

1. System Name: Land Acquisition/Disposition Files.
2. System Location: Jackson Graham Building, Office of Property Development and Management, 600 Fifth Street, NW, Washington, DC 20001, and Stone Straw Building, 900 Franklin Street, NE, Washington, D.C. 20017-3497.
3. Categories of Individuals Covered by System: Home/property owners from whom WMATA has acquired or plans to acquire property or to whom WMATA has sold property or plans to sell property.
4. Categories of Records in the system: Names, home addresses and phone numbers.
5. Principal Purpose: To contact/solicit owners of property that have been identified for acquisition or disposition.
6. Routine Uses of Records Maintained in the System: General Routine Use F (Disclosure of Contractor, Grantees and Others); 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**: Parcel number then name.
 - Storage**: Electronic and paper files.
 - Safeguards**: All records are maintained in lockable cabinet in an access controlled area or in an access controlled electronic database.
 - Retention and Disposal**: Indefinitely.
8. Systems Manager: Head of Management Section in the Office of LAND.
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: Real property databases.