

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2018-0008

Status: APPROVED
Date Approved: 09/13/2019

General Information

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| Agency or Establishment | Railroad Retirement Board |
| Record/Scheduling Group | 0184 - Records of the Railroad Retirement Board |
| Records Schedule Applies To | Agency Subdivision |
| Major Subdivision | Office of General Counsel |
| Minor Subdivision | Secretary to the Board |
| Schedule Subject | Board Imaging Database |
| Additional Schedule Information | <p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>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.</p> <p>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.</p> |
| Is There a Classified Version of This Schedule? | No |
| Is consultation and coordination with Tribal Governments required? | Predate requirement |

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 1

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

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

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Board Orders | Permanent |
| 0002 | Record of Proceedings | Permanent |
| 0003 | Transcripts of Board Meetings | Permanent |
| 0004 | Copies of the following published documents: (1) Board Orders (2) Record of Proceedings (3) Transcripts of Board Meetings | Temporary |

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Records Schedule Items

| | | |
|--|---|--------------------------------|
| DAA-0184-2018-0008-0001 | | STATUS: INACTIVE - NOT FOR USE |
| ITEM GENERAL INFORMATION | | |
| Item Title | Board Orders | |
| Item Description | Orders constituting the official record of formal actions of the Railroad Retirement Board pertaining to regulations, administration, program direction and general policy. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| NC1-184-79-03 / 1/1 in part | Yes | NC1-184-79-03 / 1/1 in part |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0184-2023-0001-0001 on 04/12/2024. | | |
| Final Disposition | Permanent | |
| Cutoff Instructions | Other: Cutoff at the end of the calendar year. | |
| Are there multiple instructions for this item? | No | |
| Transfer Instruction | Transfer to the National Archives 15 year(s) after cutoff | |
| ADDITIONAL INFORMATION | | |
| Approximate first year of records covered by this authority | 1997 | |
| End year of records covered by this authority | Still being created | |
| Date span of the initial transfer | From: --/--/1997 To: --/--/2007 | |
| Frequency of transfer | 1 | |
| Are any of the records covered by this item subject to a FOIA exemption? | | |

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| DAA-0184-2018-0008-0002 | | STATUS: INACTIVE - NOT FOR USE |
| ITEM GENERAL INFORMATION | | |
| Item Title | Record of Proceedings | |
| Item Description | 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. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| NC1-184-79-003 / 1/3 | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0184-2023-0001-0002 on 04/12/2024. | | |
| Final Disposition | Permanent | |
| Cutoff Instructions | Other: Cutoff at the end of the calendar year. | |
| Are there multiple instructions for this item? | No | |
| Transfer Instruction | Transfer to the National Archives 15 year(s) after cutoff | |
| ADDITIONAL INFORMATION | | |
| Approximate first year of records covered by this authority | 1997 | |
| End year of records covered by this authority | Still being created | |
| Date span of the initial transfer | From: --/--/1997 To: --/--/2007 | |
| Frequency of transfer | 1 | |
| Are any of the records covered by this item subject to a FOIA exemption? | | |

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| DAA-0184-2018-0008-0003 | STATUS: INACTIVE - NOT FOR USE |
| ITEM GENERAL INFORMATION | |

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| Item Title | Transcripts of Board Meetings |
| Item Description | 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. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0184-2023-0001-0003 on 04/12/2024. | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cutoff at the end of the calendar year. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives 15 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| Approximate first year of records covered by this authority | 1997 |
| End year of records covered by this authority | Still being created |
| Date span of the initial transfer | From: --/--/1997 To: --/--/2007 |
| Frequency of transfer | 1 |
| Are any of the records covered by this item subject to a FOIA exemption? | |

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|---------------------------------|--|
| DAA-0184-2018-0008-0004 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Copies of the following published documents: (1) Board Orders (2) Record of Proceedings (3) Transcripts of Board Meetings |
| Item Description | 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. |
| Is this item media neutral? | Yes |

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| Is this item a Big Bucket? | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Cutoff Instructions | Other: Cutoff at the end of the calendar year. |
| Retention Period | Destroy immediately after verifying the accuracy and completeness of the electronic version. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |

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Signatory Information

| Action | User | Date |
|---------|----------------|------------|
| Approve | David Ferriero | 09/13/2019 |