Destroy 3 year(s) after separation of employees or 3 year(s) after recession of authorization to operate government-owned motor vehicles occurs, whichever is sooner

Additional Information

GAO Approval Not Required

Space Files

Disposition Authority Number DAA-0184-2013-0001-0007

Field Service records relating to the acquisition, allocation, utilization, release and maintenance of space for the RRB's district offices.

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Final Disposition	Temporary
Item Status	Inactive
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2016-0011-0001 DAA-GRS-2016-0011-0001 is GRS 5.4, item 010
Disposition Instruction	
Retention Period	Destroy when related contract is completed.
Additional Information	
GAO Approval	Not Required
8	Monthly Field Office Administrative Report
Disposition Authority Number	DAA-0184-2013-0001-0008
	Activities including significant incidents, statistical data on work counts, RUIA prepayment denials, correspondence tracking, meeting attendance, and office/ CORP visitor counts and other statistical data from the STATS database used to create the report. See item 13-3 of this schedule.
Final Disposition	Temporary
Item Status	Inactive
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-184-89-001 / 13/20
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2017-0008-0001 DAA-GRS-2017-0008-0001 is GRS 5.7, item 010
Disposition Instruction	
Cutoff Instruction	End of the fiscal year.
Retention Period	Destroy 3 year(s) after cut off.

9	Additional Information	
	GAO Approval	Not Required
	RRA Application Log and Record of Source Medical Development	
	Disposition Authority Number	DAA-0184-2013-0001-0009
	District Office logs documenting applications and medical evidence information for disability applications and provides statistical data for Monthly Field Office Administrative Report. See item 13-9 of this schedule.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
Cutoff Instruction	End of the fiscal year.	
Retention Period	Destroy 3 year(s) after cut off.	
10	Additional Information	
	GAO Approval	Not Required
	Informational Conference Report	
	Disposition Authority Number	DAA-0184-2013-0001-0010
	Report submitted to the Labor Member's Office following the completion of an Informational Conference conducted by the field office and includes the names of the presenters, remarks about the conference and the members/crafts in attendance.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-184-89-001 / 13/20
Disposition Instruction		

Retention Period	Destroy 3 years from the date of the report.
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/15/2013	Return to Submitter	Charles Mierzwa	Records Officer	Bureau of Information Services - Chief of Information Resources Management Center
07/25/2013	Return to Submitter	Charles Mierzwa	Records Officer	Bureau of Information Services - Chief of Information Resources Management Center
07/27/2013	Certify	Charles Mierzwa	Records Officer	Bureau of Information Services - Chief of Information Resources Management Center
04/20/2015	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
04/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist