

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-184-93-6</i>	
1. FROM (Agency or establishment) Railroad Retirement Board (RRB)		DATE RECEIVED <i>3/8/93</i>	
2. MAJOR SUBDIVISION Bureau of Information Resources Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Chuck Mierzwa	5. TELEPHONE  (312) 751-3363	DATE <i>6/4/93</i>	ARCHIVIST OF THE UNITED STATES <i>James S. Moore</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 now needed for the business of 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>MAR 04 1993</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chuck Mierzwa</i> Chuck Mierzwa	TITLE Agency Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
20-16	<u>Operations Plans</u>  Series consists of <u>bureau/office copies</u> of yearly plans that are submitted to the Director of Administration and Operations in two parts. The first part summarizes accomplishments of the completed fiscal year based on previously set objectives. The second part predicts work by setting objectives for the next 3 fiscal years.  <u>Proposed Disposition</u>  Destroy when 5 years old, or when no longer needed for administrative use, whichever is sooner.	NCI 184-89-2 Item 20-16	
<i>Copies sent to agency 6/10/93</i>			

## Explanatory Notes

### Functional Statement

This schedule provides for the disposal or retention of certain records common to most offices in the RRB. The records covered by this schedule relate to routine internal, administrative and housekeeping activities. They are often extra copies of documents whose record copies are listed elsewhere in other schedules. They are not basic program records and are not part of official program files.

### Item 20-16 Operations Plans

Job: NCI 184-89-2 Item 20-16

Current Disposition: Destroy when 3 years old.

Break file: End of fiscal year.

Proposed disposition: Destroy when 5 years old, or when no longer needed for administrative use, whichever is sooner.

Break file: End of fiscal year.

Series consists of bureau/office copies of yearly operations plans that are submitted to the Director of Administration and Operations in two parts. The first part summarizes accomplishments of the completed fiscal year based on previously set objectives. The second part predicts work by setting objectives for the next three fiscal years. These are not the record copies that are maintained by the Director of Administration and Operations.

During the RRB FY 93 Records Disposition Certification Initiative, several bureau/office heads indicated in their certification statement to the Director of Information Resources Management that the retention period for this series needed to be lengthened from 3 years to 5 years. Most, if not all, mentioned that the objectives outlined in their Operations Plans serve as the basis for their individual bureau/office budget submission, and should have a retention similar to their budget files.

The current retention for Individual Bureau/Office Budget Files (see NCI 184-89-2 Item 20-10) provides for the records to be destroyed 5 years after the close of the fiscal year involved or when no longer needed for administrative use, whichever is sooner.

The proposed change in disposition, therefore, would provide consistency between like items, better satisfying the administrative needs of the agency.

RRB RECORDS SCHEDULE 1

Records of the Board and Chief Executive Officer

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1-12	<u>Operations Plans</u>	
	Yearly plans submitted by bureaus and offices in two parts. First call submission summarizes accomplishments of the completed fiscal year based on previously set objectives. Second call submission predicts work by setting objectives for the next three years. Series includes the agency consolidated plan and reports on special projects provided by each bureau concerning specific objectives that are tracked by staff.	
	(a) Agency Consolidated Plan.	<u>PERMANENT.</u> Transfer to National Archives when 20 years old in 10 year blocks.  Break file: End of fiscal year.
	(b) Planning file copies of first and second call submissions.	Destroy when 5 years old.  Break file: End of fiscal year.
	(c) Special Project Reports.	Place in inactive file as projects are completed.  Destroy when 5 years old.

JOB: NCI 184-88-1 Item 18-1

RRB RECORDS SCHEDULE 20

Records Common to Most Offices

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
20-9	<u>Duplicate Documentation and Personnel Files Maintained Outside Personnel Office</u> Cont'd  (b) <u>Duplicate Documentation</u>  Other copies of documents duplicated in Official Personnel Folders not pro- vided for elsewhere in this schedule.	Destroy when 6 months old.
JOB: NCI-184-89-2 Item 20-9 GRS 1-18 A and B		
20-10	<u>Individual Bureau/Office Budget Files</u>	Destroy 5 years after the close of the fiscal year involved or when no longer needed for administrative use, whichever is sooner  Break file: End of fiscal year.
JOB: NCI-184-89-2 Item 20-10		
20-11	<u>Budget Reports Files</u>  Bureau/office copies of periodic reports on the status of apportionments. Includes the overtime status report, the travel status report, report of FTE usage and AMIS reports A 103 and B 402.  (a) Annual report (reflects end of fiscal year; issued in September).  (b) All other reports.	Destroy when 5 years old.  Destroy 3 years after the end of the fiscal year.
JOB: NCI-184-89-2 Item 20-11 GRS 5-3 A and B		

RRB RECORDS SCHEDULE 20

Records Common to Most Offices

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
20-15	<u>Feasibility Studies</u> Cont'd  system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	
JOB: NCI-184-89-2 Item 20-15 GRS 16-9		
20-16	<u>Operations Plans</u>  Yearly plans submitted by bureaus and offices in two parts. First call summarizes accomplishments of the completed fiscal year based on previously set objectives. Second call submission predicts work by setting objectives for the next three fiscal years.	Destroy when 3 years old.  Break file: End of fiscal year.
NOTE: <u>These are not the record copies filed with the Chief Executive Officer.</u>		
JOB: NCI-18-89-2 Item 20-16		
20-17	<u>Work Measurement Reports</u>  Monthly reports of work output by bureaus.  (a) Cumulative fiscal year report (issued in September).  (b) Monthly reports.	Destroy when 3 years old.   Destroy at end of fiscal year.
JOB: NCI-184-89-2 Item 20-17		