

**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

2. MAJOR SUBDIVISION  
Office of Programs

3. MINOR SUBDIVISION  
Office of Policy and Systems, Office of Operations

4. NAME OF PERSON WITH WHOM TO CONFER  
Chuck Mierzwa

5. TELEPHONE  
(312) 751-3363

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-184-99-1*

DATE RECEIVED *8/30/99*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*3-1-00*

*John W. Paul*

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 2 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 <i>AUG 27 1999</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)	12-1 Railroad Unemployment Insurance Act (RUIA) Imaging System  See attached sheets	NCI 184-89-1  Items 12-1 12-7 12-10 12-16 12-17	

## DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

### 12-1 Railroad Unemployment Insurance Act (RUIA) Imaging System

(a) Optical disk imaging system that captures, stores, retrieves and processes a wide variety of RUIA documents. Imaged records (other than those required for legal and investigative purposes, see item 12(b)) maintained by the system serve as the record copy. Records series input into and maintained by system include RUIA sickness insurance applications and claim forms and related correspondence, RUIA unemployment claims related correspondence, RUIA Claim Case File material (records relating to the payment or denial of benefits under the RUIA including notices of late filing and separation allowances), RUIA Lien Notice Files (RRB Forms ID-30 and ID-30b), and related records. System also generates miscellaneous statistical reports regarding completed work and work in progress.

**Proposed Disposition:** Destroy/delete data maintained by system 6 years and 3 months after the close of the benefit year. **Break file:** End of RUIA benefit year.

(b) Original hard copy (paper) RUIA sickness and unemployment insurance applications and claim forms and related correspondence maintained at RRB headquarters and used as input to RUIA imaging system and ~~is~~ required for legal and investigative purposes. Series includes RRB Forms SI-a, SI-1b, SI-1c, SI-3, SI-7, SI-8, SI-10, ID-11a, UI-1, UI-1e, UI-3, UI-9, UI-23, UI-35, UI-35c, UI-38, UI-38s, UI-41, UI-41a, UI-44, UI-45, UI-48, UI-63 and any related correspondence received simultaneously at the time of submission.

**Proposed Disposition:** Destroy 6 years and 3 months after the close of the benefit year. **Break file:** End of RUIA benefit year.

(c) Original hard copy (paper) records used as input into RUIA imaging system and not required for legal or investigative purposes. These records, which are also maintained at RRB headquarters, include but are not limited to RUIA Claim Case File material (which include records relating to the payment or denial of benefits under the RUIA including notices of late filing and notices of separation allowances), RUIA lien notices and related correspondence.

**Proposed Disposition:** Destroy 60 days after verification that records have been successfully converted to optical disk.

(d) System generated electronic management information reports.

Series includes recurring status of work and productivity reports as well as various ad hoc and non-recurring reports.

**Proposed Disposition:** Destroy/delete when 3 years old or no longer needed for administrative use, whichever is sooner.

(e) Word Processing and Electronic Records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

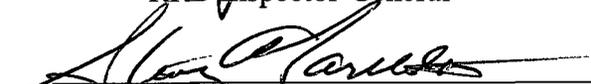
Certification

I have reviewed the record descriptions and their respective proposed dispositions for the Railroad Unemployment Insurance Act Imaging System that are listed on the previous page. I am of the opinion that the records will be maintained for a period of time sufficient to protect the legal, and financial rights of the Government and of people directly affected by the Railroad Retirement Board's activities.

  
\_\_\_\_\_  
RRB Inspector General

8.24.99

Date

  
\_\_\_\_\_  
RRB General Counsel

8/25/99

Date

  
\_\_\_\_\_  
RRB Records Officer

8/27/99

Date