

RECORDS

RETENTION SCHEDULE

Sign In

Let's get started!

Email

jane.santos@amtrak.com

Password

••••••••



Sign In

Continue with



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





RECORDS

RETENTION SCHEDULE

 Dashboard

 Notifications

 My Schedule

 Requests


 Messages

 Settings

 Logout

 Explore RRS...



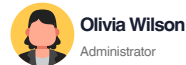
Jane Santos 
Accounting
User

Dashboard

Schedules 



Accounting



CONTACT

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



Administrative

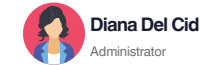


CONTACT

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



Audit

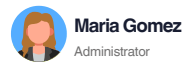


CONTACT

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



Compliance

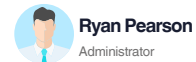


CONTACT

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



Corporate



CONTACT

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



Customer Service



CONTACT

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

Need Help? Ask [Record Riley](#)





NOTIFICATIONS



Jane Santos

Accounting
User

Mark all read

Sort by time ▼



ACC-102-5 Request

Please provide additional details.



3m ago



Olivia Wilson

New Message



5m ago



Olivia Wilson

New Message



2h ago



Settings

Update your password.



3h ago



Maria Gomez

Message Request



5h ago



Olivia Wilson

New Message



7h ago



ACC106-35 Request

Your request was approved.



Yesterday

See More



Today at 10:45AM



Additional Details Required!

Hello, Record Riley here. Your administrator has requested additional details regarding your update request for record ACC-102-5.

Please click on the following link to complete the submission.

CLICK HERE



Welcome back, Jane Santos

Let's take a detailed look at your RRS



Explore your schedule...



Jane Santos

Accounting User

My Accounting RRS



Designated Administrator

Olivia Wilson

123-456-7890



[Message](#)



Search
History



Request
Update

Accounting Records

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



Print



Save

Record Code	Title	Description	Retention Period	Request
ACC102-7	Payroll Employee Time	Base pay record for each employee created to... ▾	7 Years	✓ Done
ACC102-65	Payroll Final Register	Final payroll registers, including detail showing earnings... ▾	10 Years	✓ Done
ACC102-6	Payroll Wage Accounts	Registers (including detail) showing earnings... ▾	5 Years	✓ Done
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	✓ Done
ACC102-45	Payroll Recalls	Base pay record for each employee created to... ▾	8 Years	✓ Done
Show All Records ▾				



RECORDS REQUEST



Jane Santos
Accounting
User

Your Name (Auto)

Jane Santos

Record Code (Select)

ACC-101-7

Title*

Description*

Retention Period*

Comments (Optional)

SUBMIT

Welcome

Hi Jane! How can I be of assistance today?!

How come I can't select the record code on the form?

No problem! A record code is a unique code specific to your department, only the RRS administrators are able to access these codes for record-keeping. If you have any specific request regarding a record code, please send your [administrator](#) a message. Let me know if you have any other questions :)

Start Typing.....



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



Olivia Wilson
No worries! Just let me know...



7h ago



Record Riley
Hey, how can I help...



Yesterday

See More



Accounting

Messages

People (27)

Content

Meetings



Jane Santos
Accounting
User



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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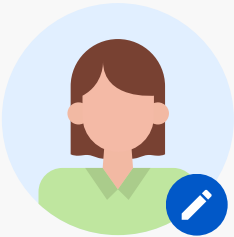
 Messages

 Settings



 Logout

Jane Santos
jane.santos@amtrak.com



General



Dark Mode



Change Password



Language



Notifications



Information



Terms & Conditions



Privacy Policy

