



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

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<i>Name</i>	<b>RRB-36: Complaint, Grievance, Disciplinary and Adverse Action Files</b> .....
<i>Federal Register</i>	12-27-2007 Vol. 72, No. 247. pp. 73521-22
<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>	Railroad Retirement Board employees who are the subjects of disciplinary or adverse actions or who have filed a complaint or grievance.
<i>Categories of Records in the System</i>	Information relating to proposals and decisions in cases of discipline and adverse actions; including supporting documents; information relating to grievances filed under the agency and negotiated grievance procedures, including the grievance, final decision and any evidence submitted by the employee and/or the agency in support of or contesting the grievance.
<i>Authority for Maintenance of the System</i>	Title 5 U.S.C. sections 7503(c), 7513(e), 7543(e).
<i>Purpose(s)</i>	The purpose of this system of records is to maintain information related to grievances, disciplinary actions, and adverse actions in order to furnish information to arbitrators, EEO investigators, the Merit Systems protection Board, the Federal Labor Relations Authority, and the Courts, as necessary. The information is also used for statistical purposes, as needed.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	a. (Standard Disclosure 1.)  b. Information in this system of records may be released to the attorney representing such individual, upon receipt of a written letter or declaration stating the fact of representation, subject to the same procedures and regulatory prohibitions as the subject individual.  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.  d. (Standard Disclosure 2.)
<i>Disclosure to Consumer Reporting Agencies</i>	None.



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<i>Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System</i>	
<i>Storage</i>	Paper.
<i>Retrievability</i>	Name of employee.
<i>Safeguards</i>	Maintained in locked file cabinets in an area not accessible to the public.
<i>Retention and Disposal</i>	Maintained for four years, then destroyed by shredding.
<i>System Manager(s) and Address</i>	Director of Human Resources, 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 addressed to the System Manager identified above and should include the name and social security number of the individual involved. 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>	The Railroad Retirement Board employee, the employee's supervisor, bureau or regional director, the executive director, or the employee's representative.
<i>Exemptions Claimed for the System</i>	None.