

1. System Name: Long-Distance and Cell Phone Bills
2. System Location: Office of Administrative Programs & Services, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001 (cell phone bills); Systems Maintenance Facility, 195 Telegraph Rd., Alexandria, VA 22314 (long-distance bills).
3. Categories of Individuals Covered by System: WMATA employees who have WMATA long-distance access codes and/or WMATA cell phones assigned to them.
4. Categories of Records in the System: Phone bills including originating and destination phone numbers, cities and states; dates and duration of calls; names; and work locations.
5. Principal Purpose: To ensure employees pay for personal cell and long-distance phone calls.
6. Routine Uses of Records maintained in the System: General Routine Uses E (Disclosure to Court or Administrative Body); F (Disclosures to Contractors, Grantors, Grantees, Federal Government Agencies and Others); G (Disclosures for Administrative Claims, Complaints and Appeals); H (Disclosure in Connection with Litigation) and J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA) or Other Government Oversight Agencies) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: Phone number;
  - Storage**: Cell phone bill hard copies in Office of Administrative Programs & Services; long-distance bill master copy in electronic form in the Communications Branch (Office of Track and Structure and Systems Maintenance (TSSM)), which distributes hard copies to Authority offices;
  - Safeguards**: Cell phone bills are contained in lockable file cabinets in lockable office space at an access-controlled building; long-distance electronic master bills are contained on a password-protected personal computer in a secured office; long-distance hard copy safeguards vary by location but generally include lockable offices in access-controlled buildings.
  - Retention and Disposal**: Detailed cell phone bills are subject to destruction one year after payment; long-distance electronic master bills are subject to destruction after one year, long-distance hard copy destruction varies by office.
8. Systems Manager/Administrator: Director, Administrative Programs & Services, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001 (cell phone bills); Superintendent, Communication Systems Maintenance, 195 Telegraph Road, Alexandria, VA, 22314 (long-distance

phone bills).

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.

10. Records source categories: WMATA employees, supervisors and phone service providers.