

Request for Records Disposition Authority

Records Schedule Number DAA-0184-2013-0003
Schedule Status Approved

Agency or Establishment Railroad Retirement Board
Record Group / Scheduling Group Records of the Railroad Retirement Board
Records Schedule applies to Department-wide
Schedule Subject Office of Administration--Records Schedule 5
Internal agency concurrences will be provided No

Background Information The Office of Administration, formally the Bureau of Supply and Services, is responsible for administering mail processing services, submits claim folder requests, agency procurement, duplicating services, supply management, space management, telecommunications activities, and other support services to agency bureaus and offices.

The schedule includes new electronic records and proposed retentions as required by the E-Government Act of 2002.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0184-2013-0003

Sequence Number	
1	Government Travel Card (GTC)
1.1	Employee Acknowledgment and Approving Official's Certification Statement for Government Travel Card (RRB Form G-571). Disposition Authority Number: DAA-0184-2013-0003-0001
1.2	Employee Authorization to Obtain Consumer Credit Information. Disposition Authority Number: DAA-0184-2013-0003-0002
2	Automated Folder Control System (AFCS)
2.1	Master File. Disposition Authority Number: DAA-0184-2013-0003-0003

Records Schedule Items

Sequence Number	
1	<p>Government Travel Card (GTC) Various forms used to document issuance, employee authorization to obtain credit report, and other administrative files used to manage the GTC program.</p>
1.1	<p>Employee Acknowledgment and Approving Official's Certification Statement for Government Travel Card (RRB Form G-571).</p> <p>Disposition Authority Number DAA-0184-2013-0003-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year.</p> <p>Retention Period Destroy/delete 3 years after employee ended participation in the program.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Employee Authorization to Obtain Consumer Credit Information.</p> <p>Disposition Authority Number DAA-0184-2013-0003-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Delete/destroy when no longer needed.
	Additional Information	
	GAO Approval	Not Required
2	Automated Folder Control System (AFCS)	
	The AFCS is a mainframe-based application which keeps track of current and past locations of each physical claim folder established under the Railroad Retirement Act, accepts requests to retrieve claim folders, and daily listing that are used by the National Archives and Records Administration Federal Records Center to retrieve claim folders from the central file bank and route claim folders to the proper requestor.	
2.1	Master File.	
	Disposition Authority Number	DAA-0184-2013-0003-0003
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Only relates to data stored in Automated Folder Control System master file.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Delete system data when no longer needed.
	Additional Information	
	GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
12/31/2013	Return to Submitter	Charles Mierzwa	Records Officer	Bureau of Information Services - Chief of Information Resources Management Center
09/09/2014	Certify	Charles Mierzwa	Records Officer	Bureau of Information Services - Chief of Information Resources Management Center
03/17/2015	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
03/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/19/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/23/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist