

## Request for Records Disposition Authority

Records Schedule Number: DAA-0184-2018-0010  
 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 Administration  
 Minor Subdivision: Office of Equal Opportunity  
 Schedule Subject: Records Schedule 16: Office of Equal Opportunity  
 Internal agency concurrences will be provided: No

**Background Information**

The Office of Equal Opportunity (OEO) provides leadership, direction and guidance in carrying out the RRB's equal opportunity and civil rights responsibilities. OEO administers the agency-wide equal employment opportunity (EEO) program by initiating policy, implementing and enforcing a variety of federal laws, executive orders and regulations that relate to EEO. This office is also responsible for providing oversight for the discrimination complaint, diversity and affirmative employment programs.

OEO coordinates the processing of complaints from RRB employees and applicants for employment involving issues of discrimination on the basis of race, color, religion, sex (including sexual orientation), national origin, age and disability. In addition, OEO is responsible for ensuring that beneficiaries are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity funded by the RRB.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0184-2018-0010

Sequence Number	
1	<b>Director's Correspondence, Program and Policy Files</b> Disposition Authority Number: DAA-0184-2018-0010-0001
2	<b>Director's Working Files</b> Disposition Authority Number: DAA-0184-2018-0010-0002

## Records Schedule Items

Sequence Number					
1	<p><b>Director's Correspondence, Program and Policy Files</b></p> <p>Disposition Authority Number      <b>DAA-0184-2018-0010-0001</b></p> <p><b>Correspondence and subject files of the Director of Equal Opportunity relating to organization, functional programs, committee meeting records, policy and procedural directives, regulations, special projects and events.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>Item 16-1</td> <td>RRB Records Disposition Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-184-06-001</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of the fiscal year.</b></p> <p>Retention Period                         <b>Destroy 7 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	Item 16-1	RRB Records Disposition Handbook
Manual Citation	Manual Title				
Item 16-1	RRB Records Disposition Handbook				
2	<p><b>Director's Working Files</b></p> <p>Disposition Authority Number      <b>DAA-0184-2018-0010-0002</b></p> <p><b>Non-essential working documents retained for reference purposes by the Director. Included are extra copies of official file material, supporting or background documents used in developing official files but not needed as part of the official files, material not acted upon, general administrative documents, and documents that do not serve as basis for an official action.</b></p> <p>Final Disposition                        <b>Temporary</b></p>				

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**

Manual Citation	Manual Title
Item 16-2	RRB Records Disposition Handbook

GRS or Superseded Authority Citation **N1-184-06-001**

**Disposition Instruction**

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

Retention Period **Destroy 3 year(s) after cutoff.**

**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
03/27/2018	Certify	Brian Foster	Records Management Specialist	Bureau of Information Services - Information Resources Mgmt Center
08/07/2019	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist