

Request for Records Disposition Authority

Records Schedule Number DAA-0184-2018-0008
 Schedule Status Approved

Agency or Establishment Railroad Retirement Board
 Record Group / Scheduling Group Records of the Railroad Retirement Board
 Records Schedule applies to Major Subdivision
 Major Subdivision Office of General Counsel
 Minor Subdivision Secretary to the Board
 Schedule Subject Board Imaging Database
 Internal agency concurrences will be provided No

Background Information The Board Imaging Database (BID) is the document repository for the Offices of the Chairman, the Management Member, the Labor Member, and the Secretary to the Board. The BID allows users to save document images in a central database where they are indexed by year, document type, category, and subcategory.

The types of documents maintained within the system are: memoranda, correspondence, and supporting documents related to issues requiring approval by the Board Members. The Secretary to the Board maintains all documents, including related Board Orders, Record of Proceedings, and Transcripts of Board Meetings which are arranged by category of action. Topics covered include, but are not limited to, benefit appeals, railroad employer coverage under the Railroad Retirement Act and the Railroad Unemployment Insurance Act, and various regulation issues brought to the attention of the Board. Operational decisions requiring Board approval are also covered by records in the system. These include approval of the annual budget and some hiring decisions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	3	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0184-2018-0008

Sequence Number	
1	Board Orders Disposition Authority Number: DAA-0184-2018-0008-0001
2	Record of Proceedings Disposition Authority Number: DAA-0184-2018-0008-0002
3	Transcripts of Board Meetings Disposition Authority Number: DAA-0184-2018-0008-0003
4	Copies of the following published documents: (1) Board Orders (2) Record of Proceedings (3) Transcripts of Board Meetings Disposition Authority Number: DAA-0184-2018-0008-0004

Records Schedule Items

Sequence Number								
1	<p>Board Orders</p> <p>Disposition Authority Number DAA-0184-2018-0008-0001</p> <p>Orders constituting the official record of formal actions of the Railroad Retirement Board pertaining to regulations, administration, program direction and general policy.</p> <p>Final Disposition Permanent</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? Yes</p> <p>GRS or Superseded Authority Citation NC1-184-79-001 / 1/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after NARA agrees</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1997</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1997 To 2007</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>8 MB</td> <td>.25 MB</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	8 MB	.25 MB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	8 MB	.25 MB						

Paper		
Microform		
Hardcopy or Analog Special Media		

2

Record of Proceedings

Disposition Authority Number DAA-0184-2018-0008-0002

The Record of Proceedings is a running account of actions taken by the Board during a calendar year. Includes actions taken between meetings and the appropriate Board Orders.

Final Disposition Permanent

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? Yes

GRS or Superseded Authority Citation NC1-184-79-003 / 1/3

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after NARA agrees

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 1997

What will be the date span of the initial transfer of records to the National Archives? From 1997 To 2007

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	8 MB	.25 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3

Transcripts of Board Meetings

Disposition Authority Number **DAA-0184-2018-0008-0003**

Transcripts of Board Meetings are recorded by a court reporter and subsequently forwarded to the Secretary to the Board for Board Member review and concurrence. The draft and the final copy are maintained as the official record.

Final Disposition **Permanent**

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? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning immediately after NARA agrees**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **1997**

What will be the date span of the initial transfer of records to the National Archives? **From 1997 To 2007**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	8 MB	.25 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

4

Copies of the following published documents: (1) Board Orders (2) Record of Proceedings (3) Transcripts of Board Meetings

Disposition Authority Number **DAA-0184-2018-0008-0004**

Copies maintained outside of the BID, such as in file cabinets and on shared drives, are considered convenience copies. The official copy is the copy maintained in BID.

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**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Retention Period **Destroy immediately after verifying the accuracy and completeness of the electronic version.**

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
01/26/2018	Certify	Brian Foster	Records Management Specialist	Bureau of Information Services - Information Resources Mgmt Center
09/06/2019	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/12/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/12/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/13/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Record Schedule Asset ID	Records Schedule Human Readable ID (ERA Number)	Agency or Establishment	Major Subdivision OR Office of Creation	Agency Wide (Y/N)	Schedule Subject	Date Schedule Signed	Disposition Item Number (ERA Number)	Legacy Schedule Number	Legacy Item Number
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0004	NC1-184-79-003	1/1/A
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0006	NC1-184-79-003	1/2
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0007	NC1-184-79-003	1/3/A
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0001	NC1-184-79-003	1/4/A
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0008	NC1-184-79-003	1/5/A
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0005	NC1-184-79-003	8/1/A
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0009	NC1-184-79-003	8/5/A
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0010	NC1-184-79-003	9/2/A
1.1-1.3-201711.18216	DAL-0184-2012-0001	Railroad Retirement Board		Y	Records of the Board and Chief Executive	4/6/1981	DAL-0184-2012-0001-0003	NC1-184-79-003	9/5/A
1.1-1.3-201505.1190353	DAL-0184-2015-0004	Railroad Retirement Board		N	RRB Comprehensive Schedule	8/1/1988	DAL-0184-2015-0004-0001	N1-184-88-001	18/1/A
1.1-1.3-201711.20218	DAL-0184-2018-0001	Railroad Retirement Board	Bureau of Law	N	RRB Bureau of Law	4/27/1989	DAL-0184-2018-0001-0001	N1-184-89-001	9/1/A
1.1-1.3-201711.20218	DAL-0184-2018-0001	Railroad Retirement Board	Bureau of Law	N	RRB Bureau of Law	4/27/1989	DAL-0184-2018-0001-0002	N1-184-89-001	9/4/A
1.1-1.3-201711.20229	DAL-0184-2018-0003	Railroad Retirement Board		N		3/23/1993	DAL-0184-2018-0003-0001	N1-184-93-002	2/1/A
1.1-1.3-201711.20227	DAL-0184-2018-0002	Railroad Retirement Board	Bureau of Information Resources Management	N	Operations Plans	6/4/1993	DAL-0184-2018-0002-0001	N1-184-93-006	1/12/A
1.1-1.3-201711.18217	DAL-0184-2015-0001	Railroad Retirement Board	Bureau of Information Resources Management	N	RRB Office of the Information Resources Management	9/4/1993	DAL-0184-2015-0001-0001	N1-184-93-011	1/A
1.1-1.3-201711.18217	DAL-0184-2015-0001	Railroad Retirement Board	Bureau of Information Resources Management	N	RRB Office of the Information Resources Management	9/4/1993	DAL-0184-2015-0001-0002	N1-184-93-011	2/A
1.1-1.3-201711.18217	DAL-0184-2015-0001	Railroad Retirement Board	Bureau of Information Resources Management	N	RRB Office of the Information Resources Management	9/4/1993	DAL-0184-2015-0001-0003	N1-184-93-011	3/A
1.1-1.3-201505.892115	DAL-0184-2009-0002	Railroad Retirement Board	Office of Equal Opportunity	N	RRB Office of Equal Opportunity	10/27/2006	DAL-0184-2009-0002-0001	N1-184-06-001	16/1
1.1-1.3-201505.892115	DAL-0184-2009-0002	Railroad Retirement Board	Office of Equal Opportunity	N	RRB Office of Equal Opportunity	10/27/2006	DAL-0184-2009-0002-0003	N1-184-06-001	16/4
1.1-1.3-201505.892123	DAL-0184-2009-0001	Railroad Retirement Board	Office of General Counsel	N	RRB General Counsel	5/06/2007	DAL-0184-2009-0001-0001	N1-184-06-002	1
1.1-1.3-201505.892123	DAL-0184-2009-0001	Railroad Retirement Board	Office of General Counsel	N	RRB General Counsel	5/06/2007	DAL-0184-2009-0001-0013	N1-184-06-002	13
1.1-1.3-201505.892123	DAL-0184-2009-0001	Railroad Retirement Board	Office of General Counsel	N	RRB General Counsel	5/06/2007	DAL-0184-2009-0001-0014	N1-184-06-002	14
1.1-1.3-201505.892123	DAL-0184-2009-0001	Railroad Retirement Board	Office of General Counsel	N	RRB General Counsel	5/06/2007	DAL-0184-2009-0001-0015	N1-184-06-002	15
1.1-1.3-201505.892123	DAL-0184-2009-0001	Railroad Retirement Board	Office of General Counsel	N	RRB General Counsel	5/06/2007	DAL-0184-2009-0001-0016	N1-184-06-002	16
1.1-1.3-201505.892125	DAL-0184-2015-0002	Railroad Retirement Board	Office of Programs	N	RRB Act Claim Folders	04/06/2010	DAL-0184-2015-0002-0001	N1-184-08-001	10/1
1.1-1.3-201505.932150	DAL-0184-2015-0003	Railroad Retirement Board	Bureau of Actuary	N	RRB Bureau of Actuary	2/6/2012	DAL-0184-2015-0003-0001	N1-184-09-003	1

1.1-1.3-201505.932150	DAL-0184-2015-0003	Railroad Retirement Board	Bureau of Actuary	N	RRB Bureau of Actuary	2/6/2012	DAL-0184-2015-0003-0002	N1 184-09-003	3
1.1-1.3-201505.932150	DAL-0184-2015-0003	Railroad Retirement Board	Bureau of Actuary	N	RRB Bureau of Actuary	2/6/2012	DAL-0184-2015-0003-0003	N1-184-09-003	5