



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

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<i>Name</i>	<b>RRB-53: Employee Medical and Eye Examination Reimbursement Program</b> .....
<i>Federal Register</i>	12-27-2007 Vol. 72, No. 247. pp. 73529-30
<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>	Any/all RRB employees that request reimbursement for the physical examination co – payment and eye examination.
<i>Categories of Records in the System</i>	RRB employee name and medical documentation including receipts for the physical exam co-pay and payment of the eye examination.
<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(1)). Negotiated Labor Management Agreement between the U.S. Railroad Retirement Board and the Council of A.F.G.E. Locals in the Board.
<i>Purpose(s)</i>	To provide reimbursement for and maintain the records of the RRB's physical and eye examination program.  For purposes of adjudicating the claim/reimbursement and authority for payment of fees related to RRB employee physical examination co–payment and eye examination fee.
<i>Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses</i>	Internal RRB Use
<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 copy, hard disc removal storage kept in locked file cabinet. Individual digital files password protected
<i>Retrievability</i>	Name and social security account number.
<i>Safeguards</i>	Paper and removable media kept in locked file cabinet in locked office. Electronic records are accessible after proper network authentication and also are password protected.



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<i>Retention and Disposal</i>	No records from this system will be disposed of pending a record schedule determination.
<i>System Manager(s) and Address</i>	Employee Health Services, 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.
<i>Contesting Record Procedure</i>	See Notification section.
<i>Record Source Categories</i>	Employee reimbursement claim and proofs.
<i>Exemptions Claimed for the System</i>	None.