

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
 NI-184-93-11

DATE RECEIVED
 7-2-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 9-14-93
 ARCHIVIST OF THE UNITED STATES
Grady Huskamp Peterson

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 6/29/93	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>4-13 <u>Disaster Recovery/Contingency Plans</u></p> <p>Records documenting RRB disaster recovery and contingency planning activities. Includes consolidated agency plan, DP 90 plus system data and system inputs.</p> <p>(A) Consolidated agency plan and all updates. Record copy of initial plan and all updates.</p> <p>(B) Administrative copies.</p> <p><u>Proposed Disposition</u></p> <p>(a) <u>Permanent</u> Hold 5 years and transfer to FRC. Transfer to National Archives when 15 years old.</p> <p>(b) Destroy when superseded.</p> <p><i>Copies sent to agency, NNA, NCF, NIA 9/28/93</i></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 GRS OR SUPERSEDED JOB CITATION	10.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)
2..	<p>4-14 <u>Computer Security Plan</u></p> <p>Records documenting RRB compliance with the Computer Security Act of 1987. Includes the comprehensive RRB Computer Security Plan, and related material used to prepare and update plans for systems processing sensitive information.</p> <p>(A) Record copy of <u>annual</u> Computer Security Plan and all related bureau/office updates and certification statements.</p> <p>(B) Administrative copies of plan.</p> <p><u>Proposed Disposition</u></p> <p>(A) <u>Permanent</u> Hold 5 years and transfer to FRC. Transfer to National Archives when 15 years old.</p> <p>(B) Destroy when superseded by subsequent update.</p>	New	
3.	<p>4-15 <u>Computer Security Training Booklets</u></p> <p>Informational publications developed and issued to increase Computer Security awareness.</p> <p>(A) Record copy of Computer Security training publications, and related work papers.</p> <p>(B) Administrative copies of booklets <i>and related work papers.</i></p> <p><u>Proposed Disposition</u></p> <p>(A) <u>Permanent</u> Hold 5 years and transfer to FRC. Transfer to National Archives when 15 years old.</p> <p>(B) Destroy when superseded or obsolete, <i>or when no longer needed for administrative use.</i></p>	New	