

EXEMPTIONS APPLY TO THIS SYSTEM (see paragraph 9)

1. System Name: Records of Requests Made Under WMATA's Public Access to Records and Privacy Policies
2. System Location: Office of Counsel, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001
3. Categories of Individuals Covered by System: Individuals who make requests under WMATA's Public Access to Records and Privacy Policies.
4. Categories of Records in the System: Public Access to Records requests, Privacy policy requests, notarized releases, powers of attorney, copies of birth certificates, copies of driver's licenses, copies of guardianship documents, correspondence relating to requests, documents responsive to requests, names, home addresses and phone numbers, work addresses and phone numbers, email addresses, social security numbers, SmarTrip card numbers, dates and places of birth, photographs, signatures.
5. Principle Purpose: To ensure timely and complete responses to requests for records made under WMATA's Public Access to Records and Privacy Policies.
6. Routine Uses of Records maintained in the System: General Routine Uses A (Disclosure for Law Enforcement Purposes); D (Disclosure to Congressional/Legislative Offices); E (Disclosure to Courts or Administrative Bodies); F (Disclosure of Contractor, Grantees, Federal Government Agencies 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**: Requester's name, request number;
 - Storage**: Hard copy and electronic log;
 - Safeguards**: Hard copy maintained in lockable file cabinets, in a lockable office in an access-controlled building. Electronic log maintained on a limited-access computer system;
 - Retention and Disposal**: Hard-copy retained at least one year in Office of Counsel and up to ten years at offsite archive. Hard-copy and electronic log entries subject to destruction once ten-years old.
8. Systems Manager/Administrator: PARP/Privacy Administrator, 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, 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, WMATA employee ID, contractor identification card, or a government-issued identification document. Requests for correction or amendment must identify the information 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. **To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions," this system may contain information that is exempt from the provisions that permit access or contest. Exemptions may be complete or partial, depending on the particular exemption applicable. WMATA may in its discretion, however, grant individual requests for access or to contest a record if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect.**

10. Records source categories: Individuals who make requests under WMATA's Public Access to Records and Privacy Policies; individuals who provide notarized releases to accompany requests under WMATA's Public Access to Records and Privacy Policies; online databases.