

1. System Name: D-Base 4.
2. System Location: Carmen Turner Facilities, 3500 Pennsy Drive, Hyattsville, MD 20785.
3. Categories of Individuals Covered by System: Plant Maintenance Employees.
4. Categories of Records in the System: Names, social security numbers, home addresses, home telephone numbers, cell phone numbers, emergency contact, evaluation dates, promotional information, job title, seniority, and location.
5. Principal Purpose: Locate employees, track absenteeism and promotion information of hourly employees.
6. Routine Uses of Records Maintained in the System: General Routine Use 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); H (Disclosure in Connection with Litigation); and I (Disclosure to WMATA Unions) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: Name and position control number.
  - Storage**: Electronic Database.
  - Safeguards**: Access limited to Plant Maintenance administrative and senior staff only.
  - Retention and Disposal**: Deleted upon termination, inactive status, transfers, retirement or death.
8. Systems Manager: Operations Support Supervisor, Office of Plant Maintenance, OPER.
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 supervisors and employees.