

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-184-93-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 6/23/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 19-4(b) remains active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 19-2 was superseded by GRS 6.4, item 030 (DAA-GRS-2016-0005-0003)

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Railroad Retirement Board (RRB)

2. MAJOR SUBDIVISION
Bureau of Information Resources Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Chuck Mierzwa

5. TELEPHONE
(312) 751-3363

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-184-93-1

DATE RECEIVED
12-8-92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE FOR ARCHIVIST OF THE UNITED STATES
3/23/93 James M. Moore

6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 12/07/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chuck Mierzwa</i> Chuck Mierzwa	TITLE Agency Records Officer
------------------	---	---------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
19-2	<p><u>Material Files for Office of Public Affairs Publication</u></p> <p>Files contain background material for publications, including source materials camera-ready layout, and galleys of publications.</p> <p><u>Proposed Disposition</u></p> <p>Destroy when no longer needed for administrative use.</p>	NCI 184-88-1 Item 19-2	
19-4(b)	<p><u>Speeches and Special Projects File</u> (b) <u>All Other Speeches and Projects</u></p> <p>File consists of record copies of speeches of bureau heads and field personnel concerning special projects and other matters. These projects include general data furnished to magazines and organizations upon request.</p> <p><u>Proposed Disposition</u></p> <p>Destroy when no longer needed for administrative use.</p>	NCI 184-88-1 Item 19-4(b)	

Copies sent to agency 3/29/93

EXPLANATORY NOTES

FUNCTIONAL STATEMENT

The Office of Public Affairs is responsible for conducting a nationwide public information program for the Railroad Retirement Board (RRB). It compiles, edits, and writes materials for RRB publications including the RRB Annual Report to Congress, Informational Conference Handbooks, Monthly Benefit Statistics, and others; prepares informational material on legislation and operations in the form of booklets, news releases, and other material for railway labor and management publications and the media; prepares speeches for the Board Members and other officials as requested; and answers general and technical inquiries from the media, government, industry, and the general public.

Item 19-2

Material Files for Office of Public Affairs Publications

Current disposition: Destroy when 1 year old.

Proposed disposition: Destroy when no longer needed for administrative use.

Files contain background material for publications, including source material, camera-ready layout and galleys of publications. It has been the experience of office personnel that much of the material has long-term reference value. Thus, a change from current retention of "destroy when 1 year old" to "destroy when no longer needed for administrative use" has been requested. The proposed retention better satisfies administrative and reference needs of the office.

Item 19-4 (b)

Speeches and Special Projects File

Section (b) All other speeches and projects

Current disposition: Destroy when 1 year old.

Proposed disposition: Destroy when no longer needed for administrative use.

File consists of record copies of speeches of bureau heads and field personnel concerning special projects and other matters. These projects include general data furnished to magazines and organizations upon request. It has been the experience of office personnel that the records have long-term reference value. Thus, a change from current retention of "destroy when 1 year old" to "destroy when no longer needed for administrative use" has been requested. The proposed retention better satisfies the administrative and reference needs of the office.