



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

<i>Name</i>	RRB-54: Virtual Private Network (VPN) Access Management
<i>Federal Register</i>	12-27-2007 Vol. 72, No. 247. pp. 73530-30
<i>Effective Date</i>	2-5-2008
<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>	a. 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; b. 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; c. 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. d. Records may be disclosed to agency officials for any official investigation or review related to the programs and operations of the 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>	



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<i>Name</i>	RRB-54: Virtual Private Network (VPN) Access Management
<i>Storage</i>	Paper and electronic records.
<i>Retrievability</i>	Name, email address.
<i>Safeguards</i>	Paper records are kept in a locked cabinet, accessible only to authorized personnel. Electronic internal network records are accessible only after appropriate individual authentication. Electronic service provider (Sprint) records are secured and accessible after proper authentication only to authorized personnel.
<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>	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.
<i>Record Source Categories</i>	VPN access application Form G-68, and infrastructure profiles.
<i>Exemptions Claimed for the System</i>	None.