

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

---

## General Information

Agency or Establishment	Railroad Retirement Board
Record/Scheduling Group	0184 - Records of the Railroad Retirement Board
Records Schedule Applies To	Agency-wide
Schedule Subject	Records of the Board
Additional Schedule Information	<p>The Offices of the Chairman, the Management Member, the Labor Member, and the Secretary to the Board create and maintain Board Records. The types of documents maintained by the Board 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, Transcripts of Board Meeting, Board Coverage Decisions, Correspondence, and Dockets 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> <p>Docket categories include: (1) Board Appeals - Final agency action by the Board relating to a benefits appeal; (2) Coverage Decisions - Final agency action relating to employer coverage under the Railroad Retirement Act and the Railroad Unemployment Insurance Act; (3) General Actions - Final agency action relating to agency administrative policies; (4) Personnel Actions - Final agency action relating to personnel matters such as hiring a GS-13 or higher, or mass hiring such as "examiner classes"; (5) Regulations - Final agency action relating to RRB regulations sent to the Federal Register; and (6) RRB Budget - Final agency action relating to the annual operating budget.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

---

## Item Count

Total number of disposition items: 6

Number of Temporary disposition items: 0

Number of Permanent disposition items: 6

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

---

Outline of Records Schedule Items for DAA-0184-2023-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Board Orders	Permanent
0002	Record of Proceedings	Permanent
0003	Transcripts and Minutes of Board Meetings	Permanent
0004	Correspondence	Permanent
0005	Board Coverage Decisions	Permanent
0006	Dockets	Permanent

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

Records Schedule Items

<b>DAA-0184-2023-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Board Orders	
Item Description	<p>Board Orders constitute the official record of formal decisions by the three-member Board pertaining to regulations, agency administration, internal policies, and program direction, to include decisions in annuitant appeals.</p> <p>Board Orders are issued for non-routine matters including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Changes in the structure of the RRB and to create and abolish organization units and positions;</li> <li>• Prescription of rules and regulations through the Basic Board Orders, allocating specific functions, powers, and duties to each unit, delegating authority and responsibilities, and defining lines of authority;</li> <li>• Prescription of rules and regulations for the administration of the “Acts;”</li> <li>• Final administrative appeals for employees covered under the “Acts;”</li> <li>• Approval of all forms to be used by employers and covered employees; and</li> <li>• Implementation of the course of action with respect to legislation proposed by employers, covered employees, or others affecting the RRB or touching on any matters directly concerning the agency.</li> </ul>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	N/A	
Manual Title	N/A	
<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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

DAA-0184-2018-0008-0001	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of 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>	
Current Records Format	Textual data:13 MB
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information

DAA-0184-2023-0001-0002	<b>STATUS: Active</b>
<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. Arranged chronologically, the record entries give brief summaries of all outgoing Board correspondence into a single document, consolidates Board Orders and Board Coverage Decisions, and condenses personnel actions taken during a specific time frame.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	N/A
Manual Title	N/A
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

Superseded Item	Item Superseded in Part?	Explanation
DAA-0184-2018-0008-0002	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of 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>		
Current Records Format	Textual data:13 MB	
Approximate first year of records covered by this authority	1999	
End year of records covered by this authority	Year: 2022	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(6) Personal Information	

DAA-0184-2023-0001-0003	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Transcripts and Minutes of Board Meetings
Item Description	The transcripts of Board Meetings were recorded by a court reporter and subsequently forwarded to the Secretary to the Board for Board Member review and concurrence. The transcripts contain a verbatim accounting of what was said while the meeting was in session and by whom, but do not track attendance. Beginning in 2019, minutes taken by the Secretary to the Board were substituted as the official record. The minutes contain a complete record of attendees, the published agenda, a summary of events, and all decisions made by the Board during the meeting.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	N/A
Manual Title	N/A

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
<b>Superseded Items</b>	
<b>Superseded Item</b>	<b>Item Superseded in Part?      Explanation</b>
DAA-0184-2018-0008-0003	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of 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>	
Current Records Format	Textual data:13 MB
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0184-2023-0001-0004	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Correspondence
Item Description	<p>The correspondence of the three-member Board is not captured in Capstone. All out-going correspondence from the three-member Board is signed by the Chairman, the Labor Member, and the Management Member, or, in the alternative, the Secretary to the Board. Out-going correspondence includes, but is not limited to, reports to the President, Congress and congressional committees, individual responses to annuitant inquiries, communiques with railroads and railway industry employees and employers, directives to the Executive Committee governing day-to-day activities of the agency, and memos to work units within the Railroad Retirement Board.</p>

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	N/A
Manual Title	N/A
<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
N1-184-89-001, item 1-4	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of 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>	
Current Records Format	Textual data:13 MB
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information

DAA-0184-2023-0001-0005	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Board Coverage Decisions



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

Item Description	Board Coverage Decisions are final agency decisions that determine employer and employee status under the Railroad Retirement Act and the Railroad Unemployment Insurance Act. For an employer these decisions determine whether it is required to pay taxes under the Railroad Retirement Tax Act and follow the RRB's rules and regulations. For employees these decisions determine whether their work history makes them eligible for benefits under the acts. These records include correspondence, memoranda, request for a coverage ruling, copy of the authority of the Interstate Commerce Commission or Surface Transportation Board, relevant legal opinions, Forms G-215, and related materials concerning railroads or other companies on which a legal determination has been made on coverage under the RRA and the RUIA. Prior to 1991 these records were part of the series Legal Opinions created by the Office of the General Counsel.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	N/A
Manual Title	N/A
<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	Permanent
Cutoff Instructions	Cut off at end of 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>	
Current Records Format	Paper-based textual records:19 cu ft ; Textual data:13 MB
Approximate first year of records covered by this authority	1992
End year of records covered by this authority	Still being created
Frequency of transfer	1

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information

<b>DAA-0184-2023-0001-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Dockets
Item Description	Each docket is uniquely identified and contains a title and description, date received, date sent to the Board for voting, required action due date, date and record of the Board Members' votes, and the resultant final Board Order number. Additional information such as private notes and shared comments from the Chairman, Labor Member or Management Member can also be present. Dockets relating to benefit appeals contain personally identifiable information, specifically full names and claim numbers, which almost always mirror social security numbers.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
DAA-0184-2018-0009-0001	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year when the docket reaches closed status.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Structured data formats:3 MB
Approximate first year of records covered by this authority	2000
End year of records covered by this authority	Still being created

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

---

Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0184-2023-0001

Status: APPROVED  
Date Approved: 04/12/2024

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Joseph Bengel	02/09/2024
Approve	Colleen Shogan	04/12/2024