### 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  
   **TELEPHONE:** (312) 751-3363

5. **DATE RECEIVED:** 2-24-93

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;  
   - [x] has been requested.

**DATE:** FEB 22 1993  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Chuck Mierzwa  
**TITLE:** Agency Records Officer

7. **ITEM NO.:** 24-5

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**

   **Daily Update Listings (2/-6)**

   Computer-generated listings detailing all additions, deletions, and adjustments to the Taxation Accounting System. Produced daily.

   **Proposed Disposition**

   Transfer to Federal Records Center when 18 months old. Destroy when 6 years 3 months old.

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**JOB NUMBER:** N-184-93-4

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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:** FEB 22 1993  
**SIGNATURE OF ARCHIVIST OF THE UNITED STATES:** [Signature]

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**9. GRS OR SUPERSEDED JOB CITATION:** New

**10. ACTION TAKEN (NARA USE ONLY):**

Copies sent to NCA and Agency: 4/5/94

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**STANDARD FORM 115 (REV. 3-91)**

Prescribed by NARA  
36 CFR 1228

**PREVIOUS EDITION NOT USABLE**

115-109  
NSN 7540-00-634-0864
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.