



**Do not seek correction of personal information** through the procedures described below. To seek correction of information related to individual records, benefits, or earnings, please contact the [RRB field office nearest you](#).

### Background

In accordance with Section 515 of Public Law 106-354, codified at 44 U.S.C. § 3516, note, the Railroad Retirement Board (RRB) has developed a procedure to allow you to seek and obtain correction of certain information RRB maintains and disseminates.

### What you must do

To seek a correction of information under section 515, follow the procedure described below:

- State that your request for correction of information is submitted under Section 515 of Public Law 106-354
- Include your name, mailing address, fax number, or email address, and telephone number and organizational affiliation, if any. We need this information to respond to your request and contact you if required. Do not send us your Social Security Number.
- Clearly describe the information you believe is in error and want corrected. Include the name of the report or data product where the information is located, the date of issuance, and a detailed description of the information to be corrected.
- State specifically why the information should be corrected and, if possible, recommend specifically how it should be corrected. Provide supporting documentary evidence, such as comparable data or research results on the same topic, to help in the review of your request.

### What we will do

Based on a review of the information provided, we will:

- Determine whether a correction is warranted, and, if so, what action to take. The nature, influence, and timeliness of the information involved, the significance of the correction on the use of the information, and the magnitude of the correction will determine the level of review and any corrective action.
- Respond to you by letter, e-mail, or fax. Our response will explain the findings of the review and the actions RRB will take.
- Respond to your request for correction of information within 45 working days of receipt. If the request requires more than 45 working days to resolve, we will tell you that more time is required, state the reason why, and include an estimated decision date.

### Your right to appeal our decision

If we deny your request for correction, we'll grant you an administrative appeal and tell

you how to apply for it.

**How to submit your request**

You must seek correction of information under section 515 in writing and send it to RRB by fax, email, mail or [online](#) response as follows:

- **Fax** comments to Ronald J. Hodapp, Bureau of Information Services, at Fax number (312) 751-7154
- Send **email** to [HODAPPRJ@RRB.GOV](mailto:HODAPPRJ@RRB.GOV)
- **Mail** comments to:

Mr. Ronald J. Hodapp  
Bureau of Information Services, 4th floor,  
Railroad Retirement  
Board  
844 N Rush St.  
Chicago IL 60611-2092

**Privacy Act Statement**

We are authorized to collect the information you provide under section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Public Law No. 106-554, codified at 44 U.S.C. § 3516, note). It is needed to process your request and allow us to reply accordingly. You do not have to furnish the information, but failure to do so may prevent your request from being processed. The information you furnish is almost never used for any purpose other than to process and respond to your request. However, we may disclose information you give us (e.g., to a Congressional office, or the Department of Justice) if authorized or required by Federal law, such as the Privacy Act.

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