

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
N1-184-93-3

DATE RECEIVED
1-19-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *Acting*
 4-26-93 ARCHIVIST OF THE UNITED STATES
Arudy Huskamp Petros

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 ___ 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 1/15/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chuck Mierzwa</i> Chuck Mierzwa	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
13-43	<p><u>Employee and Beneficiary Data Listing</u></p> <p>Annual listing containing statistical information regarding the number of employees in current railroad employment and the number of annuitants receiving RRA and SSA benefits paid by the RRB. Listing is structured to provide information by RRB region, RRB field office, and by county.</p> <p><u>Proposed Disposition</u></p> <p>Destroy when 10 years old.</p> <p>Break file: End of fiscal year.</p>	New	

Copy sent to agency, 6/22/93

EXPLANATORY NOTES

FUNCTIONAL STATEMENT

The primary mission of the Railroad Retirement Board's field service is to provide assistance to railroad employees, employers, and the general public in completing applications for benefits under the Railroad Retirement Act, Railroad Unemployment Insurance Act and Medicare. The field service develops the necessary applications, claims, and related documents to expedite correct payments of benefits due under the various Acts. It also coordinates and cooperates with all bureaus regarding both program and administrative matters. Service is provided at designated locations throughout the country as the field service is the primary contact for the public for information about any program administered by the agency. The Railroad Unemployment Insurance Act and certain Board Orders delegate responsibility to the field service to process each unemployment claim and to determine which payments should be made. In addition, the field service maintains an employment service for unemployed railroad employees. The field service also has an important role in the agency's waste, fraud, and error activities through its policing and investigative activities for other bureaus of the agency.

The RRB requests approval of the following new item:

Item 13-43

Employee and Beneficiary Data Listing:

Annual listing that consists of statistical data extracted from various RRB Bureau of Research and Analysis reports and compiled by bureau personnel.

Data compiled provides information regarding the number of employees in current railroad employment and the number of annuitants receiving RRA and SSA Benefits paid by the RRB during a given year. The listing is formatted to provide this information by each RRB region, by each RRB field office territory, and by county.

This demographic information assists bureau staff in planning possible changes in field office staffing levels as well as alterations to existing field office and regional office boundaries.

The bureau has indicated that a 10-year accumulation of the listings is routinely referenced before decisions are reached on regional or field office restructuring. Proposed retention, therefore, meets the administrative needs of the bureau. Accumulation rate is less than 1/4 file cabinet drawer per year.

RRB RECORDS SCHEDULE 13

Bureau of Field Service

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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13- 43	<u>Employee and Beneficiary Data Listing</u>	
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Annual listing containing statistical information regarding the number of employees in current railroad employment and the number of annuitants receiving RRA and SSA benefits paid by the RRB. Listing is structured to provide information by RRB region, RRB field office, and by county.

Destroy when ten years old.

Break file: End of fiscal year.

JOB: NEW