

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

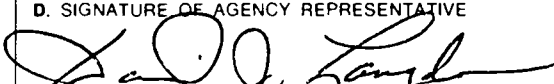
(312)
751-4525

6. CERTIFICATE OF AGENCY REPRESENTATIVE

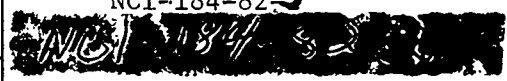
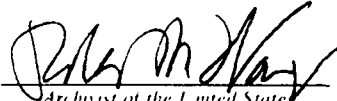
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **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		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>

LEAVE BLANK	
JOB NO	NCI-184-82-3
	
DATE RECEIVED	
July 28, 1982	
NOTIFICATION TO AGENCY	
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.	
8-18-82 Date	 Archivist of the United States

NO MASS DATA CHANGE

NCI-184-79-3

DESCRIPTION OF ITEM
(With Inclusive Dates and Retention Periods)9.
SAMPLE OR
JOB NO10.
ACTION TAKEN

NCI-184-79-1(17)

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)

(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-PK, 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).