



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

<i>Name</i>	RRB-49: Telephone Call Detail Records
<i>Federal Register</i>	79 FR 58901
<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 (generally agency employees and contractor personnel) who make or receive telephone calls from agency owned telephones at the agency's 844 North Rush Street headquarters building.
<i>Categories of Records in the System</i>	Name of employee, telephone number, location of telephone, date and time phone call made or received, duration of call, telephone number called from agency telephone, city and state of telephone number called, cost of call made on agency phone.
<i>Authority for Maintenance of the System</i>	31 U.S.C. § 1348(b)
<i>Purpose(s)</i>	The purpose of this system of records are to verify the correctness of telephone service billing and to detect and deter possible improper use of agency telephones by agency employees and contractors.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	<p>a. Relevant records may be released to a telecommunications company providing support to permit servicing the account.</p> <p>b. Relevant records may be disclosed to representatives of the General Services Administration or the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.</p> <p>c. Records may be disclosed in response to a request for discovery or for the appearance of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or administrative proceeding.</p> <p>d. Records may be disclosed in a proceeding before a court or adjudicative body to the extent that they are relevant and necessary to the proceeding.</p> <p>e. Relevant records may be disclosed to respond to a Federal agency's request made in connection with the hiring or retention of an employee, the letting of a contract or issuance of a grant, license or other benefit by the requesting agency, but only to the extent that the information disclosed is relevant and necessary to the requesting agency's decision on the matter.</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, Magnetic disk.
<i>Retrievability</i>	Name, telephone extension, number dialed.
<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>Magnetic disk: Computer and computer storage rooms are restricted to authorized personnel; on-line query safeguards include a lock/unlock password system, a terminal oriented transaction matrix, role based access controls and audit trail. System securities are established in accordance with National Institute of Standards and Technology (NIST) guidelines, including network monitoring, defenses in-depth, incident response and forensics.</p>
<i>Retention and Disposal</i>	<p>Paper. Reports, when issued, are disposed of as provided in National Archives and Records Administration General Records Schedule 12 - Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.</p> <p>Magnetic disk: Maintained for approximately 180 days and then overwritten, following NIST guidelines. When magnetic disk or other electronic media is no longer required or servicable, it is sanitized in accordance with NIST guidelines.</p>
<i>System Manager(s) and Address</i>	Director of Administration, 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 Systems Manager identified above, including the full name.
<i>Record Access Procedure</i>	See Notification section above.
<i>Contesting Record Procedure</i>	See Notification section above.
<i>Record Source Categories</i>	Telephone assignment records; computer software that captures telephone call information and permits query and reports generation.



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<i>Exemptions Claimed for the System</i>	None.