



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

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| <i>Name</i>  | <b>RRB-34: Employee Personnel Management Files</b><br>.....   |
| <i>Federal Register</i>  | July 26, 2010<br><a href="#">Vol. 75, No. 142. pp. 43732</a>  |
| <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>   | Current employees of the U.S. Railroad Retirement Board.  |
| <i>Categories of Records in the System</i>   | Name, address and phone number of the person to notify in case of emergency and personal physician; copies of SF-52, Request for Personnel Action, SF-50, Personnel Action, service computation date form, performance ratings, other awards and nominations for recognition, supervisory informal and formal written notes, memorandums, etc., relative to admonishment, caution, warnings, reprimand or similar notices, within-grade increase materials, SF-171, Employment Application, official position descriptions, task lists and performance plans, information concerning training received and seminars attended, and miscellaneous correspondence.   |
| <i>Authority for Maintenance of the System</i>   | Section 7(b)(9) of the Railroad Retirement Act of 1974 (45 U.S.C. 231f(b)(9)) and 5 U.S.C. Part III.  |
| <i>Purpose(s)</i>  | The system is maintained to provide information to managers and supervisors to assist in their work, and meet OPM regulations.  |
| <i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i> | <p>a. Records may be disclosed in a court proceeding 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> <p>b. A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letter of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.</p> <p>c. Information in this system of records may be released to the attorney representing such individual, upon receipt of a written letter or declaration stating the fact of representation, subject to the same procedures and regulatory prohibitions as the subject individual.</p> |



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| <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 and General Services Administration (GSA) Comprehensive Human Resources Integrated System (CHRIS) information system.  |
| <i>Retrievability</i>   | Name of employee.  |
| <i>Safeguards</i>   | <p>Paper: 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..</p> <p>GSA CHRIS: The General Services Administration (GSA) is responsible for and provides safeguards in accordance with Federal guidelines for this information system.</p>                   |
| <i>Retention and Disposal</i>   | The paper folder is maintained for the period of the employee's service in the agency and is then transferred to the National Personnel Records Center for storage or, to the next employing Federal agency. Other records are either retained at the agency for various lengths of time in accordance with the National Archives and Records Administration records schedules or destroyed, in accordance with NIST guidance, when they have served their purpose or when the employee leaves the agency. |
| <i>System Manager(s) and Address</i>  | Director of Human Resources, 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 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.  |



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| <i>Record Source Categories</i>          | Employee, agency officials and management personnel.        |
| <i>Exemptions Claimed for the System</i> | None.   |