



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

<i>Name</i>	RRB-57, Emergency Notification System
<i>Federal Register</i>	July 26, 2010 Vol. 75, No. 142. pp. 43744
<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>	Railroad Retirement Board employees and contractors.
<i>Categories of Records in the System</i>	<p>The emergency notification system will contain both public and personal contact information for RRB employees and contractors.</p> <p>Public information stored in this system includes:</p> <ul style="list-style-type: none">- Employee name and organizational unit; Contractor name and organization. <p>Personal information stored in this system may include:</p> <ul style="list-style-type: none">- Work telephone, cellular, fax number(s) and email address(es),- Identifying technical information for work issued Personal Digital Assistants (PDAs) or cellular telephones, such as Serial Numbers, Electronic Serial Numbers, etc.- Home telephone, cellular number(s), personal email address(es) and Zip code of residence.
<i>Authority for Maintenance of the System</i>	<p>5 U.S.C. §301, Department Regulations.</p> <p>Executive Order (EO) 12656, Assignment of emergency preparedness responsibilities, November 18, 1988.</p> <p>Homeland Security Presidential Directive (HSPD) - 20, National Continuity Policy, May 9, 2007</p>
<i>Purpose(s)</i>	<p>The purpose of this system of records is to maintain emergency contact information for employees and selected contractors of the Railroad Retirement Board (RRB). The system provides for multiple communication device notification via telephonic, fax, text and electronic mail message delivery to registered RRB personnel in response to threat alerts issued by the Department of Homeland Security, activation of the Continuity of Operations Plan (COOP), weather related emergencies or other critical situations that may disrupt the operations and accessibility of agency. The system also provides for the receipt of real-time message acknowledgements and related management reports.</p>
<i>Routine Uses of Records</i>	In addition to the conditions of disclosure listed in 5U.S.C. §552a(b)



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<i>Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	of the Privacy Act and the RRB's Standard Disclosures, the RRB may release these records to any Federal government authority for the purpose of coordinating and reviewing agency continuity of operations plans or emergency contingency plans developed for responding to Department of Homeland Security threat alerts, weather related emergencies or other critical situations.
<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, magnetic disk.
<i>Retrievability</i>	Name, Organizational Unit, Telephone, Fax or Cellular number, serial or electronic serial number or other unique identifier (work issued devices only), E-mail address, or Residence Zip Code.
<i>Safeguards</i>	<p>Paper: Maintained in areas not accessible to the public in metal filing cabinets at the RRB. Access is limited to authorized RRB employees. Records are stored in an office that has electronic access controlled doors. Building has 24 hour on-site security officers, closed circuit television monitoring and intrusion detection systems.</p> <p>Magnetic tape and disks: Located at off-site commercial vendor data center. Computer and computer storage rooms are restricted to authorized personnel, have electronic access controlled doors. On-line query safeguards include a lock/unlock password system, a terminal oriented transaction matrix, role based access controls and audit trail. For electronic records, 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 data both at rest and in-transit.</p>
<i>Retention and Disposal</i>	<p>1. Emergency Contract Information.</p> <p>General. Records are maintained as long as the employee or contractor is working for or on the behalf of the RRB.</p> <p>Paper Records. Destroy 90 days after the date entered into the system or after completion of the quality assurance process, whichever is later.</p> <p>Electronic Records. Destroy within 90 days after the</p>



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<i>Name</i>	RRB-57, Emergency Notification System employee/contractor ceases employment/contract with the RRB.
	2. Operational Data. Actual messages, results and data. Cut off at end of fiscal year, destroyed at the end of the following fiscal year. Test messages, results and data. Cut off at end of fiscal year, destroyed at the end of the following fiscal year.
	3. Reports. Retained and disposal in accordance with National Archives and Records Administration (NARA), General Record Schedule (GRS), items 12 (Downloaded and derived data) and 16 (Hard copy print outs).
<i>System Manager(s) and Address</i>	Office of Administration, 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 above.
<i>Contesting Record Procedure</i>	See Notification section above.
<i>Record Source Categories</i>	RRB employees or supporting contractors.
<i>Exemptions Claimed for the System</i>	No exemption is claimed for public information listed in this system of records. Personal information listed in this system of records is exempted from disclosure to third parties under the Freedom of Information Act (FOIA) under the 5 U.S.C. § 552a(b)(6), Personal Privacy rule. Additionally, personal information of law enforcement employees is protected from disclosure under 5 U.S.C. § 552a(b)(7)C, Law Enforcement Records rule.