

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 N1-184-93-5	DATE RECEIVED 2/22/93
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES

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 FEB 17 1993	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 GRS OR SUPERSEDED JOB CITATION	10.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 8-32	<u>Retirement and Survivor Program Tabulations</u> Periodic tabulations of retirement and survivor benefit data.		
(f)	<u>Annual Congressional District Tabulations</u> <u>Proposed Disposition</u> Destroy when 3 years old.	New	

EXPLANATORY NOTES

FUNCTIONAL STATEMENT

The Bureau of Research and Employment Accounts is responsible for providing detailed analyses and instructions to data processing personnel for implementing mass mechanical adjustments under the Railroad Retirement Act (RRA). Adjustments include cost of living increases, vested dual benefit cutbacks, legislative changes and earnings recomputations. The bureau's responsibility includes interpreting the legislation upon which the adjustment is based, selecting the proper master file (computer files) and records to adjust, determining the calculation rules and parameters for rejecting cases from the adjustment, providing sufficient information for the master benefit, checkwriting, taxation and Medicare files, and passing it to these files; statistics and analyses concerning the retirement and survivor benefit program, the unemployment/sickness benefit program, and active railroad employees; financial interchange determinations; actuarial valuations; and financial projections and cost estimates for the benefit programs under current law or legislative proposals.

In support of the retirement/survivor functions mentioned above, the bureau maintains the master benefit files. These are computer files containing benefit and statistical data for each beneficiary under the RRA. These files contain from 1,000 to 1,500 characters of data for each of more than a million individual records.

Item 8-32

Retirement and Survivor Program Tabulations

8-32 (f) Annual Congressional District Tabulations

Current disposition: None. This is a new item.

Proposed disposition: Destroy when 3 years old.

This subseries consists of a statistical tabulation developed by bureau personnel (at the request of several bureau/offices) that contains information regarding the amount of railroad retirement annuitants, railroad unemployment and sickness insurance claimants and active railroad employees. Generated annually (every August), the tabulation is structured to list the information by Congressional district and also by zip-code.

NOTE: The series does not contain specific information relating to individuals. There is no personal identifying information (name, address, social security number, etc.) contained.

EXPLANATORY NOTES (CONT)

The primary function of the tabulation is to assist program bureau/office personnel responding to Congressional inquiries requesting statistical information regarding RRB activity within their own (and occasionally adjoining) districts.

The information contained duplicates information found in other reports generated by the bureau (See NCI: 184-89-3 Item 8-32 a-e) that have significantly longer retentions. The bureau advises that the tabulation has little long term informational value. The proposed retention, therefore, meets the administrative need of the bureau.