



NATIONAL  
ARCHIVES

December 14, 2016

Ms. Kimberly Toone  
Records Officer  
Federal Railroad Administration  
1200 New Jersey Ave., SE, West Bldg., W34-212  
Washington DC 20590

Dear Ms. Toone:

The National Archives and Records Administration (NARA) was notified by you on November 29, 2016, that the Federal Railroad Administration (FRA) was unable to locate the email records of Mr. Joseph Boardman (FRA Administrator from April 2005 to November 2008) and Ms. Margaret (Peggy) Reid (FRA Associate Administrator for Finance and Administrator from 2008 to 2010).

Your email notified NARA that prior to approval and implementation of the FRA's Capstone approach, FRA was holding email record archives for Ms. Reid for eventual transfer to NARA. In the course of preparing FRA's Capstone submission to NARA, FRA determined that Ms. Reid's email records could not be produced, and that Mr. Boardman's emails were not retained prior to his departure in 2008.

In accordance with 36 CFR 1230.16(b), NARA is requesting that the FRA provide us with a response within 30 calendar days that includes a complete description of the records (including an approximation of the volume and dates of the records that have been lost); a statement of what safeguards have been put into place or will be put into place in order to prevent further loss of records; a further explanation of the exact circumstances surrounding the removal, defacing, alteration, or destruction of the records; and an outline of the actions that the FRA has taken to salvage, retrieve, or reconstruct the records.

NATIONAL ARCHIVES *and*  
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8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

We appreciate your assistance in this matter. If you have any questions, please contact Karyn Skevakis at 301-837-3069 or [karyn.skevakis@nara.gov](mailto:karyn.skevakis@nara.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Laurence Brewer". The signature is fluid and cursive, with the first name "Laurence" being more prominent than the last name "Brewer".

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government

Enclosures



NATIONAL  
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April 6, 2017

Ms. Kimberly Toone  
Records Officer  
Federal Railroad Administration  
1200 New Jersey Ave., SE, West Bldg., W34-212  
Washington DC 20590

Dear Ms. Toone:

The National Archives and Records Administration (NARA) has received the email, dated January 11, 2017, and letter, dated February 23, 2017, from the Federal Railroad Administration (FRA) regarding the allegation of unauthorized disposal of the emails of Mr. Joseph Boardman (FRA Administrator from April 2005 to November 2008) and Ms. Margaret (Peggy) Reid (FRA Associate Administrator for Finance and Administrator from 2008 to 2010).

From the information in the email and letter, NARA has received a description of the records that were destroyed, safeguards that are now in place in order to ensure that such a loss does not occur again, and an explanation of the circumstances surrounding the destruction of the records. In addition, your letter also includes an explanation of the continued attempts to salvage the records.

With the understanding that the FRA's efforts to restore and retain the emails for their required retention periods will continue, NARA considers this matter resolved, and we appreciate your assistance in reaching this determination. If you have any questions, please contact Karyn Skevakis at 301-837-3069 or [karyn.skevakis@nara.gov](mailto:karyn.skevakis@nara.gov).

Sincerely,

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government

Enclosure

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