

## Request for Records Disposition Authority

Records Schedule Number      DAA-0184-2013-0002  
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                Bureau of Human Resources --Records Schedule 7  
Internal agency concurrences will be provided      No

Background Information            The Bureau of Human Resources (HR), formally the Bureau of Personnel, is responsible for managing Federal civilian employment information, developing HR policies and procedures, advising supervisors and managers on HR matters, and other HR responsibilities to carry out the Railroad Retirement Board's (RRB) in accordance with applicable laws, regulations, and RRB policies.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0184-2013-0002

Sequence Number	
1	Comprehensive Human Resources Integrated System (CHRIS)
1.1	Master File. Disposition Authority Number: DAA-0184-2013-0002-0001
1.2	Outputs/Reports.
1.2.1	Advanced Level of Competence (ALOC) Report. Disposition Authority Number: DAA-0184-2013-0002-0002
1.2.2	Standard Form 75, Request for Preliminary Employment Data.
1.2.2.1	Incoming Employees. Disposition Authority Number: DAA-0184-2013-0002-0003
1.2.2.2	Outgoing Employees. Disposition Authority Number: DAA-0184-2013-0002-0004
1.2.3	Accession/Separation Report. Disposition Authority Number: DAA-0184-2013-0002-0005
1.2.4	EEO Hire/Promotions Report. Disposition Authority Number: DAA-0184-2013-0002-0007
1.2.5	Office of Administration Seniority/Employee Reports.
1.2.5.1	Board Seniority Date. Disposition Authority Number: DAA-0184-2013-0002-0008
1.2.5.2	Total Government Service. Disposition Authority Number: DAA-0184-2013-0002-0009
1.2.6	Security/BIS Employment Report. Disposition Authority Number: DAA-0184-2013-0002-0011
1.2.7	Position Index. Disposition Authority Number: DAA-0184-2013-0002-0012

## Records Schedule Items

Sequence Number	
1	<p><b>Comprehensive Human Resources Integrated System (CHRIS)</b> GSA on-line system used by HR to document personnel actions and maintain an employment history for or about RRB employees to include position, salary, benefit, promotion, separations, training, and retirement information. Also included are automated updates from Employee Express and hard-copy outputs used to verify Payroll Accounting and Reporting (PAR) System updates.</p>
1.1	<p><b>Master File.</b></p> <p>Disposition Authority Number      DAA-0184-2013-0002-0001</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Applies only to input used to manually or automatically update the Comprehensive Human Resources Integrated System.</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?                      Yes</p> <p><b>Disposition Instruction</b></p> <p>Retention Period                        Delete when employee terminates employment, transfers to another federal agency, loses employment, or dies.</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>
1.2	<p><b>Outputs/Reports.</b> CHRIS integrates with Business Objects and allows HR to create various ad-hoc reports. [NOTE: Business Objects extracts information from CHRIS to create the following reports: Position Index, Accession/Separation Report, Retirement Projection, EEO Hire/Promotion Report, Office of Administration Seniority/Employee Reports, Bureau of Fiscal Operations Retirement Report, and Security/BIS Employment Report. All other reports are generated within CHRIS.]</p>

1.2.1

**Advanced Level of Competence (ALOC) Report.**

Disposition Authority Number      DAA-0184-2013-0002-0002

Eligible employees qualified for within grade promotion sent bi-monthly to supervisor 3 months prior to within grade effective date for approval, denial, or postponement.

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      No

**Disposition Instruction**

Retention Period                      Destroy/delete when no longer needed for reference, or upon separation, or transfer of employee unless specifically required to be transferred with the OPF.

**Additional Information**

GAO Approval                            Not Required

1.2.2

**Standard Form 75, Request for Preliminary Employment Data.**

Record used to capture and summarize employment information and serves as the official file for federal employees transferring to another federal agency or office when the employee's personnel records are not available.

1.2.2.1

**Incoming Employees.**

Disposition Authority Number      DAA-0184-2013-0002-0003

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          No

Explanation of limitation            Applies only to hardcopy filed in employee's OPF.

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**

1.2.2.2	Retention Period	Destroy/delete when no longer needed for reference, or upon separation, or transfer of employee unless specifically required to be transferred with the OPF.
	Additional Information	
	GAO Approval	Not Required
	Outgoing Employees.	
	Disposition Authority Number	DAA-0184-2013-0002-0004
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Applies only to hardcopy filed in employee's OPF.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
1.2.3	Disposition Instruction	
	Retention Period	Destroy/delete when no longer needed upon separation or transfer of employee unless specifically required to be forwarded to the gaining agency.
	Additional Information	
	GAO Approval	Not Required
	Accession/Separation Report.	
	Disposition Authority Number	DAA-0184-2013-0002-0005
	Monthly list of new hires and separations forwarded to executive committee members.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
Explanation of limitation	Applies only to input used to manually or automatically update the Comprehensive Human Resources Integrated System	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	

	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Retention Period	Destroy/delete from internal server after 2 years or when no longer needed for reference, whichever is later.
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.2.4	EEO Hire/Promotions Report.	
	Disposition Authority Number	DAA-0184-2013-0002-0007
	Monthly list of employee accessions, separations and promotions sorted by race, ethnicity and gender for reporting purposes.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Retention Period	Send original to EEO. Destroy/delete all other copies when no longer needed for reference.
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.2.5	Office of Administration Seniority/Employee Reports.	
	Ad-hoc seniority reports of employee's seniority date and total federal service.	
1.2.5.1	Board Seniority Date.	
	Disposition Authority Number	DAA-0184-2013-0002-0008
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

1.2.5.2	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Retention Period	Destroy/delete from internal file server 2 years after subsequent list is posted or when no longer needed for reference.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Total Government Service.</b>	
	Disposition Authority Number	DAA-0184-2013-0002-0009
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
Retention Period	Destroy/delete from internal file server 2 years after subsequent list is posted or when no longer needed for reference.	
<b>Additional Information</b>		
GAO Approval	Not Required	
1.2.6	<b>Security/BIS Employment Report.</b>	
	Disposition Authority Number	DAA-0184-2013-0002-0011
	Monthly list of employee separations, accessions, and promotions for security purposes and updating the employee directory.	
	Final Disposition	Temporary

1.2.7	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Retention Period	Destroy/delete after subsequent report is published or when no longer needed for reference.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Position Index.</b>	
	Disposition Authority Number	DAA-0184-2013-0002-0012
	Recurring listings produced monthly containing RRB employee position data to include employee's name, position number, supervisory status, pay plan, series and grade, employee number, and title. Monthly listing of employee to include position number, supervisory status, pay plan, series and grade, target grade, title, employee number, and supervisor.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
Retention Period	Destroy/delete from internal file server 2 years after subsequent index is posted or when no longer needed for reference, whichever is later.	
<b>Additional Information</b>		
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
07/25/2013	Certify	Charles Mierzwa	Records Officer	Bureau of Information Services - Chief of Information Resources Management Center
01/05/2015	Return for Revision	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
04/17/2015	Submit For Certification	Brian Foster	Records Management Specialist	Bureau of Information Services - Information Resources Mgmt Center
11/06/2015	Certify	Brian Foster	Records Management Specialist	Bureau of Information Services - Information Resources Mgmt Center
02/26/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist