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Description of document: The section of the National Railroad Passenger Corporation (Amtrak) Records Retention Schedule pertaining to records associated with the Amtrak Board of Directors, 2010

Requested date: 14-May-2015

Released date: 29-June-2015

Posted date: 11-April-2016

Source of document: FOIA Request
Amtrak FOIA Office
60 Massachusetts Avenue, NE
Washington, DC 20002
Fax: 202-906-2004
Email foiarequests@amtrak.com

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VIA E-MAIL

June 29, 2015

Re: Freedom of Information Act Request
Tracking Number: 15-FOI-00137

Your May 14, 2015 request for information made under the Freedom of Information Act (FOIA) was received via e-mail by Amtrak's FOIA Office on the same date.

Your request seeks "a copy of the section of the Amtrak Records retention schedule that pertains to records associated with Amtrak Board of Directors."

Please find attached the requested information.

If you have any questions regarding the processing of your request, please feel free to contact me at (202) 906-3741 or via e-mail at Hawkins@amtrak.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharron", written in a cursive style.

Sharron Hawkins
Lead FOIA Specialist

Attachment

Corporate and General

Record Code	Description	Retention Period	Event	Crosswalk	Statutory Reference
CORP100-1	Board of Directors - Action Item Lists - Informational Items - Orientation Briefing Book	1 Year 1 Year	Date Issued Distribution to Board When Updated	BL102 BL113 BL107	49 CFR 1220.6, Note A
CORP100-65	Board of Directors - Meeting Materials - Listings	65 Years 65 Years		BL100, PRS103 BL108	49 CFR 1220.6, Note A
CORP101-10	Board of Directors - Director Documentation - Director Correspondence	10 Years 10 Years	Retirement from Board Retirement from Board	BL106 BL111	
CORP102-3	Board of Directors - Director Compensation - Director Pass Privileges - Director Travel Arrangements	3 Years 3 Years 3 Years	Retirement from Board Retirement from Board	BL109 BL109 BL110	