**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See instructions on reverse)

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. **FROM (Agency or establishment):**
   Railroad Retirement Board

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

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:** 8/2/93

**SIGNATURE OF AGENCY REPRESENTATIVE:** Chuck Mierzwa

**TITLE:** Agency Records Officer

7. **ITEM NO.**

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

   1. 10-5(a)(1) Medicare Program Section Printouts

      Computer printed paper listings and reports produced by the MIRTEL system

      (a) Major operating listings.

      1. Health Insurance Operations section copy

      Proposed disposition

      Destroy when 5 years old.

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**JOB NUMBER:** N1-184-93-12

**DATE RECEIVED:** 8/10/93

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES:** 9/10/93

**PREVIOUS EDITION NOT USABLE**

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228
EXPLANATORY NOTES

FUNCTIONAL STATEMENT

The Office of Retirement and Survivor Programs is responsible for the effective administration of the Railroad Retirement Act (RRA). Included are important administrative and training responsibilities affecting the entire office which includes the Bureau of Retirement Benefits and the Bureau of Survivor Benefits. Responsible for effecting recovery of all types of erroneous payments or to waive recovery, in whole or in part, in certain instances of erroneous annuity, pension or death benefit payments under the RRA. Reconsiders previous adjudicative determinations made at lower adjudicative levels, and can affirm or reject prior decisions. Responsible for making reviews and evaluations to see that the benefit programs of the Railroad Retirement Act are properly, efficiently, and economically administered and policed. Assists in the drafting of regulations required for the adjudication of claims and the payment of benefits under the RRA; and to develop and install, subject to clearance with the appropriate authorities, standard practice instructions, procedures and methods required to effectively carry out the operations of the office.

Item 10-5 (a)(1) Medicare Program Section Printouts

Series consists of computer listings and reports produced by the MIRTEL system. *Subseries (a)(1) consists of record copies maintained by the Health Insurance Operations section (the unit with primary responsibility for administering RRB related Medicare activity).

Current Retention: Destroy when 2 years old.
NCI 184-89-3 Item 10-5

Proposed Retention: Destroy when 5 years old.

It has been the experience of bureau personnel that these reports and printouts serve a long term administrative purpose. In their opinion, the administrative needs of the bureau are better satisfied with the proposed 5 year retention.

*NOTE: Retentions for subseries 10-5 (a)(2) and 10-5 (b) will remain unchanged from NCI 184-89-3.