

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

**1. FROM (AGENCY OR ESTABLISHMENT)**

**Railroad Retirement Board**

**2. MAJOR SUBDIVISION**

**Bureau of Supply and Service**

**3. MINOR SUBDIVISION**

**Division of Mail, Files and Records**

**4. NAME OF PERSON WITH WHOM TO CONFER**

**Alfred Meredith**

**5. TEL. EXT.**

**387-4525**

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

LEAVE BLANK	
DATE RECEIVED <b>11 NOV 1977</b>	JOB NO.
<b>NC1 184 78 1</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<b>1-26-78</b> (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**11-7-77**

*[Signature]*

**Director of Supply and Service**

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><b>Employment Service-1 (Unemployment Insurance) files of Unemployment claimants.</b></p> <p><b>(a) Cases without Adverse Determinations</b></p> <p>Destroy 3 years after end of benefit year in which originated.</p> <p><b>(b) Cases with Adverse Determinations</b></p> <p>Destroy 5 years after end of benefit year in which originated. After 2 years, these cases may be sent to nearest Federal Records Center for storage for remainder of retention period.</p>		
2.	<p><b>Employment Service-22, Unemployment Claims Agent's Placement Report.</b></p> <p>Destroy 1 year after the end of benefit year in which originated.</p>		
3.	<p><b>Employment Service-22a, Report of Outstanding Performance by a Claims Agent in Placement.</b></p> <p>Destroy 1 year after the end of benefit year in which originated.</p>		
4.	<p><b>Employment Service-113, Employer Order and Record Summary.</b></p>		

*48 items*

*Sent to agency, NMF, 2NC, 4NC, 5NC-09D, 6NC, 7NC, 8NC, 9NC-S+L, 10NC, ~~11NC, 12NC, and 13NC~~ - 1/27/78*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Destroy closed file 3 years after end of benefit year in which originated.</p>		
5.	<p>Employment Service-140, Index Card of Hiring Officials (Railroad and Non-Railroad).</p>		
	<p>Destroy when canceled or superseded.</p>		
6.	<p>G-14, G-15 and G-15a Work Measurement Reports.</p>		
	<p>Destroy 3 years after the fiscal year in which originated.</p>		
7.	<p>G-16, Itinerant Service Record. Maintain file on calendar year basis.</p>		
	<p>Destroy 3 years after the end of the calendar year in which originated.</p>		
8.	<p>G-113, Record of Toll Telephone Calls.</p>		
	<p>Destroy 2 years after end of fiscal year in which originated.</p>		
9.	<p>G-140a, Medical Examiner Index Card.</p>		
	<p>Destroy when superseded or canceled.</p>		
10.	<p>G-378, Mid-Month Report of Accountable Retirement, Survivor, and Medicare Cases in Field Offices.</p>		
	<p>Destroy 1 year after date originated.</p>		
11.	<p>G-425, Weekly Status Report (Retirement and Medicare Applications).</p>		
	<p>Destroy 6 months after date originated or when need is met.</p>		
12.	<p>G-508, Labor Organization Member File.</p>		
	<p>Destroy when superseded.</p>		
13.	<p>G-591, Record of Receipts and Disposition of Applications.</p>		
	<p>Destroy 1 year after date originated.</p>		

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14.	<p>G-671, Privacy Act Third Party Disclosure Record.</p> <p>(a) Railroad Retirement Act</p> <p>Send records pertaining to retirement or survivor matters to claim files marked "file only" when closed Railroad Retirement Act beneficiary file is purged.</p> <p>(b) Unemployment Insurance</p> <p>Destroy 5 years after Employment Service-1 file is destroyed.</p> <p>(c) Sickness Insurance</p> <p>Destroy 5 years after District Office file is destroyed.</p>		
15.	<p>Sickness Insurance-49a, Request for Special Visit to Sickness Insurance Claimant and Report of Visit (carbon copy).</p> <p>Destroy 1 year after end of benefit year in which originated.</p>		
16.	<p>Unemployment Insurance-8, Designation of Unemployment Claims Agency.</p> <p>Destroy 1 year after the Claims Agency file has been abolished.</p>		
17.	<p>Unemployment Insurance-34 and Unemployment Insurance-34a, Report of District Office on Railroad Unemployment Insurance Act Activities and Monthly Summary of District Office Activities Compiled from Unemployment Insurance-34.</p> <p>Destroy 1 year after end of benefit year in which originated.</p>		
18.	<p>Unemployment Insurance-36 and Unemployment Insurance-36a, Register of Adverse Determinations and Redeterminations.</p> <p>Destroy 1 year after end of benefit year in which originated.</p>		

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19.	Unemployment Insurance-37, Register of Voluntary Quit Determinations.  Destroy 1 year after end of benefit year in which originated.		
20.	Unemployment Insurance-118, Index Card.  Destroy 1 year after end of benefit year in which originated.		
21.	Correspondence  (a) General, pertaining to Retirement and Medicare Benefits.  Destroy 1 year after last action. Also see item 23(f).  (b) General, pertaining to Unemployment Insurance-Sickness Insurance Benefits  Destroy 1 year after date of last action.  (c) Informational Conferences  Destroy 3 years after date of conference or after next conference at same location, whichever is earlier.		
22.	Emergency Preparedness Releases.  Destroy when superseded or declared obsolete by the Emergency Coordinator of the Board.		
23.	Files:  (a) Administrative  Destroy 3 years after date originated.  (b) Completed Unemployment Insurance Fraud and Erroneous Payment  Destroy 5 years after end of benefit year in which originated. After 2 years these cases may be sent to nearest Federal Records Center		

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	<p>for storage for remainder of retention period.</p> <p>(c) FEB/FEA (Federal Executive Board, Federal Executive Association)</p> <p>Destroy 1 year after end of fiscal year in which originated.</p> <p>(d) Fiche (e.g., Beneficiary Info Card, Microfiche of Annuity Residual and Compensation, etc.)</p> <p>Destroy 5 years after the fiscal year in which originated, or as soon as administrative needs are met. Microfiche records must be destroyed by shredding. If facilities are not available for shredding, send to Bureau of Supply and Service marked "for shredding."</p> <p>(e) Individual Travelers Processing Offices</p> <p>Destroy 3 years after end of fiscal year in which originated.</p> <p>(f) Railroad Retirement Act Beneficiary</p> <p>Destroy closed file 1 year after last action. Remove any Form G-671 from a file to be destroyed, and transmit to claim files marked "file only."</p> <p>(g) Railroad Retirement Act, Beneficiary Representative-Payee</p> <p>Retain until beneficiary dies or no longer requires representative payee. Transmit file material not of record in Bureau of Retirement Claims including any Form G-99a, via Form G-99b to Bureau of Retirement Claims. Balance of file becomes closed Railroad Retirement Act beneficiary file.</p> <p>(h) Railroad Retirement Act Beneficiary, Student</p> <p>Transmit student file to Bureau of Retirement Claims when student attains age 22 or other termination event occurs. Retain control sheet and any other material in closed Railroad</p>		

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	<p>Retirement Act beneficiary file, and destroy 1 year after last action.</p> <p>(i) SES (State Employment Service)</p> <p>Destroy 1 year after end of fiscal year in which it became inactive.</p> <p>(j) SSA (Social Security Administration)</p> <p>Destroy 1 year after fiscal year in which originated.</p> <p>(k) SSA/BHI (Social Security Administration/Bureau of Health Insurance)</p> <p>Destroy 3 years after fiscal year in which originated.</p>		
24.	<p>Merit promotion plan issuances.</p> <p>Destroy when superseded.</p>		
25.	<p>Reports:</p> <p>(a) Quarterly summary checking on possible employment of Unemployment Insurance claimants.</p> <p>Destroy 2 years after date originated.</p> <p>(b) Cost Reports</p> <p>Destroy 1 year after date originated.</p> <p>(c) Summary of District Office Operations</p> <p>Destroy 1 year after date originated.</p> <p>(d) Energy Conservation</p> <p>Destroy 1 year after fiscal year in which originated.</p> <p>(e) Monthly Summary of Financial Operations</p> <p>Destroy 1 year after date originated.</p>		

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26.	<p>(f) Monthly Record of Reviews and Protests</p> <p>Destroy 5 years after benefit year in which originated.</p> <p>(g) Quarterly Report sending original Unemployment Insurance-49b and Unemployment Insurance-49b-PR's to Bureau of Unemployment and Sickness Insurance</p> <p>Destroy 3 years after date originated.</p> <p>(h) Quarterly report to Bureau of Unemployment and Sickness Insurance about checking with state agencies on duplicate benefits.</p> <p>Destroy 3 years after date originated.</p> <p>Itinerant Service Schedules.</p> <p>Destroy when revised.</p>		