



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*
RECORDS ADMINISTRATION

8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001

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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.

Sincerely,

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

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

Enclosures