

**RAILROAD RETIREMENT BOARD**  
**FOIA READING ROOM CERTIFICATION (October 2008)**

Freedom of Information Act (FOIA) staff established and regularly update an electronic FOIA Reading Room, which is a searchable archive of Railroad Retirement Board (RRB) decision documents that is available to the public on our website at [www.rrb.gov](http://www.rrb.gov). In addition to this electronic FOIA Reading Room, the RRB also maintains a conventional "paper" Reading Room at its headquarters location at 844 North Rush Street, Chicago, Illinois 60611-2092. Information available from the RRB under the FOIA in the RRB's Reading Rooms consist of the following:

- Procedure manuals, including the following administrative manuals:
  - Adjudication Instruction manual (AIM)
  - BDMO Correspondence Manual
  - Disability Claims Manual (DCM)
  - Field Operations Manual (FOM I)
  - Internet Services manual (ISM)
  - Retirement Claims Manual (RCM)
  - Taxation Operations Manual (TOM),
  
- Final decisions of the three-member Board which heads the agency,
- Rulings of the Board, and
- Legal opinions since 1993.

The archive also includes documents that the RRB determines have become or are likely to become the subject of subsequent repeated requests or "frequently requested records." These specifically include the "Impac Credit Card Holders List" and "General Information about the RRB." The RRB FOIA Requester Service Center monitors the RRB's FOIA Reading Room and FOIA webpage content to make sure it remains timely and accurate. FOIA staff have the responsibility and authority to update the FOIA Reading Room and FOIA web pages directly and at any time.

We have reviewed both our paper and electronic FOIA Reading Rooms and determined that they comply with the legal requirements for FOIA Reading Rooms.



---

Steven A. Bartholow  
General Counsel/Chief FOIA Officer