



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

<i>Name</i>	RRB-19: Transit Benefit Program Records System
<i>Federal Register</i>	July 26, 2010 Vol. 75, No. 142. pp. 43723
<i>Effective Date</i>	September 24, 2010
<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>	Supporting documentation relating to participation in the agency's transit benefit program.
<i>Categories of Records in the System</i>	Supporting documentation relating to participation in the agency's transit benefit program.
<i>Authority for Maintenance of the System</i>	5 USC § 301, § 1302; 26 USC § 132(f); and Executive Order 9397
<i>Purpose(s)</i>	The purpose of this system is to maintain employee data related to eligibility and participation in the agency's transit benefit program.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	Transit benefit program documentation may be furnished to the Internal Revenue Service for tax administration purposes.
<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. Access is limited to authorized RRB employees. Information released only at employee's request or to approved federal authorities. 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>	Retained for three years and then destroyed by shredding in accordance with NIST guidelines.
<i>System Manager(s) and Address</i>	Chief Financial Officer, U.S. Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois. 60611- 2092.



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<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 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>	Form G-409 Railroad Retirement Board Request for Reimbursement of Commuting Expenses and Form G-410, Railroad Retirement Board Transportation Benefit Program Application.
<i>Exemptions Claimed for the System</i>	None.