



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

<i>Name</i>	RRB-53: Employee Medical and Eye Examination Reimbursement Program
<i>Federal Register</i>	79 FR 58904
<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>	Any RRB employees that request co-payment reimbursement for either eye or physical examinations
<i>Categories of Records in the System</i>	RRB employee name and medical documentation including receipts for the physical exam co-pay and payment of the eye examination. Records prior to October 1, 2009 also contain the employee Social Security Number.
<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)) and Section 12(l) of the Railroad Unemployment Insurance Act (45 U.S.C. 362(1)). Negotiated Labor Management Agreement between the U.S. Railroad Retirement Board and the Council of American Federation of Government Employees (AFGE), Locals in the Railroad Retirement Board.
<i>Purpose(s)</i>	To provide reimbursement for and maintain the records of the RRB's physical and eye examination program. For purposes of adjudicating the claim and approving reimbursement of co-payment fees related to RRB employee physical and eye examinations.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	Internal RRB Use
<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>	Full name. Social security account number (for records prior to October 1, 2009.)
<i>Safeguards</i>	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



<i>Name</i>	RRB-53: Employee Medical and Eye Examination Reimbursement Program on-site security officers, closed circuit television monitoring and intrusion detection systems. 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.
<i>Retention and Disposal</i>	These records will be maintained permanently until their official retention period is established by the National Archives and Records Administration (NARA).
<i>System Manager(s) and Address</i>	Employee Health Services, 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 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>	Employee reimbursement claim and proofs.
<i>Exemptions Claimed for the System</i>	None.