

1. System Name: Parking Non-Payer Identification Reports
2. System Location: Office of Parking, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Customers who complete Non-Payer Identification Reports (NPIR) at WMATA parking facilities when they are unable to pay parking fees, and who then submit payment to a WMATA address other than the lockbox address identified on the NPIR form.
4. Categories of Records in the System: Non-Payer Identification Reports, copy of checks submitted in payment of parking fees, names, addresses, phone numbers, vehicle license plate numbers, bank account information on checks.
5. Principal Purpose: To track customer payments of parking fees not submitted to the NPIR lockbox address, and to ensure payment of parking fees.
6. Routine Uses of Records maintained in the System: General Routine Uses 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); F (Disclosure 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**: Names, dates and parking facility locations;
 - Storage**: Hard copy and electronic log;
 - Safeguards**: Hard copy held in securable office in access-controlled building; electronic log stored in access-controlled computer system;
 - Retention and Disposal**: Hard-copy retained up to six months in Office of Parking, thereafter at offsite archives. Records are not subject to a disposal policy.
8. Systems Manager/Administrator: Assistant Superintendent, Office of Parking, Jackson Graham Bldg., 600 Fifth Street, NW, 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, 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: Customers of WMATA parking lot facilities who complete Non-Payer Identification Reports (NPIR) when they are unable to pay parking fees, and who then submit payment to a WMATA address other than the lockbox address identified on the NPIR form.