

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-184-93-4	DATE RECEIVED 2-24-93
1. FROM (Agency or establishment) Railroad Retirement Board (RRB)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Information Resources Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Chuck Mierzwa	5. TELEPHONE (312) 751-3363	DATE 3-28-94	ARCHIVIST OF THE UNITED STATES <i>Gandy Hickamp Peters</i>
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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE FEB 22 1993	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 GRS OR SUPERSEDED JOB CITATION	10.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)
21-6 1	<u>Daily Update Listings (21-6)</u> Computer-generated listings detailing all additions, deletions, and adjustments to the Taxation Accounting System. Produced daily. <u>Proposed Disposition</u> Transfer to Federal Records Center when 18 months old. Destroy when 6 years 3 months old.	New	

Copies sent to NCF and Agency. (u) 4/5/94

EXPLANATORY NOTES

FUNCTIONAL STATEMENT

The Bureau of Taxation (TAX) controls the activities associated with the taxation of annuities under the Railroad Retirement Act. The bureau makes the timely and accurate reports required by the Internal Revenue Service (IRS) Code. The bureau ensures that amounts are withheld properly from annuity payments.

ITEM 21-6

Tax Daily Update Listings

Series consists of computer generated listings, generated daily, that are maintained by the bureau to serve as a master record documenting all additions, deletions and adjustments to the Taxation Accounting System database. Document provides an audit trail of electronic activity to bureau managers.

It has been the experience of bureau personnel that the series has limited, if any, reference activity after the first 18 months. Proposed transfer to Federal Records Center after 18 months, therefore, is consistent with bureau reference activity. The proposed retention adequately satisfies bureau audit trail requirements and is consistent with agency policy and General Accounting Office guidelines for like records of this type.