

## Request for Records Disposition Authority

Records Schedule Number: DAA-0184-2013-0001  
 Schedule Status: Approved

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Record of Opinions and Protests</b></p> <p>Disposition Authority Number      DAA-0184-2013-0001-0001</p> <p>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>Final Disposition                      Temporary</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data?                            No</p> <p>GRS or Superseded Authority Citation      NC1-184-79-3, item 13-34 (N1-184-89-1, 13-8)</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        End of the fiscal year.</p> <p>Retention Period                         Destroy 3 year(s) after the close of the fiscal year.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Field Office Statistical Reports Relating to RRA and RUIA Programs</b></p> <p>Disposition Authority Number      DAA-0184-2013-0001-0002</p> <p>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>Final Disposition                        Temporary</p> <p>Item Status                                Active</p>

3	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of the fiscal year.
	Retention Period	Destroy 7 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Service Location Record</b>	
	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	NC1-184-79-3, Item 13-7 (N1-184-89-1, 13-18)
	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of the fiscal year.
Retention Period	Destroy 3 year(s) after cut off	
<b>Additional Information</b>		
GAO Approval	Not Required	

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**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      NC1-184-79-3, Item 13-7 (N1-184-89-1, 13-9)

**Disposition Instruction**

Retention Period                      Destroy when no longer needed

**Additional Information**

GAO Approval                          Not Required

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**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                              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      NC1-184-79-3, Item 4-10 (N1-184-89-1, 13-24)

**Disposition Instruction**

Cutoff Instruction                      End of the calendar year.

Retention Period                      Destroy when 3 years old.

**Additional Information**

6	<p>GAO Approval Not Required</p> <p><b>Motor Vehicle Certification</b></p> <p>Disposition Authority Number DAA-0184-2013-0001-0006</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>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</p> <p>Additional Information</p>
7	<p>GAO Approval Not Required</p> <p><b>Space Files</b></p> <p>Disposition Authority Number DAA-0184-2013-0001-0007</p> <p>Field Service records relating to the acquisition, allocation, utilization, release and maintenance of space for the RRB's district offices.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when related contract is completed.</p> <p>Additional Information</p>

8	<p>GAO Approval Not Required</p> <p>Monthly Field Office Administrative Report</p> <p>Disposition Authority Number DAA-0184-2013-0001-0008</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-184-89-1, Item 13-20.</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of the fiscal year.</p> <p>Retention Period Destroy 3 year(s) after cut off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
9	<p>RRA Application Log and Record of Source Medical Development</p> <p>Disposition Authority Number DAA-0184-2013-0001-0009</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of the fiscal year.</p> <p>Retention Period Destroy 3 year(s) after cut off.</p>

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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 NC1-184-78-1, item 21c (n1-184-9, Items 13-7, 13-4, 13-15, 13-6)

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