REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 ___ 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.

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

   C. DATE
   7/19/82

   D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

   E. TITLE
   Director of Supply and Service

7. ITEM NO
   13-20

   8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   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.

   Close at end of benefit year. Transfer to FARC when two years old. Destroy after 5 years.

   9. SAMPLE OR JOB NO
   10. ACTION TAKEN

NO MASS DATA CHANGE

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FFMR (41 CFR) 101-11 4

[Handwritten notes and signatures]
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)

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

13 - 16  
Register of Adverse Determinations and Redeterminations (Forms UI-36, UI 36a)

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

13 - 17  
Register of Voluntary Quit Determinations (Form UI-37)

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

13 - 18  
Index Card (Form UI-118)

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

13 - 19  
Emergency Preparedness Releases

DESTROY when superseded or declared obsolete by the Emergency Coordinator of the Board.

13 - 20  
Completed UI Fraud and Erroneous Payments

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

Send to B&Si at end of benefit year.

13 - 21  
Federal Executive Boards and Associations

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

Records of contacts with and from various claims.
### Field Service

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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF RECORDS</th>
<th>DISPOSITION</th>
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<tr>
<td>13-18</td>
<td>Emergency Preparedness Releases</td>
<td>DESTROY when superseded or declared obsolete by the Emergency Coordinator of the Board.</td>
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<tr>
<td>13-19</td>
<td>Completed UI Fraud and Erroneous Payments</td>
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<tr>
<td>13-20</td>
<td>Federal Executive Boards and Associations</td>
<td>DESTROY 1 year after end of fiscal year in which originated.</td>
</tr>
<tr>
<td></td>
<td>Records of meetings and participation in Federal Executive Boards or Federal Executive Associations by regional office and/or district office personnel.</td>
<td>DESTROY 1 year after end of fiscal year in which originated.</td>
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<tr>
<td>13-21</td>
<td>Individual Travelers Insurance Processing Offices</td>
<td>DESTROY 3 years after end of fiscal year in which originated.</td>
</tr>
<tr>
<td></td>
<td>Records of contacts with and from various claims processing offices of the Travelers Insurance Company in connection with the Medicare program.</td>
<td>DESTROY 3 years after end of fiscal year in which originated.</td>
</tr>
<tr>
<td>13-22</td>
<td>RRA Beneficiary Case File</td>
<td>DESTROY 1 year after close of file. Remove Forms G-671 from files to be destroyed and transmit to claim files marked &quot;file only.&quot;</td>
</tr>
<tr>
<td></td>
<td>Records of applications and supporting documents and/or investigations under provisions of the RRA, maintained in field offices.</td>
<td>DESTROY 1 year after close of file. Remove Forms G-671 from files to be destroyed and transmit to claim files marked &quot;file only.&quot;</td>
</tr>
<tr>
<td>13-23</td>
<td>RRA Beneficiary, Representative Payee Case File</td>
<td>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).</td>
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</tbody>
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