



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

---

<i>Name</i>	<b>RRB-48: Access Management System</b> .....
<i>Federal Register</i>	12-27-2007 Vol. 72, No. 247. pp. 73526-26
<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>	All Railroad Retirement Board employees, contractors, Federal agency tenant employees, and other persons assigned responsibilities that require the issuance of credentials for identification and/or access privileges to locations within federally controlled properties and information systems.
<i>Categories of Records in the System</i>	Records of completed credential requests; name, photograph, signature, ID badge serial number, date and time of requests for access, system record of access granted and/or allowed.
<i>Authority for Maintenance of the System</i>	Homeland Security Presidential Directive 12; Federal Information Processing Standards 201; Federal Property and Administrative Act of 1949, as amended.
<i>Purpose(s)</i>	The purpose of this system of records is to validate individuals who have been given credentials to access federally controlled property, secured areas or information systems.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	<ul style="list-style-type: none"><li>a. Records may be disclosed to another Federal agency or to a court when the government is party to a judicial proceeding before the court;</li><li>b. Records may be disclosed to a Federal agency, on request, in connection with the hiring and/or retention of an employee;</li><li>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;</li><li>d. 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;</li><li>e. Records may be disclosed to the agency's Office of Inspector General for any official investigation or review related to the</li></ul>



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

---

<i>Name</i>	<b>RRB-48: Access Management System</b> ..... programs and operations of the RRB.  f. 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>	
<i>Storage</i>	Paper and electronic records.
<i>Retrievability</i>	Name, badge serial number.
<i>Safeguards</i>	The records are secured in a locked room. Access to records is limited to the Assistant to the Director of Administration. Access to the electronic records is limited to RRB employees and officials designated as issuers; it is also controlled through a user id and password security process. The security mechanism also limits access to data based on a user's role needs for accessing the data.
<i>Retention and Disposal</i>	GRS 18-17(a) applies to access control records--destroy 5 years after final entry or 5 years after date of document, as appropriate.
<i>System Manager(s) and Address</i>	Assistant to the Director 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(s) should be in writing to the System Manager identified above, and must include the full name. Before information about any record will be released, the System Manager may require the individual to provide proof of identity or require the requestor 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>	Individuals to whom credentials are issued.
<i>Exemptions Claimed for the System</i>	None.