



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

<i>Name</i>	RRB-42: Overpayment Accounts
<i>Federal Register</i>	July 26, 2010 Vol. 75, No. 142. pp. 437
<i>Effective Date</i>	September 24, 2010
<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. --Individuals or businesses overpaid the following types of annuities or benefits payable under the Railroad Retirement Act: retirement, disability, supplemental, and survivor. --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, and the Debt Collection Improvement Act of 1996. These responsibilities include: accurate and timely determination of debt; sending timely, accurate notice of



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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 collection actions and efforts, and personally identifiable information (name, address, social security number, railroad retirement claim number, etc.) may be disclosed to agencies of the Federal government for the purpose of recovering delinquent debts.

b. Federal salary overpayment amounts, history of collection actions and efforts, and personally identifiable information (name, address, social security number, etc.) may be disclosed to agencies of the Federal government for the purpose of recovering delinquent debts.

c. Personally identifiable information pertaining to delinquent benefit and Federal salary overpayments may be disclosed to the Department of the Treasury, Financial Management Service (FMS), for the purpose of collection through cross-servicing and offset of Federal payments. FMS may disclose this personally identifiable information to other agencies to conduct computer matching programs to identify and locate delinquent debtors who are receiving Federal salaries or benefit payments. FMS may refer these delinquent accounts and disclose pertinent information to other Federal agencies and private collection agencies for the purpose of collection.

d. Personally identifiable information may be released to any Federal agency for the purpose of enabling such agency to collect debts on the RRB's behalf.

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 authorized by the individual, information from the record of the individual concerning his overpayment may be disclosed to the labor organization official.

f. Records may be disclosed to the Government Accountability Office for auditing purposes.

Disclosure to Consumer Reporting Agencies

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System



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<i>Name</i>	RRB-42: Overpayment Accounts
<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>	<p>Salary overpayment records are maintained at the General Services Administration under safeguards equal to those of the Railroad Retirement Board (see GSA-PPFM-9).</p> <p>Benefit overpayment records:</p> <p>Paper: Maintained in areas not accessible to the public in locking filing cabinets. Access is limited to authorized RRB employees. Offices are locked during non-business hours. Building has 24 hour on-site security officers, closed circuit television monitoring and intrusion detection systems.</p> <p>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, a terminal oriented transaction matrix, role based access controls and audit trail. For computerized records electronically transmitted between headquarters and field office locations, system securities are established in accordance with National Institute of Standards and Technology (NIST) guidelines, including network monitoring, defenses in-depth, incident response and forensics. In addition to the on-line query safeguards, they include encryption of all data transmitted and exclusive use of leased telephone lines..</p>
<i>Retention and Disposal</i>	<p>Salary overpayments are maintained at the General Services Administration and follow that agency's retention and disposal guidelines.</p> <p>Benefit overpayments.</p> <p>Paper documents, with benefit overpayment data, are shredded three years after receipt. These records are identified and destroyed annually.</p> <p>Magnetic tape and disk. 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</p>



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<i>System Manager(s) and Address</i>	Salary overpayments: Director, General Services Administration National Payroll Center, Attention: 6BCY, 1500 Bannister Road, Kansas City, Missouri 64131-3088; Benefit overpayments: 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 salary overpayment record should be in writing addressed to the Director, General Services Administration National Payroll Center at the address above. Requests for information regarding an individual's or business' benefit overpayment record should be in writing addressed to the System Manager identified above, including the full name, claim number, 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.
<i>Contesting Record Procedure</i>	See Notification section above.
<i>Record Source Categories</i>	Salary overpayments: General Services Administration maintains RRB salary records, including records of amounts overpaid to Railroad Retirement Board employees. The RRB also maintains salary overpayment records in folders and other RRB systems of records. Benefit overpayments: Railroad Retirement Board beneficiaries' overpayment records are contained in claim folders, the RRB's accounts receivable system, and other RRB systems of records..
<i>Exemptions Claimed for the System</i>	None.