

AMTRAK

Records Retention Schedule Design

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Challenge

Transform a static, dense, 75-page PDF document that is difficult to:

- Navigate
- Search
- Update

Into:

- A more interactive and accessible solution

Outcome:

- Providing a modernized digital approach to records retention at Amtrak

Accounting/Finance

Adopted September 23, 2010
Updated January 6, 2025

Record Code	Title	Description	Retention Period	Event
ACC100-5	Accounts Payable/Accounts Receivable	<ul style="list-style-type: none"> • 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. • Records of tenant payment histories and copies of checks received from tenants to help provide support for any Amtrak/Tenant claims or disputes. • List of total cash receipts based on the amounts due Amtrak accounts receivable or Commercial Development. Copies of checks and paid invoices. • Notification received from customer indicating refusal to pay a portion of or entire bill and reasons why. • Work papers for the amount tenants are billed (monthly, quarterly, annually, and semi-annually). The report is used to control all recurring charge activity to the Tenant Master File. • Summary of credits and debits to tenants' accounts. Detailed list of 'occupant' properties and the current months accounts receivable and SEC, DEP, Balance • (a) Original invoices, supporting documentation, imaged copies of cancelled checks, and check registers documenting disposition received by Accounts Payable from various departments. • (b) Supporting Documents: Copies of documents regarding account payable activities, retained by individual departments other than the Finance department. These files include, though not limited to, copies of financial reports retained for reference and may include department folder reports and supporting information: payment requests, employee expense reports along with supporting documents and information such as vouchers, invoices, receipts, travel tickets, itineraries, travel authorization, and copies of approved Petty Cash slips. • Copy of payments to vendors and additional financial analysis of payments and accruals required for accounting and audit purposes. 	7 Years	

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ACC100-30	Accounting Records - Railroad and Terminal Payment - Electric Traction Apportionment - Authorization Notices	<ul style="list-style-type: none"> • Railroad & Terminal Payment Files: Records documenting payment of charges from various terminals and railroads for use of their rails and facilities per contract. The files include copies of bills and payment authorizations, work papers, and correspondence necessary to approve the bill. • Authorization Notices: Documentation relating to the authority to pay charges outside of contract provisions. The files contain supporting correspondence and record of payment dates. • Railroad & Terminal Cost History: Financial information on monies Amtrak has paid other railroads. The information is used frequently for budgeting. Federal Railroad Agency (FRA) inquiries and planning activities. • Electric Traction Apportionment Records: Records documenting calculation and payment of electrical power for the Northeast Corridor (NEC). The files contain calculations which form the basis of apportioning the costs of power between Amtrak and the commuter authorities. These calculations are based on car miles and consumption rates. Billing statements are distributed to the commuter lines and the prorated portions are collected. 	30 Years	
ACC101-3	Petty Cash	<ul style="list-style-type: none"> • (c) Documents related to the administration of the petty cash fund, i.e., copies of petty cash forms, account coding sheets, reimbursement requests, and reimbursement check stubs. 	7 Years	
ACC102-3	Payroll - Employee Time and Attendance - Inquiries - Payroll Registers and Reports - Wage Accounts - Departmental Timekeeping Records - Taxes - Force Accounts - Furloughs and <u>Recalls</u>	<ul style="list-style-type: none"> • Blank pay record for each employee created to substantiate hours worked. This information is used as an input record to an electronic payroll system. • Notes: This item does not cover the official documentation handled by the Payroll Department or other offices designated to process actual payments. • Refer to the specific functional schedule under Finance for that information. • Registers (including detail) showing earnings, deductions, tax summaries, and amounts paid to each employee by pay period. • Railroad Retirement Tax Act, records which include BA-11, BA-6, BA-4, BA-3D, and all written inquiries. Internet inquiries require paper copy of electronic information provided. 	7 Years	

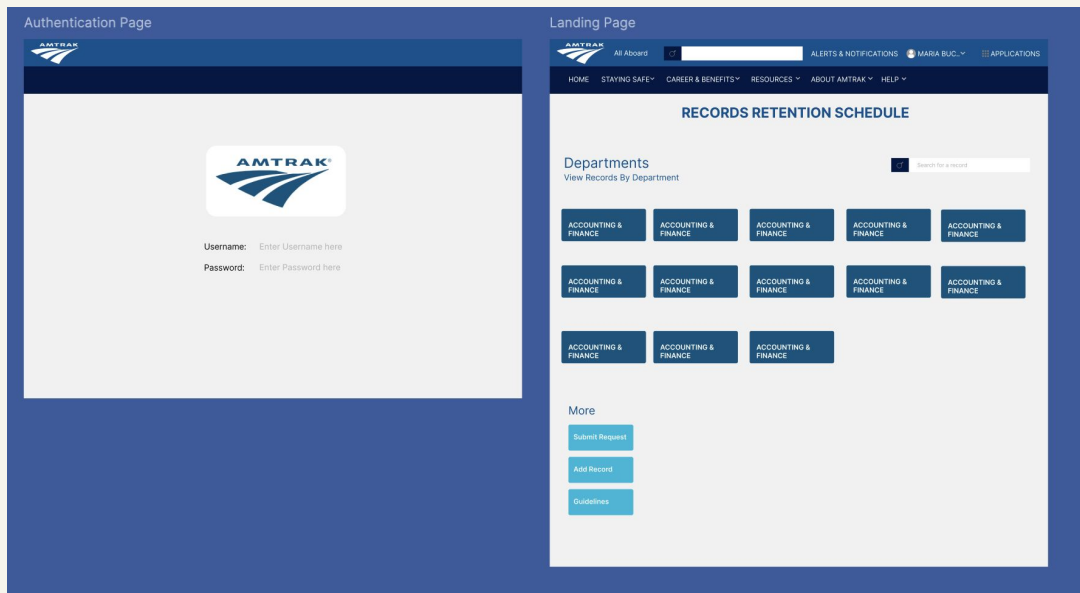
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A Web-Based Solution:

A Figma Prototype

Figma Prototype was developed



BUT..

Instead of wireframes,
what if we created an
actual implementation?

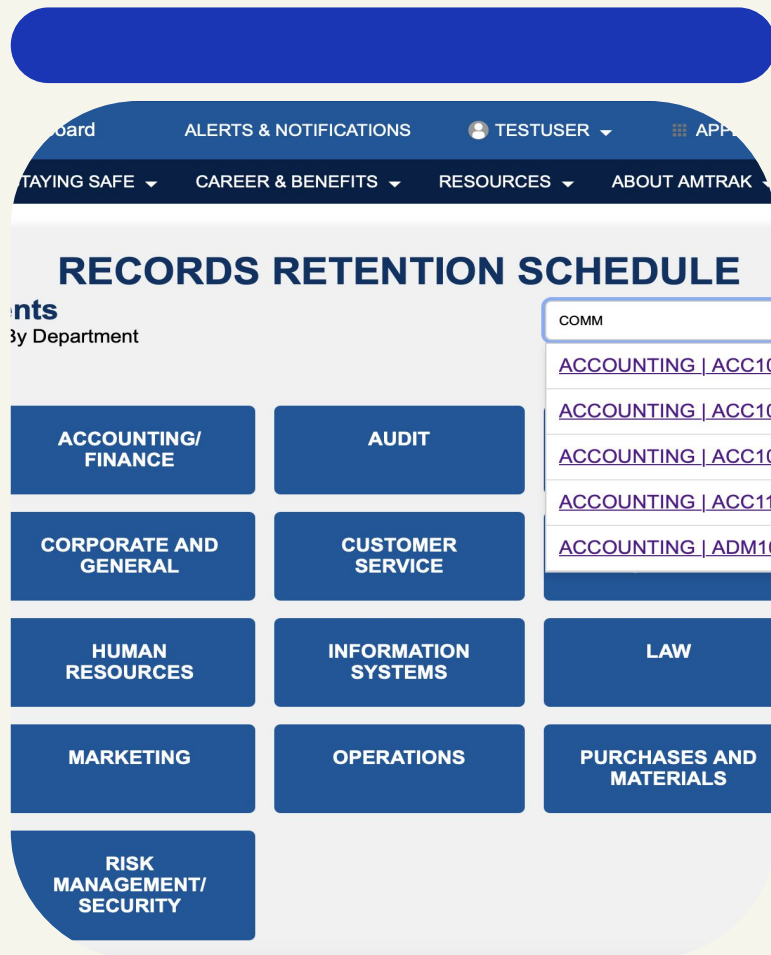
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Full Stack Solution:

Full Stack Development: HTML, CSS, JS, PHP

1. A template.html created for use within each of the 13 .php files.
2. Each .php file included a script (JavaScript) for reading and searching through respective .csv files.
3. XAMPP was utilized to provide a locally-hosted Apache web server to ensure the pages were interactive and functional.
4. Tools Used: Visual Studio Code, XAMPP/Apache, StackOverflow, W3Schools, Mozilla Dev. Network



How to parse?


How to include?

HTML vs PHP

PHP and JS

Information Systems.csv				
A	B	C	D	E
Record Code	Title	Description	Retention Period	Event
IS100-1	System Usage Files		1 Year	
IS100-7	System Documents	Files 1 records 1 sys D. Source Code In		Life of System
IS101-7	Enterprise Architect	Records identifying 7 Years		
IS102	Disaster Recovery B	Electronic copy of Electronic copies 30 Days		
IS103	System Performance Test Files	Electronic files or ref	90 Days	
IS104	Voicemail	Centralized system o	1 day to 4 weeks	
IS105-7	Audit Trails		7 Years	
IS106-1	Interface Logs		1 Year	
IS107	Input / Source Data		90 Days	
IS108	Intranet sites		0 days	Page is supersede
IS109-1	Service Desk Records		1 year	Service is complet
IS110-1	Error Logs		1 year	

Locomotive



HUMAN RESOURCES | HR107-7


LAW | LAW106-7

OPERATIONS | OP108-7

OPERATIONS | OP108-10

OPERATIONS | OP113-7

Search for a record

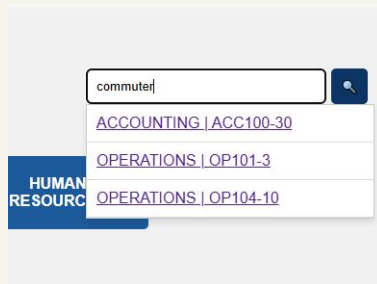


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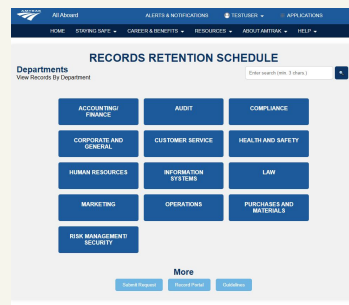
Main Features

Record Code	Title	Description	Retention Period	Event
10000-1	Salary Schedules	Document all salaries and benefits by salary schedule and grade. This document is subject to review by the public under the Freedom of Information Act. This document is subject to review by the public under the Freedom of Information Act. This document is subject to review by the public under the Freedom of Information Act.	5 Years	
10000-2	Personnel Records	Document all personnel records including but not limited to: appointment, promotion, demotion, transfer, resignation, termination, and other personnel actions. This document is subject to review by the public under the Freedom of Information Act.	5 Years	
10000-3	Medical Records	Document all medical records including but not limited to: medical history, physical examination, and other medical information. This document is subject to review by the public under the Freedom of Information Act.	10 Years	Open Access
10000-4	Personnel Records	Document all personnel records including but not limited to: appointment, promotion, demotion, transfer, resignation, termination, and other personnel actions. This document is subject to review by the public under the Freedom of Information Act.	5 Years	
10000-5	Medical Records	Document all medical records including but not limited to: medical history, physical examination, and other medical information. This document is subject to review by the public under the Freedom of Information Act.	10 Years	Open Access
10000-6	Personnel Records	Document all personnel records including but not limited to: appointment, promotion, demotion, transfer, resignation, termination, and other personnel actions. This document is subject to review by the public under the Freedom of Information Act.	5 Years	
10000-7	Medical Records	Document all medical records including but not limited to: medical history, physical examination, and other medical information. This document is subject to review by the public under the Freedom of Information Act.	10 Years	Open Access

Live Search for department-specific PHP pages



Live Search for department-wide entries



Friendly and accessible user interface

```
<?php
session_start(); // Start session for login s

// Check if user is logged in as "testuser"
$is_testuser = isset($_SESSION['username']) &
```

```
<?php if ($is_testuser): ?>
<section id="addRecordForm"
```

Scalable-ready; RBAC can exist

How Live Search Works

```
function fetchSearchResults() {  
  
    fetch(`search.php?query=${query}`) // gets URL of term  
    .then(response => response.json())  
}
```

← This JavaScript fragment allows for live indexing/searching

```
row.style.display = row.innerText.toLowerCase().includes(input) ? "" : "none";
```

← This JavaScript fragment is for department-specific record filtering

```
<?php  
if (isset($_GET['query'])) {  
    $query = strtolower(trim($_G  
    $csv_files = [  
        "accounting.php" => ["fi  
        "audit.php" => ["file" =  
        "compliance.php" => ["fi  
        "corporate.php" => ["fil  
        "customerservice.php" =>  
        "healthsafety.php" => [  
        "hr.php" => ["file" => "  
        "is.php" => ["file" => "  
        "law.php" => ["file" => "  
        "marketing.php" => ["fil  
        "ops.php" => ["file" => "  
        "purchases.php" => ["fil  
        "risk.php" => ["file" =>
```

← This PHP fragment is where each dept.-specific page is matched to their respective CSV

This PHP fragment matches the user's query to a substring; results array to display resulting matches

```
// check if query is in EITHER record code, title, or desc  
if (  
    strpos($record_code, $query) !== false ||  
    strpos($title, $query) !== false ||  
    strpos($description, $query) !== false  
) {  
    $results[] = [  
        "title" => strtoupper($department) . " | " . strtoupper($record_code),  
        "page" => $php_page  
    ];  
}
```

RECORDS RETENTION SCHEDULE

CHAPTER 11
THE FUTURE OF THE FIRM



Abstract

1

[Library Links](#)

U.S. Army Medical Research
Development Command

[!\[\]\(e8fb589d58dad1692debababa5e928b6_img.jpg\)](#)
[!\[\]\(e0595260a7e7840628d1fda6c7638537_img.jpg\)](#)
[!\[\]\(60d8edacfd11f647d696eaa1554a5c33_img.jpg\)](#)

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www.elsevier.com/locate/jmb
J. Mol. Biol. 381 (2004) 101–111

LARRY

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FROM JOURNAL 2

**Journal of
Management Education**

Figure 10

1. *Introduction*

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