

1. System Name: Employee Assistance Program (EAP) Records.
2. System Location: WMATA Medical Office, 616 H Street, NW, Lower level Washington, DC 20001.
3. Categories of Individuals Covered by System: Employees and contractors.
4. Categories of Records in the System: Employee name, employee ID number, doctors' certificates for medical absences, doctors' referrals, medical examination results, psychological reports, drug and alcohol test results, medical examiner's case/progress notes, verification of treatments, medical examiner prescription forms, return-to-duty notices and evaluations, intake forms, employee contract for EAP enrollment.
5. Principle Purpose: Track and document employees' adherence to EAP Program which provides assistance to individuals having emotional and addiction problems and work performance issues in order to return individuals to duty and improve work performance.
6. Routine Uses of Records maintained in the System: General Routine Uses: A (Disclosure for Law Enforcement Purposes); B (Disclosure Incident to Requesting Information); C (Disclosure to Requesting Agency); H (Disclosure of Contractor, Grantees, and Others); I (Disclosures for Administrative Claims, Complaints and Appeals); and K (Disclosure in Connection with Litigation). **Records can be released to the individual who is the subject of the file after signing a release of information to self; additionally all other requests are by court order only, unless it is internal counsel.**
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:  
  
**Retrieved by: Employee name, employee ID number or System assigned number.**  
**Storage: Hard copies moving to e-copies over the next year.**  
**Safeguards: Secured (cypher locked) File Rooms.**  
**Retention and Disposal: Minimum retention 7 years for hard copy, e-copy indefinite at this time, disposal shred within the office.**
8. Systems Manager/Administrator: Director of Medical Services, 616 H Street, NW, Lower level 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, 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.

10. Records source categories: Employees, contractors, doctors, drug and alcohol testing entities, WMATA departments/offices.