

1. System Name: Immigration Verification Forms (I-9)
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001
3. Categories of Individuals Covered by System: WMATA employees
4. Categories of Records in the System: Names, social security numbers, home addresses, date of birth and immigration status
5. Principal Purpose: To verify immigration status and authorization to work in the United States in compliance with immigration laws.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes), B (Disclosure Incident to Requesting Information), D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone), E (Disclosures to Court or Administrative Bodies), 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: By name
 - Storage: Electronic
 - Safeguards: Secured I-9 system, restricted access, password required
 - Retention & Disposal: All current (active) Employees. Terminated Employees – keep for one year after termination date or 3 years from the date of hire, whichever is later and then destroy.
8. Systems Manager: Manager, HR Operations
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 HR Records Manager or 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 which is posted on WMATA's website.
10. Records Source Categories: Employees and Former Employees