

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2024-0001

Status: APPROVED
Date Approved: 11/18/2025

General Information

Agency or Establishment	Railroad Retirement Board
Record/Scheduling Group	0184 - Records of the Railroad Retirement Board
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Inspector General
Schedule Subject	Office of the Inspector General
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 1

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0184-2024-0001

Item #	Title	Disposition
0001	OIG Policy and Procedure Files	Permanent
0002	Semi-Annual Reports to Congress	Permanent
0003	Routine Inspector General Correspondence	Temporary

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Records Schedule Items

DAA-0184-2024-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	OIG Policy and Procedure Files	
Item Description	Policies required for directing, controlling and carrying out OIG operations. Records include one record copy of each that are not included in the agency's permanent set of master directives or the records set of publications.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:10	
Approximate first year of records covered by this authority	1989	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1989 To: 9/30/2010	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(6) Personal Information, FOIA (b)(7) Law Enforcement	

DAA-0184-2024-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Semi-Annual Reports to Congress	

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Item Description	OIG reports submitted to the Congress. These reports summarize the activities for the OIG for the six-month periods ending March 31 and September 30.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:1
Approximate first year of records covered by this authority	1985
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1985 To: 09/30/2004
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0184-2024-0001-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Routine Inspector General Correspondence	
Item Description	Official copies of incoming letters and correspondence signed by the Inspector General or designee on various subject matters, including compliance with various Federal statutes, data calls and other matters that are not covered by the capstone.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	11/18/2025