

RECORDS

RETENTION SCHEDULE

Sign In

Let's get started!

Email
olivia.wilson@amtrak.com

Password
●●●●●●●●



Sign In

Continue with



Can't login? [Contact IT Support](#)





RECORDS

RETENTION SCHEDULE

Dashboard

Notifications

My Schedule

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Explore RRS...



Olivia Wilson
Accounting
Admin

Dashboard

Schedules



Accounting

UPDATE

Aged accounts receivable reports on the detail and summary series.
Records containing information relating to Amtrak's accounts.....



Administrative

UPDATE

Documents written, approved, and issued at a corporate, departmental or operating level providing instructions to all Amtrak.....



Audit

UPDATE

Audit report, responses, and findings associated with annual Wheel Truing and Wheel Shop AAR audits. This includes information....



Compliance

UPDATE

Amtrak mechanics are required by the EPA/Clean Air Act to be licensed to recover, charge, and repair the refrigerant mechanical.....



Corporate

UPDATE

Includes Corporate Statements of Good Standing issued by the District of Columbia Corporations Office on an as needed basis.....



Customer Service

UPDATE

Customer commendations, complaints, baggage claims, satisfaction reports (CSI), service guarantees, and service.....

Need Help? Ask [Record Riley](#)





NOTIFICATIONS



Olivia Wilson
Accounting
Admin

Mark all read

Sort by time ▼



ACC-102-5 Request

Jane Santos has submitted a request.



3m ago



Jane Santos

New Message



5m ago



Jane Santos

New Message



2h ago



Settings

Update your password.



3h ago



Maria Gomez

Message Request



5h ago



Roger Smith

New Message



7h ago



ACC106-35 Request

You approved a request.



Yesterday

See More



Today at 10:45AM



Request for ACC-102-5!

Hello, Record Riley here. Jane Santos has requested an update to the retention length for record ACC-102-5.

Please click on the following link to view the submission.

CLICK HERE



Welcome back, Olivia Wilson

Let's take a detailed look at your RRS



Explore your schedule...



Olivia Wilson
Accounting
Admin

My Accounting RRS



Designated Administrator

Olivia Wilson

123-456-7890



[Edit Profile](#)



Search
History



Check
Requests

Accounting Records

Sort by [Title](#) > [Record Code](#) ▾



Print



Update

Record Code	Title	Description	Retention Period	Request
ACC102-7	Payroll Employee Time	Base pay record for each employee created to... ▽	7 Years	✔ Approved
ACC102-65	Payroll Final Register	Final payroll registers, including detail showing earnings... ▽	10 Years	✔ Approved
ACC102-6	Payroll Wage Accounts	Registers (including detail) showing earnings... ▽	5 Years	✔ Approved
ACC102-55	Payroll Taxes	Railroad Retirement Tax Act, records which include... ▽	7 Years	Pending
ACC102-5	Payroll Timekeeping	T&E timecards as written by T&E employees nation... ▽	10 Years	✔ Approved
ACC102-45	Payroll Recalls	Base pay record for each employee created to... ▽	8 Years	✔ Approved
Show All Records ▽				



Records Requests

These Requests Need your Approval..



Explore your requests...



Olivia Wilson
Accounting
Admin

PENDING



ACC-102-7

VIEW



ACC-103-45

VIEW



ACC-104-5

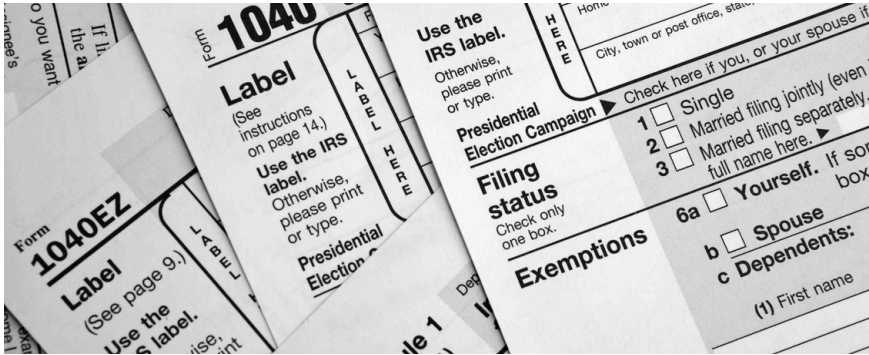
VIEW



TOOLS



RECENTS



ACC-102-7



ACC-103-45



ACC-101-7

Name

Jane Santos



Record Code

ACC-101-7


Title

Payroll

Description

Aged accounts receivable reports on the detail and summary series. Records containing information relating to Amtrak's accounts receivable include, but are not limited to, maintenance of way, maintenance of equipment billed, unbilled and Commercial Development.





Olivia Wilson
7:53 PM Today

Please be more specific with maintenance keeping practices. Include figures 2, 3 & 4

Retention Period

7 Years

Comments

Verified by Jane Santos 03/08/2025

REJECT WITH COMMENTS

APPROVE



MESSAGES

All Direct



Accounting
Just a reminder that...



3m ago



Roger Smith
Retention for employee...



5m ago



Selena Ordova
I thought the update...



2h ago



Philip Genson
I am actually not sure...



3h ago



Maria Gomez
Taxes should be 5 years...



5h ago



Jane Santos
No worries! Just let me know...



7h ago



Record Riley
Hey, how can I help...



Yesterday

See More



Accounting

Messages People (27) Content Meetings



Olivia Wilson
Accounting
Admin



Search in chat

Today at 10:45AM



Philip Genson
Has anyone sent the update request for ACC-107-5?

10:45AM



Selena Ordova
Yes! I sent it earlier this morning.

10:56AM



Maria Gomez
Hello everyone,

12:31PM

As you may or may not know, it is that time of year where we must look through our records and make sure all of our schedules have the correct retention period. Roger will be assigning each of us portions of what records to look for so we can get through this as soon as possible. We will conduct a final check-in on April 27th before we give the okay to Olivia. Please let me know if you have any questions or concerns.



Olivia Wilson
Yes, and do let me know if you have any questions or if you would just like to chat one-on-one :). Just a reminder that I am always here as your administrator!

1:38PM

Write a Message to Accounting....



 Dashboard

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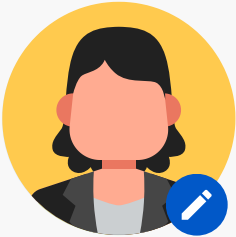
 Messages

 Settings



 Logout

Olivia Wilson
olivia.wilson@amtrak.com



General



Dark Mode



Change Password



Language



Notifications



Information



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