

1. System Name: Metrorail Restroom Refusal Report Log.
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: Metrorail Station Managers who refuse customers' requesting restroom access.
4. Categories of Records in the system: Names, employee numbers, station names, mezzanine numbers, date and time of break request, and reasons for refusal.
5. Principal Purpose: To document and track reasons for Station Managers' refusal of restroom facilities to customers at Metrorail Stations.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); E (Disclosure to Courts or Administrative Bodies); F (Disclosure to WMATA Contractors, Grantors, Grantees, Federal Government Agencies, and Others); G (Disclosure for Administrative Claims, Complaints, and Appeals); H (Disclosure in Connection with Litigation), (Disclosure to WMATA Unions); and J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA), or Other Government Oversight Agency) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: By Name and Date.
  - Storage**: Hard copies.
  - Safeguards**: Lockable cabinet in locked office.
  - Retention and Disposal**: Retained in office for 6 months, and then archived at Stone Straw for 6 years before being destroyed.
8. Systems Manager: Assistant Superintendents of Passenger Operations.
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: Station Managers who refuse customers restroom access.