

1. System Name: Contractor Badge (a/k/a WMATA Contractor ID Card).
2. System Location: ID Office, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Individuals who are under contract with Metro, Metro contractor employees, and temporary staff obtained through employment agencies.
4. Categories of Records in the System:

Certification for Issuance of Contractor Badge (current form) and/or **Certification of Eligibility for WMATA Contractor Identification (ID) Card** (old form), both of which contain some or all of the following information: Contractor employee's name, social security number, company name and telephone number, contractor employee's signature and date of application; description of work to be performed by contractor employee; printed name, signature, title of Metro Authorizing Official and date of authorization for access to Metro's properties and facilities; and, if applicable, date of contractor employee's Roadway Worker Protection (RWP) Training and successful completion with signature and date of RWP training instructor.

Consumer Authorization for Release of Personal Information- Contractor Identification Badge and/or Access to Metro Properties and Facilities (current form) and/or **Authorization for Release of Personal Information for a Contractor Badge** (old form), both of which contain some or all of the following information: Contractor employee's name as it appears on license, (as well as maiden or additional names used); date of birth; social security number; company name and telephone number; driver's license number; state of issuance and expiration date of license; copy of government or state issued photo ID card; signature and date of prospective contractor's authorization to run background check; and date of approval or denial of national security background check results and, if applicable, international security background check results.

5. Principal purpose: To determine eligibility for issuance of a Contractor Badge based on criminal background check results.
6. Routine Uses of Records maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); General Routine Use C (Disclosure to Requesting Agencies); General Routine Use E (Disclosure to Courts or Administrative Bodies); General Routine Use F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); General Routine Use G (Disclosure for Administrative Claims, Complaints, and Appeals); and General Routine Use H (Disclosure in Connection with Litigation).

7. Policies and practices for retrieving, storing, accessing, retaining, and disposing of records in the system:

Retrieved by: Last names.

Storage: Electronic database.

Safeguards: All paper records are maintained in a locked office and/or lockable file cabinet. Electronic records are maintained in an access-controlled database (password-protected)

Retention and Disposal: Electronic records retained indefinitely; paper records shredded within 30 days after being scanned.

8. Systems Manager/Administrator: Karl Santacroce, Human Resources Manager, Office of Human Resources, Jackson Graham Building, ID Office, 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 should make a written request to the Systems Manager, listed in paragraph 8, or 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, contractor identification card, or a government-issued identification document. Any individual who wants to contest the contents of a record must contact First Choice Background Screening at (954) 449-7804, located at 6365 Taft Street, Suite 2000, Hollywood FL 33024, and must provide their first and last names and the last four digits of their social security number.

10. Records source categories: Contractor's employer company or representative, prospective contractor, or Metro's Authorizing Official.