

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2018-0008

Status: APPROVED  
Date Approved: 09/13/2019

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## General Information

Agency or Establishment	Railroad Retirement Board
Record/Scheduling Group	0184 - Records of the Railroad Retirement Board
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of General Counsel
Minor Subdivision	Secretary to the Board
Schedule Subject	Board Imaging Database
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>The Board Imaging Database (BID) is the document repository for the Offices of the Chairman, the Management Member, the Labor Member, and the Secretary to the Board. The BID allows users to save document images in a central database where they are indexed by year, document type, category, and subcategory.</p> <p>The types of documents maintained within the system are: memoranda, correspondence, and supporting documents related to issues requiring approval by the Board Members. The Secretary to the Board maintains all documents, including related Board Orders, Record of Proceedings, and Transcripts of Board Meetings which are arranged by category of action. Topics covered include, but are not limited to, benefit appeals, railroad employer coverage under the Railroad Retirement Act and the Railroad Unemployment Insurance Act, and various regulation issues brought to the attention of the Board. Operational decisions requiring Board approval are also covered by records in the system. These include approval of the annual budget and some hiring decisions.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 1

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

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Outline of Records Schedule Items for DAA-0184-2018-0008

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Board Orders	Permanent
0002	Record of Proceedings	Permanent
0003	Transcripts of Board Meetings	Permanent
0004	Copies of the following published documents: (1) Board Orders (2) Record of Proceedings (3) Transcripts of Board Meetings	Temporary

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Records Schedule Items

DAA-0184-2018-0008-0001		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Board Orders	
Item Description	Orders constituting the official record of formal actions of the Railroad Retirement Board pertaining to regulations, administration, program direction and general policy.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-184-79-03 / 1/1 in part	Yes	NC1-184-79-03 / 1/1 in part
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0184-2023-0001-0001 on 04/12/2024.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of the calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Approximate first year of records covered by this authority	1997	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1997 To: --/--/2007	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?		

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DAA-0184-2018-0008-0002		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Record of Proceedings	
Item Description	The Record of Proceedings is a running account of actions taken by the Board during a calendar year. Includes actions taken between meetings and the appropriate Board Orders.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-184-79-003 / 1/3	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0184-2023-0001-0002 on 04/12/2024.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of the calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Approximate first year of records covered by this authority	1997	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1997 To: --/--/2007	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0184-2018-0008-0003		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		

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Item Title	Transcripts of Board Meetings
Item Description	Transcripts of Board Meetings are recorded by a court reporter and subsequently forwarded to the Secretary to the Board for Board Member review and concurrence. The draft and the final copy are maintained as the official record.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0184-2023-0001-0003 on 04/12/2024.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0184-2018-0008-0004	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Copies of the following published documents: (1) Board Orders (2) Record of Proceedings (3) Transcripts of Board Meetings
Item Description	Copies maintained outside of the BID, such as in file cabinets and on shared drives, are considered convenience copies. The official copy is the copy maintained in BID.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the calendar year.
Retention Period	Destroy immediately after verifying the accuracy and completeness of the electronic version.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	01/26/2018
Approve	David Ferriero	09/13/2019