



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

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| <i>Name</i>  | <b>RRB-42: Overpayment Accounts</b><br>.....  |
| <i>Federal Register</i>                                | 12-27-2007<br>Vol. 72, No. 247. pp. 73522-23  |
| <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> | Individuals or businesses who were overpaid in the salaries or benefits they received from the Railroad Retirement Board. Benefits overpaid are further delineated in the following two categories.<br><br>--Individuals or businesses overpaid the following types of annuities or benefits payable under the Railroad Retirement Act: retirement, disability, supplemental, and survivor.<br><br>--Individuals overpaid unemployment or sickness insurance benefits payable under the Railroad Unemployment Insurance Act.  |
| <i>Categories of Records in the System</i>             | Name, address, Social Security number, Railroad Retirement claim number, whether salary or benefit and if benefit type of benefit previously paid, amount of overpayment, debt identification number, cause of overpayment, source of overpayment, original debt amount, current balance of debt, installment repayment history, recurring accounts receivable administrative offset history, waiver, reconsideration and debt appeal status, general billing, dunning, referral, collection, and payment history, amount of interest and penalties assessed and collected, name of Federal agency to which account is referred for collection, date of such referral and amount collected. |
| <i>Authority for Maintenance of the System</i>         | Sec. 7(b)(6) of the Railroad Retirement Act of 1974 (45 U.S.C. 231f(b)(6)); sec. 12(l) of the Railroad Unemployment Insurance Act (45 U.S.C. 362(l)); Pub. L. 97-92, Joint Resolution; Pub. L. 97-365 (Debt Collection Act of 1982); Federal Claims Collection Act (31 U.S.C. 3701 et. seq.); Pub. L. 104-134 (Debt Collection Improvement Act of 1996), 5 U.S.C. section 5514 and 20 CFR part 361  |
| <i>Purpose(s)</i>                                      | The records in this system are created, monitored and maintained to enable the Railroad Retirement Board to fulfill regulatory and statutory fiduciary responsibilities to its trust funds, the individuals to whom it pays salaries or benefits and the Federal Government as directed under the Railroad Retirement Act, Railroad Unemployment Insurance Act, Debt Collection Act of 1982, Federal Claims Collection Improvement Act of 1998. These responsibilities include: accurate and timely determination of debt; sending timely, accurate   |



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notice of the debt with correct repayment and rights options; taking correct and timely action when rights/appeals have been requested; assessing appropriate charges; using all appropriate collection tools, releasing required, accurate reminder notices; and correctly and timely entering all recovery, write-off and waiver offsets to debts.

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

- a. Benefit overpayment amounts, history of collectible, history of collection efforts and identification information (name, address, Social Security number, Railroad Retirement claim number) whether salary or benefit overpayment, if benefit, type of benefit, may be disclosed to agencies of the Federal government for the purpose of recovering overpayments.
- b. Records may be disclosed to the General Accountability Office for auditing purposes.
- c. (Standard Disclosure 4.)
- d. (Standard Disclosure 1.)
- e. If a request for information pertaining to an individual is made by an official of a labor organization of which the individual is a member and the request is made on behalf of the individual, information from the record of the individual concerning his overpayment may be disclosed to the labor organization official.
- f. (Standard Disclosure 2.)
- g. Debtors' names, Social Security Numbers, Railroad Retirement claim numbers, and the amounts of debts owed may be disclosed to the Defense Manpower Data Center of the Department of Defense, to the Office of Personnel Management, and to the Postal Service to conduct computer matching programs for the purpose of identifying and locating individuals who are receiving Federal salaries or benefit payments and delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by the Railroad Retirement Board in order to collect the debts under the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365) by voluntary repayment, or by administrative or salary offset procedures.
- h. Debtors' names, Social Security Numbers, the amounts of debts owed, and the history of the debts, may be released to any Federal agency for the purpose of enabling such agency to collect debts on RRB's behalf by administrative or salary offset under the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365).
- i. Debtors names, Social Security Numbers, Railroad Retirement claims numbers, accounts of debts, history of the debts, and other



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| <i>Name</i>   | <b>RRB-42: Overpayment Accounts</b><br>.....<br>relevant and necessary information may be disclosed to the Financial Management Service, Department of the Treasury, for the purpose of recovery of debts under the provisions of the Debt Collection Improvement Act of 1996.  |
| <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>   | Salary overpayments retrievable by Social Security number and name. Benefit overpayments retrievable by Social Security number, Railroad Retirement claim number, and name.   |
| <i>Safeguards</i>   | Salary overpayment records are maintained at the General Services Administration under safeguards equal to those of the Railroad Retirement Board (see GSA-PPFM-9). All benefit overpayment records are maintained in a secured building in areas not accessible to the public and are restricted to personnel whose official duties require access. Paper: Records are stored in locked file cabinets. 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, terminal oriented transaction matrix, and an audit trail.  |
| <i>Retention and Disposal</i>   | Salary overpayments are maintained at the General Services Administration and follow that agency's retention and disposal guidelines.<br><br>Benefit overpayments are initially maintained in an on-line database. Overpayments are removed five years after balances reach 0.00. These records are identified and removed annually. Overpayments declared uncollectible and written off are removed ten years after being so declared. Removed records are written to tape and disk. The information written is general case history, which includes cause and type of overpayment, regular recovery actions, account adjustments resulting from posting interest, charges and cash receipts. Other activity, such as reconsideration, waiver and appeal actions, and delinquent recovery actions are also included. The tapes are retained for five years and, then, made available for overwrite. There is no retention schedule for records written to disk. Paper documents, with benefit overpayment data, are shredded three years after receipt. These records are identified and destroyed annually. |
| <i>System Manager(s) and</i>  | Salary overpayments: Director, General Services Administration  |



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| <i>Name</i>                                  | <b>RRB-42: Overpayment Accounts</b><br>.....   |
| <i>Address</i>                               | National Payroll Center, Attention: 6BCY, 1500 Bannister Road,<br>Kansas City, Missouri 64131-3088;<br><br>Benefit overpayments: Chief Financial Officer, U.S. Railroad<br>Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-<br>2092.  |
| <i>Notification Procedure</i>                | Requests for information regarding an individual's salary<br>overpayment record should be in writing addressed to the Director,<br>General Services Administration National Payroll Center at the<br>address above.<br><br>Requests for information regarding an individual's or business'<br>benefit overpayment record should be in writing addressed to the<br>System Manager identified above, including the full name, claim<br>number, and social security number of the individual. Before<br>information about any record will be released, the System Manager<br>may require the individual to provide proof of identity or require the<br>requester to furnish an authorization from the individual to permit<br>release of information. |
| <i>Record Access Procedure</i>               | See Notification section above.  |
| <i>Contesting Record<br/>Procedure</i>       | See Notification section above.  |
| <i>Record Source Categories</i>              | Salary overpayments: General Services Administration Records<br>salary records, Railroad Retirement Board employee overpaid.<br><br>Benefit overpayments: Railroad Retirement Board beneficiaries'<br>claim folders, the overpaid individuals, other Board systems of<br>records, and debt collection agencies.  |
| <i>Exemptions Claimed for<br/>the System</i> | None.  |