



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

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<i>Name</i>	<b>RRB-18: Miscellaneous Payments paid/posted to the General Ledger by FFS</b> .....
<i>Federal Register</i>	12-27-2007 Vol. 72, No. 247. pp. 73511-12
<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.
<i>Categories of Records in the System</i>	Travel vouchers, miscellaneous reimbursement vouchers.
<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>	The system is used to pay the operating expenses of the agency and reimbursements as needed to employees. Payment is made to vendors for goods and services. Employees are reimbursed for expenses related to the performance of their jobs. Payments are made within Federal limits and applicable guidelines.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	a. Identifying information and check amount may be released to the Treasury Department to issue checks. b. Records may be disclosed to the General Accountability Office for auditing purposes. c. Identifying information, check number, date and amount may be released to the U.S. Postal Service for investigation of alleged forgery or theft of reimbursement checks. d. (Standard Disclosure 4.)
<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 storage media.
<i>Retrievability</i>	Name.
<i>Safeguards</i>	Records are maintained in areas not accessible to the public and are



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<i>Retention and Disposal</i>	Retain at headquarters for two years then to Chicago Federal Records Center--GSA will destroy when authorized by General Accountability Office.
<i>System Manager(s) and Address</i>	Chief Financial Officer, 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 social security number and claim 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.
<i>Contesting Record Procedure</i>	See Notification section above.
<i>Record Source Categories</i>	Employees travel records, memoranda from Regional Directors, and purchase orders.
<i>Exemptions Claimed for the System</i>	None.