



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

Name	RRB-52: Board Orders
<i>Federal Register</i>	79 FR 58903
<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>	Appellants for benefits under the Railroad Retirement or Railroad Unemployment Insurance Acts
<i>Categories of Records in the System</i>	Appellant name, social security number, railroad retirement board claim number, address, date of birth, sex, medical records, marriage or relationship records, military service, creditable earnings and service months, benefit payment history, work history, citizenship and legal residency status, correspondence and inquiries, and appeals of adverse determinations.
<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)); sec. 12(l) of the Railroad Unemployment Insurance Act (45 U.S.C. § 362(l)).
<i>Purpose(s)</i>	Record decisions of the Board in benefit appeals cases.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	<p>a. If a request for information pertaining to an individual is made by an official of a labor organization of which the individual is a member and the request is made on behalf of the individual, information from the record of the individual concerning his benefit or anticipated benefit and concerning the method of calculating that benefit may be disclosed to the labor organization official.</p> <p>b. Records may be disclosed in a court proceeding relating to any claims for benefits by the beneficiary under the Railroad Retirement Act 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>
<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 tape and Magnetic disk.
<i>Retrievability</i>	Name, railroad retirement claim number, social security account number, Board Order number, docket number.



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<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 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. 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>	No records from this system will be disposed of pending a record schedule determination.
<i>System Manager(s) and Address</i>	Secretary of the Board, 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 and 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.
<i>Contesting Record Procedure</i>	See Notification section.
<i>Record Source Categories</i>	Applications for benefits and appeal of decisions.
<i>Exemptions Claimed for the System</i>	None.