

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 *NI-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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *3/23/93* ARCHIVIST OF THE UNITED STATES
James S. 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 *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 GRS OR SUPERSEDED JOB CITATION	10.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></p> <p>(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.

The Office of Public Affairs is responsible for conducting a nationwide public information program for the Board. It compiles, edits, and writes material for Board publications including the Board's Annual Report, 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
NO.

19-4

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
19-1	<u>Office of Public Affairs Publications</u>	
	(a) Record copy of office of public affairs publications including the Annual Report, Statistical Supplement, Monthly Benefit Statistics, Benefits and Beneficiaries, News Releases and Pamphlets, and the All-A-Board.	PERMANENT. Hold 5 years and transfer to F&C. Offer to NARA after 15 years.
	(b) Other copies.	Break file: End of fiscal year. Destroy when no longer needed for administrative use.
JOB: NCI 184-79-3 Item 8-1		
19-2	<u>Material Files for Office of Public Affairs Publications</u>	
	Files contain background material for publications, including source material camera-ready layout, and galleys of publications.	Destroy when 1 year old.
JOB: NCI 184-79-3 Item 8-2		
19-3	<u>General Response Files</u>	
	Contain responses to correspondence, including Action Line and VIP inquiries.	Destroy when 5 years old.
JOB: NCI 184-79-3 Item 8-4		

JOB:

19-5

JOB:

Statistics, New Releases and Pamphlets.

PERMANENT. Break at end of fiscal year, hold 5 years and transfer to FARC. Offer to NARS after 15 years.

(b) All other copies.

DESTROY when no longer needed for administrative use.

8-2

Material Files for Publications

Files contain background material for publications, including source material, camera-ready layout, and galleys of publications.

DESTROY when 1 year old.

8-3

Amendment Working Files

Contain all the calculations that are involved in the determination of the new rates under the amendments. The source data received from Social Security is included.

DESTROY when 1 year old.

8-4

General Response Files

Contain responses to correspondence and Action Line inquiries.

DESTROY when 5 years old.

8-5

Speeches and Special Projects File

Contains record copies of speeches for Board members, bureau heads and field personnel concerning special projects and other matters. These projects include centennial releases and general data furnished to magazines and organizations upon request.

(a) Speeches of Board members.

Permanent. Offer to NARS when 10 years old in 10 year blocks.
~~DESTROY when 5 years old.~~

SC 3-11-81

Office of Public Affairs

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

19-4

Speeches and Special Projects File

Contains record copies of speeches of Board members, bureau heads and field personnel concerning special projects and other matters. These projects include general data furnished to magazines and organizations upon request.

(a) Speeches of Board Members.

PERMANENT. ~~Office to~~ Transfer
NARA when 10 years old
in 10 years blocks.

(b) All other speeches and projects.

Destroy when 1 year old.

JOB: NCI 184-79-3 Item 8-5

19-5

Publications from Outside the Board

Includes news releases, reports, and other printed material received in the office of public affairs from government agencies, Association of American Railroads, and other groups dealing with work-related subjects.

Destroy when 5 years old.

JOB: NCI 184-79-3 Item 8-50

Statistics, New Releases and Pamphlets.

PERMANENT. Break at end of fiscal year, hold 5 years and transfer to FARC. Offer to NARS after 15 years.

(b) All other copies.

DESTROY when no longer needed for administrative use.

9-2

Material Files for Publications

Files contain background material for publications, including source material, camera-ready layout, and galleys of publications.

DESTROY when 1 year old.

9-3

Amendment Working Files

Contain all the calculations that are involved in the determination of the new rates under the amendments. The source data received from Social Security is included.

DESTROY when 1 year old.

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