Name: RRB-56: Employee Service and Railroad Employer Coverage Determination Files

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Federal Register: July 26, 2010
Vol. 75, No. 142. pp. 43743

Effective Date: September 24, 2010


Security Classification: None.

Categories of Individuals Covered by the System: Railroad employees; individuals claiming railroad service; entities being considered as covered employers.

Categories of Records in the System: Individuals: Name, address, social security number, employment history. Employers: Name, Bureau of Accounts (B.A.) number, incorporation date, corporate structure, number of employees, services provided.


Purpose(s): Records in this system of records are maintained to (1) record Board decisions as to who is an eligible employee of a covered entity for the purposes of benefits entitlement and (2) to record determinations as to who is an employer under the Railroad Retirement Act, for the purpose of a) crediting compensation and service months to employees for the purpose of benefits entitlement and b) assessment of appropriate taxes.

Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses:

- Identifying information such as full name, address, date of birth, social security number, employee identification number, and date last worked, may be released to any current or former employer to verify entitlement for benefits under the Railroad Retirement Act.
- Certain identifying information about annuitants, such as name, social security number, RRB claim number, as well as address, year and month last worked for a railroad, last railroad occupation, identity of last railroad employer, and total months of railroad service may be furnished to railroad employers for purpose of determining whether annuitant has performed employee service for that employer, and therefore is entitled to benefits under the Railroad Retirement Act.
- Certain information about annuitants such as year and month last worked for a railroad, the name(s) of railroad employer(s) the annuitant worked for, last railroad occupation, and total months of railroad service may be furnished to bonafide geneological requests.
- Board determinations regarding employer status are furnished to the
Privacy Act of 1974  
System of Records Notice  
U.S. Railroad Retirement Board

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<td>Internal Revenue Service (IRS) as the administrator of the Railroad Retirement Tax Act (RRTA).</td>
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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, Magnetic disk.

Retrievability
Name, email address.

Safeguards
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.

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.

Retention and Disposal
Paper: For employee service records: Maintained for 90 days after imaging is completed, then destroyed. For employer coverage records: Maintained for 10 years after coverage is terminated, then destroyed in accordance with NIST guidelines.

Magnetic tape: Magnetic tape records are used to daily update the disk file, are retained for 90 days and then written over following NIST guidelines. For disaster recovery purposes certain tapes are stored 12-18 months.

Magnetic disk: Continually updated and permanently retained. When magnetic disk or other electronic media is no longer servicable, it is sanitized in accordance with NIST guidelines.

System Manager(s) and Address

Notification Procedure
Requests for information regarding an individual's records should be in writing, including the full name, social security number and railroad
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<td>退休记录号码（如有）。在发布任何记录之前，个人可能需要提供身份证明，或者个人的授权来允许发布信息。请求应寄送至美国铁路退休委员会，位于芝加哥伊利诺伊州60611-2092的法律顾问办公室。</td>
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<td>退休雇主的记录应以书面形式提出，包括公司全名、地址、B.A.号码（如有）。请求应寄送至美国铁路退休委员会，位于芝加哥伊利诺伊州60611-2092的法律顾问办公室。</td>
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<tr>
<td>Record Access Procedure</td>
<td>See Notification section above.</td>
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<td>Contesting Record Procedure</td>
<td>See notification section above.</td>
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<tr>
<td>Record Source Categories</td>
<td>Individual applicants or their representatives, railroad and other employers.</td>
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<td>Exemptions Claimed for the System</td>
<td>None.</td>
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