



Privacy Act of 1974
System of Records Notice
U.S. RAILROAD RETIREMENT BOARD

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| Name | RRB-12: Railroad Employees' Registration File |
| <i>Federal Register</i> | 79 FR 58883 |
| <i>Effective Date</i> | December 1, 2014 |
| <i>System Location</i> | U.S. Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092. |
| <i>Security Classification</i> | None. |
| <i>Categories of Individuals Covered by the System</i> | Individuals who had any employment for a railroad employer after 1936 who were assigned Social Security Numbers beginning with 700 through 728. (Use of the registration form was discontinued January 1, 1981.) |
| <i>Categories of Records in the System</i> | Railroad employee's name, address, social security number, date of birth, place of birth, mother's and father's names, sex, occupation and employer. |
| <i>Authority for Maintenance of the System</i> | Section 7(b)(6) of the Railroad Retirement Act of 1974 (45 U.S.C. § 231f(b)(6)). |
| <i>Purpose(s)</i> | The purpose of the system is to provide information on railroad employees who completed Carrier Employee Registration forms (CER-1) to apply for a Social Security number (SSN). The information on these CERA-1 forms was available only at the Railroad Retirement Board. |
| <i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i> | <p>a. Records which consist of name, date and place of birth, social security number, and parents' names may be disclosed to the Social Security Administration to verify social security number and date of birth.</p> <p>b. Records may be disclosed in a court proceeding relating to any claims for benefits by the beneficiary under the Railroad Retirement Act, or Unemployment Insurance Act and may be disclosed during the course of an administrative appeal to individuals who need the records to prosecute or decide the appeal or to individuals who are requested to provide information relative to an issue involved in the appeal.</p> |
| <i>Disclosure to Consumer Reporting Agencies</i> | None. |
| <i>Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System</i> | |
| <i>Storage</i> | Microfiche. |
| <i>Retrievability</i> | Social security number. |



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| <i>Safeguards</i> | Maintained in areas not accessible to the public in locking filing cabinets. Access is limited to authorized RRB employees. Offices are locked during non-business hours. Building has 24 hour on-site security officers, closed circuit television monitoring and intrusion detection systems. |
| <i>Retention and Disposal</i> | Permanent retention. |
| <i>System Manager(s) and Address</i> | Office of Programs--Director of Policy and Systems, U.S. Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092. |
| <i>Notification Procedure</i> | Requests for information regarding an individual's record should be in writing addressed to the System Manager identified above, including the full name and social security number and claim number of the individual. Before information about any record will be released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information. |
| <i>Record Access Procedure</i> | See Notification section above. |
| <i>Contesting Record Procedure</i> | See Notification section above. |
| <i>Record Source Categories</i> | Railroad employee and employer. |
| <i>Exemptions Claimed for the System</i> | None. |