



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

<i>Name</i>	RRB-50: Child Care Tuition Assistance Program
<i>Federal Register</i>	12-27-2007 Vol. 72, No. 247. pp. 73527-28
<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>	Current and former Railroad Retirement Board employees who voluntarily applied for child care tuition assistance, the employee's spouse, the employee's children and their child care providers.
<i>Categories of Records in the System</i>	Employee (parent) name, Social Security Number, pay grade, home and work numbers, addresses, total family income, spouse employment information, names of children on whose behalf the employee parent is applying for tuition assistance, each applicable child's date of birth, information on child care providers used (including name, address, provider license number and state where issued, tuition cost, and provided tax identification number), and copies of IRS Form 1040 and 1040A for verification purposes. Other records may include the child's social security number, weekly expense, pay statements, records relating to direct deposits, verification of qualification and administration for child care assistance.
<i>Authority for Maintenance of the System</i>	Pub. L. 106-58, section 643 and E.O. 9397.
<i>Purpose(s)</i>	The purpose of the system is to determine eligibility for, and the amount of, the child care tuition assistance for lower income RRB employees.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	a. [Reserved.] b. (Standard Disclosure 1.) c. (Standard Disclosure 2.) d. (Standard Disclosure 6.) e. Records may be disclosed in response to a request for discovery or for the appearance or a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or administrative proceeding. f. Records may be disclosed in a proceeding before a court or adjudicative body to the extent that they are relevant and necessary



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<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 computer hard disk, cartridge, and tape.
<i>Retrievability</i>	Name, Social Security Number.
<i>Safeguards</i>	When not in use by an authorized person, paper records are stored in lockable cabinets in a building with security cameras and 24-hour security guards. Access to electronic records require the use of restricted passwords.
<i>Retention and Disposal</i>	These records will be maintained permanently until their official retention period is established.
<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 in writing addressed to the Systems Manager identified above, including the full name and social security number 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.



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<i>Contesting Record Procedure</i>	See Notification section above.
<i>Record Source Categories</i>	Applications for child care tuition assistance submitted voluntarily by RRB employees; forms completed by child care providers.
<i>Exemptions Claimed for the System</i>	None.