

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*NO 12 Dec 1979*

LEAVE BLANK	
DATE RECEIVED <b>14 DEC 1978</b>	JOB NO. <b>NC 1 184 79</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>2-12-79</i> (Date)	<i>James B. Phelan</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
**Railroad Retirement Board**
2. MAJOR SUBDIVISION  
**Bureau of Unemployment and Sickness Insurance**
3. MINOR SUBDIVISION
4. NAME OF PERSON WITH WHOM TO CONFER  
**Alfred Meredith**
5. TEL. EXT.  
**387-4525**
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*12-5-78* *[Signature]* **Director of Supply and Service**  
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1 (C)	<b>Railroad Retirement Board Schedule 13</b> <i>Bureau of Unemployment &amp; Sickness Insurance</i> <b>Claim folders. (BUSI)</b>	GRS6-1	
	Transfer closed cases to Federal Records Center one year after end of benefit year in which originated.		
	Destroy 10 years, 3 months after period of account for those records created prior to July 1, 1975.		
	Destroy 6 years, 3 months after the period of the account for those records created after June 30, 1975.		
(D)	<b>Computer tape and microfilm record file.</b>	GRS6-1	
	Destroy 10 years, 3 months after period of account for those records created prior to July 1, 1975.		
	Destroy 6 years, 3 months after the period of the account for those records created after June 30, 1975.		
(E)	<b>BUSI Previews (microfiche).</b>	GRS6-1	
	Destroy 10 years, 3 months after period of account for those records created prior to July 1, 1975.		

*16 items*

*sent to NWF, MWR, 5 Ne-C & Agency*

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1 (E) (cont.)	Destroy 6 years, 3 months after the period of the account for those records created after June 30, 1975.		
4	Records of claims certified and payments recoverable.  Transfer to Federal Records Center 2 years after end of fiscal year in which originated.  Destroy 10 years, 3 months after period of account for those records created prior to July 1, 1975.  Destroy 6 years, 3 months after the period of the account for those records created after June 30, 1975.	GRS6-1	
6	Monthly computer report of reimbursement to employers for taking claims (copy).  Destroy one year after end of quarter in which originated or when administrative needs are met.		
7	Daily listing and summary reports of accounts receivable transactions under RUIA.  Transfer certification and recoverables unit copy to Federal Records Center one year after end of benefit year in which originated.  Destroy 10 years, 3 months after period of account for those records created prior to July 1, 1975.  Destroy 6 years, 3 months after the period of the account for those records created after June 30, 1975.	GRS6-1	
8	Accounting records of individual recoverable cases:  Computer tape record file.  Destroy 10 years, 3 months after period of account for those records created prior to July 1, 1975.  Destroy 6 years, 3 months after the period of the account for those records created after June 30, 1975.	GRS6-1	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
9	<p>UI-SI uncollectible refund cases.</p> <p>Destroy 10 years, 3 months after period of account for those records created prior to July 1, 1975.</p> <p>Destroy 6 years, 3 months after the period of the account for those records created after June 30, 1975.</p> <p style="text-align: center;"><u>REMARKS</u></p> <p><u>Item 1C.</u> A claim folder is established for each claimant whose claims are processed manually or for whom correspondence or a tape printout is to be saved.</p> <p><u>Item 1D.</u> The computer tape and microfilm record history file contains updated master records, for closed benefit years, that are no longer active or potentially active. The active master file is purged to produce a new history file. The retention period for the tape and microfilm files is the same as for the punch-card documents and microfilm files described in item 1(b).</p> <p><u>Item 1E.</u> BUSI previews contain the information on a benefit year master tape record before some information is purged to provide more space on the record.</p> <p><u>Item 4.</u> Ledger type records which show daily and monthly posting media for type and amount of benefits paid; type and gross amount of payments certified for payment; type and amount of benefits determined recoverable; and type and amount of benefits recovered. The daily activity is entered on RRB Form UI-47a, Certification Transactions. A monthly summary of transactions is prepared on RRB Form UI-47b, Summary of Transactions. RRB Form UI-47f, Manual Accounts Receivable Transactions, reflects monthly recoverable and recovery activity for benefits recovered by return and cancellation of benefit checks, and monthly recoverable and recovery activity by transfer to funds from the Railroad Retirement Account. Beginning March 1978, a computer-prepared monthly summary of transactions takes the place of the manually prepared RRB Form UI-47b.</p> <p><u>Item 6.</u> These records show how many claims were taken by the unemployment claims agents of each employer and the amount paid to each employer as reimbursement for taking those claims. These records are used to answer inquiries</p>	GRS6-1	

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	<p>about payments made for taking claims. The original (record copy) of this report goes to the bureau of budget and fiscal operations and is disposed of in accordance with RRB schedule 8, item 1(b). A carbon copy is retained in the bureau of unemployment and sickness insurance.</p> <p><u>Item 7.</u> The daily listing and summary reports of accounts receivable transactions is a computer printout. The listing shows each set-up and each updating action of an adjustment record. The summary reports, daily and monthly-to-date, are compilations of the daily adjustment transaction activity. The certification and recoverables unit copy is used for other action taken by the unit. This complete copy is available for detailed examination by the bureau of budget and fiscal operations, and is the copy to be site audited by GAO. A copy of the listing with the daily summary is used by the division of claims operations as register of recoverable amounts set up. The month-to-date summary report for the last business day of the month is used by the bureau of budget and fiscal operations as posting media to the Board's general accounts.</p> <p><u>Item 8.</u> Accounts receivable master and transactions tape records of cases which have been fully recovered and then purged to history files at least one year after recovery.</p> <p><u>Item 9.</u> Any claim in which an overpayment exists is not considered closed until full recovery is effected.</p>		