

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-184-93-10	DATE RECEIVED 4-21-93
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 \_\_\_ 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 APR 19 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 GRS OR SUPERSEDED JOB CITATION	10.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)
10-20	<p><u>Post Adjudication Mechanical On-Line Operations (POLO) System</u></p> <p>POLO is an on-line data system that contains information regarding transactions for all Social Security records certified to the RRB including death terminations.</p> <p>(a) Data system. (b) Magnetic tape file.</p> <p><u>Proposed Disposition</u></p> <p>(a) Delete/dispose of when no longer needed for administrative use. (b) Dispose of when data has been incorporated into the POLO system.</p>	NCI 184-89-3 Item 10-20	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
10-30	<p><u>Direct Deposit Input Documents</u></p> <p>Series consists of SF-1199a's, agency equivalent forms, and annuitant correspondence used as input documents to initiate or change direct deposit enrollments for RRB beneficiaries.</p> <p><u>Proposed Disposition</u></p> <p>Destroy when 1 year old.</p>	New	
10-31	<p><u>Initial Claims System (ICS) and Outputs</u></p> <p>ICS is an on-line data system that documents new application activity filed daily for transmission to the RASI system for processing. Outputs include Application Aging Report, Application Volume Report, and RASI extract program information.</p> <p>(a) Data system. (b) Reports/outputs.</p> <p><u>Proposed Disposition</u></p> <p>(a) Delete/dispose of data when no longer needed for administrative use. (b) Destroy when 6 months old or when no longer needed for administrative use, whichever is sooner.</p>	New	
10-33	<p><u>Mass Adjustment Inquiry System (MAIS) and Tape Files</u></p> <p>MAIS is an on-line data information system containing data related to COLA, AERO, RAIL, and SALSA mass adjustments.</p> <p>(a) Data system. (b) Magnetic tape files.</p> <p><u>Proposed Disposition</u></p> <p>(a) Delete/dispose of data when no longer needed for administrative use. (b) Send to off-site storage upon creation. Recall from off-site storage and destroy when superseded by a subsequent update.</p>	New	

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER	PAGE
	OF

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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13-43 Direct Deposit Input Documents

Series consists of SF-1199a's, agency equivalent forms, and annuitant correspondence received by field office personnel that are used as input documents to initiate or change direct deposit enrollments for RRB beneficiaries.

Proposed Disposition

Destroy when 1 year old.