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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER NI-184-08-2 | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received 8/15/08 | |
| 1. FROM (Agency or establishment) Railroad Retirement Board | | NOTIFICATION TO AGENCY | |
| | | In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Office of Administration | | | |
| 3. MINOR SUBDIVISION Public Affairs | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE NUMBER | DATE | ARCHIVIST OF THE UNITED STATES |
| Charles Mierzwa | (312) 751-3363 | 3/27/09 | <i>Adrienne Thomas</i> |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div> | | | |
| DATE 08-14-2008 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles Mierzwa</i> Charles Mierzwa | | TITLE RRB Records Officer |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| (1) | Combined Federal Campaign (CFC) Records <u>Combined Federal Campaign (CFC) Records</u> Records associated with the management of the RRB's annual CFC initiative. a) Keyperson solicitor reports, weekly tally and progress reports, raffle and Guesstimate entry forms, promotional items and related records. PROPOSED DISPOSITION: Destroy when 2 years old. Break file: end of fiscal year. | New | |
| (2) | b) Donor and contribution report information. PROPOSED DISPOSITION: Destroy previous Fiscal Year data upon start of new CFC campaign. | | |

Railroad Retirement Board (RRB) Public Affairs

Background

Public Affairs (PA) mission has remained largely unchanged over the last 20 years. It functions as the agency's primary contact with the news media, and is responsible for preparing and distributing press releases and a variety of publications that provide information on the agency's benefit programs. The Congressional Inquiry section is responsible for responding to all inquiries from congressional offices concerning constituents, benefit claims or applications filed with the agency.

Justification of Proposed Retention(s)

Combined Federal Campaign (CFC) Records - This is a new series that consists of records associated with the management of the RRB's annual CFC initiative. Split into two sub-items, the proposed retention(s) for sub-item (a) and sub-item (b) which is a PC-spreadsheet file used to track CFC donors and contribution amounts, satisfy all RRB legal, fiscal and administrative needs.