

1. System Name: WMATA Public Comment Sign Up Sheets.
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001; Stone Straw Building, 900 Franklin Street, NE, Washington, DC 20017-3497.
3. Categories of Individuals Covered by System: Persons who wish to make public comments at Board Meetings or Public Hearings.
4. Categories of Records in the system: **(a) Board Meetings sign up sheets**: Name, home address, phone numbers, subject for comment, signature; **(b) Public Hearings sign up sheets**: Name, home and email address, phone number.
5. Principal Purpose: To coordinate individuals wishing to provide public comment at Board Meetings or Public Hearings in order to allow individual public comment in an orderly manner, and to take action and/or provide individual response, as necessary.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); D (Disclosure to Congressional Offices or Elected Officials in the Transit Zone); F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); H (Disclosure in Connection with Litigation); and J (Disclosure to the GAO, FTA, or Other Government Oversight Agencies) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: Date of Board Meeting or Date/Subject of Public Hearing.
 - Storage**: Hard copies.
 - Safeguards**: Lockable File Cabinets in access controlled area.
 - Retention and Disposal**: **(a) Board Meeting sign up sheets** – retained for 1 year and then destroyed; **(b)(i) Sign up sheets for public hearings on grants/fares/bus/ major service changes** – retained for 1 year, archived for 10 years and then destroyed; **(b)(ii) Sign up sheets for public hearings on rail/construction** - retained for 1 year and then archived indefinitely.
8. Systems Managers: **(i) Board Meetings Public Comment Sign-up Sheets**: Assistant Board Secretary; **(ii) Public Hearings Public Comment Sign-up Sheets**: Board Logistics Specialist.
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, contractor identification card, or a government issued identification document. Requests for correction or amendment must identify the record 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: Individuals who provide public comment at Board Meetings or public hearings.