



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

<i>Name</i>	RRB-10: Legal Opinion and Correspondence Files
<i>Federal Register</i>	79 FR 58882
<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>	Applicants for benefits under the Railroad Retirement Act or the Railroad Unemployment Insurance Act.
<i>Categories of Records in the System</i>	The files include a copy of the question submitted to the legal department for an opinion and a copy of the response released. Responses may be a formal legal opinion, a letter, or a memorandum. There may be copies of any correspondence between the agency and the individual or his/her employer concerning the question presented.
<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)) and section 12(l) of the Railroad Unemployment Insurance Act (45 U.S.C. § 362(l)).
<i>Purpose(s)</i>	The RRB needs to collect and maintain information contained in this system of records in order to make decisions regarding the claims for benefits of individuals under various Acts administered by the RRB.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	None.
<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>	Paper.
<i>Retrievability</i>	Name.
<i>Safeguards</i>	Maintained in areas not accessible to the public in locking filing cabinets. Offices are locked during non-business hours. Access to files is restricted to RRB attorneys and other authorized Board employees. Building has 24 hour on-site security officers, closed circuit television monitoring and intrusion detection systems.



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<i>Retention and Disposal</i>	Opinions of precedential interest or otherwise of lasting significance, and correspondence related to these opinions are retained permanently. Opinions of limited significance beyond the particular case, and correspondence related to these opinions, are retained in the individual's claim folder, if any, established under the Railroad Retirement Act. When no folder exists, these opinions, are destroyed by shredding 2 years after the date of the last action taken by the Bureau of Law on the matter. Decision documents are scanned and stored in the RRB Imaging System. Imaged documents are destroyed/purges for individual claimant's 7 years after the close of the fiscal year that they are determined to be inactive. Imaged documents and digest cards are stored in the retention and archival Legal Opinion Digitization System. Destruction is performed in accordance with NIST guidelines.
<i>System Manager(s) and Address</i>	General Counsel, 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, 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>	The subject person's authorized representative, other record systems maintained by the Railroad Retirement Board, employers.
<i>Exemptions Claimed for the System</i>	None.