

1. System Name: WMATA Accounts Receivables /Debt Collection Records.
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: Individuals and employees who owe WMATA money.
4. Categories of Records in the system: Names, addresses, social security numbers, phone numbers, and employee identification numbers, nature of debt, debt amount, collection efforts utilized, correspondence.
5. Principal Purpose: To recover funds owed to WMATA by employees and other individuals.
6. Routine Uses of Records Maintained in the System: General Routine Use B (Disclosure Incident to Requesting Information); F (Disclosure to contractor, Grantees, and others); G (Disclosures for Administrative Claims, Complaints, and Appeals; and H (Disclosure in Connection with Litigation) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: Employee identification number and last name.
 - Storage**: Hard copy.
 - Safeguards**: Lockable file in Access Controlled Office.
 - Retention and Disposal**: Active until collected or written off, and then destroyed after seven years.
8. Systems Manager: Accounts Receivable Supervisor in the Office of Accounting.
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: WMATA Departments, contractors, and other entities.