

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 184 78 4
DATE RECEIVED	8 MAY 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-9-78</i> <i>James E. O'Neill</i> Date <i>acting</i> Archivist of the United States	

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 Personnel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Alfred Meredith

5. TEL EXT
387-4525

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4-22-78	<i>[Signature]</i>	Director of Supply and Service		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Railroad Retirement Board Schedule 3 Personnel Correspondence. Correspondence, forms, internal reports, and CSC inspection reports in the Bureau of Personnel relating to the administration and operation of the Board's personnel programs. (a) Personnel Bureau Copy: Destroy when 3 years old. (b) The security copy of the quarterly position inventory: Destroy upon receipt of new copy. (c) Other copies: Destroy when no longer needed for reference.		GRS1-3	
2	Retention Registers and related papers. (a) Register from which reduction-in-force actions have been taken. Destroy when 2 years old. (b) Register from which reduction-in-force actions have not been taken.		GRS1-17	

28 items

135-107
sent to agency, 4NC, 5NC-E, 5NC-D, 6NC, 7NC, 8NC, 9NC-S, 9NCL, 10NC and 11NF - 6/12/78

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Destroy when superseded or obsolete.		
3	Request to CSC for certificate of eligibles. DESTROY when 2 years old.	GRS1-5	
4	Notice of Vacancies and Selections. DESTROY 2 years after date of selection.		
5	Applications for employment and related papers, excluding records relating to appointments requiring confirmation and applications resulting in appointment which are filed in personnel folder. Destroy upon receipt of Civil Service Commission inspection report or when 2 years old, whichever is earlier, providing the requirements of the Federal Personnel Manual, Chapter 333, Section A-4, are observed.	GRS1-15	
6	Merit Promotion skills file. Six month supervisory appraisal, extracts from Personnel folders showing experience, education and special skills, appraisal of supervisory potential, and form indicating interest in field managerial position. (RRB Forms G-125b and 125c or equivalent) DESTROY when 3 years old.	GRS1-3	
7	Executive Inventory File. Contains personnel and career information on all employees GS-15 and above. DESTROY when 3 years old.	GRS1-3	
8	Merit Promotion Panel Work Paper. Register of applicants, overall evaluation of applicant, candidates summary worksheet, certificate of eligibles, test information, and related records. DESTROY when 3 years old.	GRS1-3	
9	Personnel Security Clearance Case Files. Records of investigations of personnel employed by or seeking employment from the Government, or whose relationship otherwise with Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to agencies by the Civil Service Commission for which maintenance and disposition instructions are provided in Chapter 736 of the Federal Personnel Manual.	GRS18-23	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
10	<p>Transfer to Federal Records Center 5 years after date of last action. Destroy 20 years after date of last action.</p> <p>Official Personnel Folders.</p> <p>(a) Records filed on the right side of the Official Personnel Folder (OPF)</p> <p>(1) Transferred employees: See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.</p> <p>(2) Separated employees: Transfer folder to National Personnel Records Center (CPR) St. Louis, Missouri, 30 days after separation. NPRC will destroy 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least 5 years.</p> <p>(b) Material filed on left side of Official Personnel Folder: Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.</p>	GRS1-1b	
11	<p>Service Record Card, SF-7, or its equivalent in office of Director of Personnel.</p> <p>(a) For employees separated or transferred on a before 12-31-47:</p> <p>Transfer to NPRC (CPR) St. Louis, MO.</p> <p>(b) For employees separated or transferred on or after 1-1-48:</p> <p>Destroy 3 years after year of employee's separation or transfer to another agency. <i>to employee.</i></p>	GRS1-2	
12	<p>Employee records cards used for informational purposes outside the Bureau of Personnel (such as SF 7B).</p> <p>DESTROY on separation of employee.</p>	GRS1-6	
13	<p>Notification of personnel action SF-50.</p> <p>(a) Bureau of Personnel copy:</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Destroy when 2 years old.</p> <p>(b) Other copies:</p> <p>Destroy when no longer needed for reference.</p>		
14	<p>Central Personnel Training Data File.</p> <p>Quarterly report of training submitted by the bureau and regions which contains information pertaining to the cost, type, and hours spent training.</p> <p>DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.</p>	GRS1-30c	
15	<p>Tuition Assistance File.</p> <p>Filed alphabetically by employee. Initial request for assistance, course evaluation, and reimbursement receipts.</p> <p>DESTROY when 5 years old or when superseded or obsolete.</p>	GRS1-30c	
16	<p>Minority Group Designation Code File.</p> <p>Filed numerically by social security number.</p> <p>Index Cards are coded by sex, minority, and supervisory codes.</p> <p>DESTROY when 5 years old.</p>	GRS1-26f	
17	<p>Position Descriptions.</p> <p>Files describing established positions including information on title, series, grade, duties and responsibilities.</p> <p>(a) Record copy: Destroy 5 years after position is abolished or description superseded record copy.</p> <p>(b) All others: ^{copies} Destroy when position is abolished or description is superseded.</p>	GRS1-7b	
18	<p>Request for Change in Consolidated List of Permanent Positions (G-189)</p> <p><i>Bureau of SC 5-24-78</i></p> <p>(a) Personnel Office copy: Start a new file each fiscal year. Destroy inactive file within 6 months after close of fiscal year in which prepared.</p> <p>(b) Other copies: Destroy at end of fiscal year in which prepared.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
19	Classification Appeals File. Appeals Files . Case files relating to classification appeals. DESTROY 3 years after case is closed.	GRS1-7d	
20	Positions identification strips (SF-7D) in Bureau of Personnel . <i>used to provide summary data on each position occupied. SC 5-24-78</i>	GRS1-11	
21	Grievance, Disciplinary, and Adverse Action File. Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. DESTROY 3 years after case is closed.	GRS1-31	
22	Exit interview File DESTROY when 5 years old. <i>6 months after transfer or separation of employee. SC 5-24-78</i>	GRS1-8	