

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-184-82-3
DATE RECEIVED	
July 28, 1982	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
8-18-82 <small>Date</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

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

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Railroad Retirement Board

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Alfred Meredith

5. TEL EXT

(312)
751-4525

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 1 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
7/19/82	<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
13-20	<p><u>Completed UI Fraud and Erroneous Payments</u> (item 13-19, Appendix B, Part II of Administrative Manual).</p> <p>Documents pertaining to unemployment insurance fraud that record statements of determination, adjustments to records, and reports of investigations. Included are copies of letters UI-39, UI-27, UI-49b, UI-49b-PR, and UI-50.</p> <p>Close at end of benefit year. Transfer to FARC when two years old. Destroy after 5 years.</p> <p><i>closed out 8-20-82:cm Copies to Agency 5KR</i></p>		<i>1 item</i>

NO MASS DATA CHANGE

NCI-184-79-3

DESCRIPTION OF THE RECORDS
(With Initials, Date, Retention Periods)

9.
SAMPLE OR
JOB NO

10.
ACTION TAKEN

13-15

UI-34 and UI-34a, Report of District Office on RUIA Activities and Monthly Summary of D.O. Activities (Forms UI-34, UI-34a)

NCI-184-79-1(17)

DESTROY 1 year after end of benefit year in which originated.

13-16

Register of Adverse Determinations and Redeterminations (Forms UI-36, UI 36a)

(18)

DESTROY 1 year after end of benefit year in which originated.

13-17

Register of Voluntary Quit Determinations (Form UI-37)

(19)

DESTROY 1 year after end of benefit year in which originated.

13-18

Index Card (Form UI-118)

(20)

DESTROY 1 year after end of benefit year in which originated.

13-19

Emergency Preparedness Releases

(22)

DESTROY when superseded or declared obsolete by the Emergency Coordinator of the Board.

→ 13-20

Completed UI Fraud and Erroneous Payments

(23b)

Records include copies of UI-39 letters, UI-27, UI-49b, UI-49b-PR, and UI-50.

Send to BuSI at end of benefit year.

13-21

Federal Executive Boards and Associations

(21c)

Records of meetings and participation in Federal Executive Boards or Federal Executive Associations by regional office and/or district office personnel.

DESTROY 1 year after end of fiscal year in which originated.

13-22

Individual Travelers Insurance Processing Offices

(23e)

Records of contacts with and from various claims

Railroad Retirement Board Manual

Appendix B
Part II, Adm. Manual
10/1/81

RRB RECORDS SCHEDULE 13

Field Service

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
13-18	<u>Emergency Preparedness Releases</u>	DESTROY when superseded or declared obsolete by the Emergency Coordinator of the Board.
13-19	<u>Completed UI Fraud and Erroneous Payments</u> Records include copies of UI-39 letters, UI-27, UI-49b, UI-49b-PR, and UI-50.	Send to BUSI at end of benefit year.
13-20	<u>Federal Executive Boards and Associations</u> Records of meetings and participation in Federal Executive Boards or Federal Executive Associations by regional office and/or district office personnel.	DESTROY 1 year after end of fiscal year in which originated.
13-21	<u>Individual Travelers Insurance Processing Offices</u> Records of contacts with and from various claims processing offices of the Travelers Insurance Company in connection with the Medicare program.	DESTROY 3 years after end of fiscal year in which originated.
13-22	<u>RRA Beneficiary Case File</u> Records of applications and supporting documents and/or investigations under provisions of the RRA, maintained in field offices.	DESTROY 1 year after close of file. Remove Forms G-671 from files to be destroyed and transmit to claim files marked "file only."
13-23	<u>RRA Beneficiary, Representative Payee Case File</u> Records of selections of representatives to act for incompetent beneficiaries.	Hold until beneficiary dies or no longer requires representative payee. Transmit file material of record in BRC including any Form G-99a, via Form G-99b to BRC. Balance of file becomes RRA beneficiary file (see item 24).