



Privacy Act of 1974
System of Records Notice
U.S. Railroad Retirement Board

Name	RRB-50: Child Care Tuition Assistance Program
Federal Register	July 26, 2010 Vol. 75, No. 142. pp. 43738
Effective Date	September 24, 2010
System Location	U.S. Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092.
Security Classification	None.
Categories of Individuals Covered by the System	Current and former Railroad Retirement Board employees who voluntarily applied for child care tuition assistance, the employee's spouse, the employee's children and their child care providers.
Categories of Records in the System	Employee (parent) name, Social Security Number, pay grade, home and work numbers, addresses, total family income, spouse employment information, names of children on whose behalf the employee parent is applying for tuition assistance, each applicable child's date of birth, information on child care providers used (including name, address, provider license number and state where issued, tuition cost, and provided tax identification number), and copies of IRS Form 1040 and 1040A for verification purposes. Other records may include the child's social security number, weekly expense, pay statements, records relating to direct deposits, verification of qualification and administration for child care assistance.
Authority for Maintenance of the System	Pub. L. 107-67, section 630 and E.O. 9397.
Purpose(s)	The purpose of the system is to determine eligibility for, and the amount of, the child care tuition assistance for lower income RRB employees.
Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses	<p>a. Records may be disclosed in response to a request for discovery or for the appearance or 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>b. 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>c. 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</p>



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Name	RRB-50: Child Care Tuition Assistance Program agency's decision on the matter. d. Relevant records may be disclosed to child care providers to verify a covered child's dates of attendance at the provider's facility.
Disclosure to Consumer Reporting Agencies	None.
Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System	
Storage	Paper, Magnetic tape and Magnetic disk.
Retrievability	Name, Social Security Number.
Safeguards	<p>Paper: Maintained in areas not accessible to the public in locking filing cabinets until shipment to the Federal facility that is responsible for the Federal Employees Education and Assistance Fund (FEEA).. 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 tape and 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. For computerized records electronically transmitted between headquarters and field office locations, 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. In addition to the on-line query safeguards, they include encryption of all data transmitted and exclusive use of leased telephone lines.</p>
Retention and Disposal	These records will be maintained permanently at FEEA until their official retention period is established by the National Archives and Records Administration (NARA).
System Manager(s) and Address	Director of Human Resources, U.S. Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092.
Notification Procedure	Requests for information regarding an individual's record should be in writing addressed to the Systems 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



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Name	RRB-50: Child Care Tuition Assistance Program require the requester to furnish an authorization from the individual to permit release of information.
Record Access Procedure	See Notification section above.
Contesting Record Procedure	See Notification section above.
Record Source Categories	Applications for child care tuition assistance submitted voluntarily by RRB employees; forms completed by child care providers.
Exemptions Claimed for the System	None.