

1. System Name: Civil Rights Files.

2. System Location: Jackson Graham Building, 600 Fifth Street, N.W., 7th Floor, Washington, DC 20001.

3. Categories of Individuals Covered by the System:

Persons making complaints regarding alleged violations of Title VI and Title VII and WMATA's non-discrimination policy; employees making complaints regarding enforcement of WMATA's discipline and performance standards if related to Title VII; persons making complaints regarding workplace violence. Witnesses and other persons providing information in furtherance of the investigation of complaints. Persons making determinations regarding the merits of the complaint.

4. Categories of Records in the System:

Complaints, EEOC Charges, witness statements, selection packages if related to Title VII complaints, documents supporting and refuting complaints, final reports of investigation.

5. Principal Purpose:

To assure that WMATA is in compliance with applicable non-discrimination laws and to assure that WMATA's non-discrimination policies are enforced. To monitor workplace violence. To review and investigate employee discipline and performance when related to Title VII.

6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); General Routine Use B (Disclosure Incident to Requesting Information); General Routine Use C (Disclosure to Requesting Agencies with jurisdiction over WMATA); General Routine Use D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); General Routine Use E (Disclosure to Courts or Administrative Bodies); General Routine Use F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); General Routine Use G (Disclosure for Administrative Claims, Complaints, and Appeals); General Routine Use H (Disclosure in Connection with Litigation); General Routine Use J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA), or Other Government Oversight Agencies).

7. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Retrieved by: Name and employee identification number.

Storage: Hard copies.

Safeguards: Locked file cabinet in locked office which cannot be accessed with a master key. Electronic data is on drive restricted to CIVR employees.

Retention and Disposal: Records are stored in JGB for 3 years. They are then stored at Stonestraw for an additional 4 years after which they are destroyed.

8. Systems Manager: Director of Civil Rights.

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. **To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions", and applicable statutes and court rules, 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 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. However, WMATA may not exercise discretion in a manner inconsistent with statutes or court rules.**

10. Records Source Categories: Complainants, customers, applicants, employees, witnesses, and contractors and their employees.