

1. System Name: Riders Advisory Council (RAC)
2. System Location: Office of Project Communications, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Riders Advisory Council applicants.
4. Categories of Records in the System: Names, addresses, phone numbers, email addresses, Metro system usage information, race/ethnicity, education.
5. Principal Purpose: To fill positions on the Riders Advisory Council and maintain contact information for Council members.
6. Routine Uses of Records maintained in the System: General Routine Uses A (Disclosure for Law Enforcement Purposes); D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies and Others); G (Disclosures for Administrative Claims, Complaints and Appeals); and H (Disclosure in Connection with Litigation) apply to this system. Selected information about Riders Advisory Council members may be disclosed to the public.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: Alphabetically by name;
 - Storage**: Hard copy and electronic log in Office of Project Communications;
 - Safeguards**: Hard copy held in lockable file cabinets in lockable offices in access-controlled building; electronic log stored in access-controlled computer system.
 - Retention and Disposal**: Records are not subject to a disposal policy.
8. Systems Manager/Administrator: Director, Office of Project Communications, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her, who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, WMATA employee ID, contractor identification card, or a government-issued identification document. Requests for correction or amendment must identify the information to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website.
10. Records source categories: Riders Advisory Council applicants.