

Request for Records Disposition Authority

Records Schedule Number DAA-0184-2018-0009
 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 Docket System
 Internal agency concurrences will be provided No

Background Information The Board Docket System is a docket management database that supports and documents the decision-making process for the three Railroad Retirement Board (RRB) Board Members and their staff. The system allows for private and shared staff notes related to docket issues, intra-docket text searching, by-issue voting, and ad hoc reporting.

The system contains sequentially-numbered dockets that are organized by category. The categories include: (1) Board Appeals - Final agency action by the Board relating to a benefits appeal; (2) Coverage Decisions - Final agency action relating to employer coverage under the Railroad Retirement Act and the Railroad Unemployment Insurance Act; (3) General Actions - Final agency action relating to agency administrative policies; (4) Personnel Actions - Final agency action relating to personnel matters such as hiring a GS-13 or higher, or mass hiring such as "examiner classes"; (5) Regulations - Final agency action relating to RRB regulations sent to the Federal Register; and (6) RRB Budget - Final agency action relating to the annual operating budget.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0184-2018-0009

Sequence Number	
1	Dockets Disposition Authority Number: DAA-0184-2018-0009-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="370 417 483 449">Dockets</p> <p data-bbox="370 470 1146 502">Disposition Authority Number DAA-0184-2018-0009-0001</p> <p data-bbox="370 523 1471 810">Each docket is uniquely identified and contains a title and description, date received, date sent to the Board for voting, required action due date, date and record of the Board Members' votes, and the resultant final Board Order number. Additional information such as private notes and shared comments from the Chairman, Labor Member or Management Member can also be present. Dockets relating to benefit appeals contain personally identifiable information, specifically full names and claim numbers, which almost always mirror social security numbers.</p> <p data-bbox="370 832 927 863">Final Disposition Permanent</p> <p data-bbox="370 885 857 917">Item Status Active</p> <p data-bbox="370 938 813 970">Is this item media neutral? No</p> <p data-bbox="370 991 1019 1023">Explanation of limitation Electronic records</p> <p data-bbox="370 1044 829 1161">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="370 1183 829 1278">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="370 1300 1036 1353">GRS or Superseded Authority Citation NC1-184-79-3 / 1/1</p> <p data-bbox="370 1385 675 1417">Disposition Instruction</p> <p data-bbox="370 1438 1455 1513">Cutoff Instruction Cutoff at the end of the calendar year in which the docket reaches closed status.</p> <p data-bbox="370 1534 1507 1608">Transfer to the National Archives for Accessioning Transfer to the National Archives in 10 year blocks 15 years from when the first year is cut off</p> <p data-bbox="370 1640 675 1672">Additional Information</p> <p data-bbox="370 1693 846 1725">First year of records accumulation 2000</p> <p data-bbox="370 1747 1049 1842">What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2003</p>

How frequently will your agency transfer these records to the National Archives?

Unknown
Transfer records 15 years after cutoff.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	6 GB	.5 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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
05/15/2019	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/06/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist