



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

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| <i>Name</i> | RRB-54: Virtual Private Network (VPN) Access Management |
| <i>Federal Register</i> | July 26, 2010 Vol. 75, No. 142. pp. 43741 |
| <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> | RRB employees and contractors who are authorized to remotely access internal RRB information systems. |
| <i>Categories of Records in the System</i> | Name, home telephone number, work telephone number, login, password, group name, source IP address, remote computer name, home address, software serial numbers, access levels. |
| <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(l)). |
| <i>Purpose(s)</i> | Control and secure employees and contractors remote access to internal RRB information systems for official business. |
| <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 to another Federal agency or to a court when the government is party to a judicial proceeding before the court.</p> <p>b. Records may be disclosed to a Federal agency, on request, in connection with the hiring and/or retention of an employee.</p> <p>c. Records may be disclosed to officials of the Merit Systems Protection Board, including the Office of Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission when requested in the performance of their authorized duties;</p> <p>d. Records may be disclosed to an authorized appeal or grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator, or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee to whom the information pertains;</p> <p>e. Records may be disclosed to the agency's Office of Inspector General for any official investigation or review related to the programs and operations of the RRB.</p> <p>f. Records may be disclosed to agency officials for any official investigation or review related to the programs and operations of the</p> |



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| <i>Name</i> | RRB-54: Virtual Private Network (VPN) Access Management RRB. |
| <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, email address. |
| <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. 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> |
| <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> | Chief of Infrastructure 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 and enrolled email address 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 procedure above. |
| <i>Contesting Record Procedure</i> | See Notification procedure above. |



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| <i>Name</i> | RRB-54: Virtual Private Network (VPN) Access Management |
| <i>Record Source Categories</i> | VPN access application Form G-68, and infrastructure profiles. |
| <i>Exemptions Claimed for the System</i> | None. |