

1. System Name: Background Checks for Employees of WMATA Parking Customer Assistant Representative (PCAR) Contractor.
2. System Locations: Office of Parking, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001; PCAR Contractor.
3. Categories of Individuals Covered by System: Individuals who apply for employment with WMATA's PCAR contractor.
4. Categories of Records in the System: Names, addresses, social security numbers, driver's license numbers, dates of birth, signatures.
5. Principal Purpose: To conduct background checks on individuals who apply for employment with WMATA's PCAR contractor.
6. Routine Uses of Records maintained in the System: General Routine Uses A (Disclosure for Law Enforcement Purposes); B (Disclosure Incident to Requesting Information); 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**: Alphabetically by name;
  - Storage**: Hard copy in Office of Parking;
  - Safeguards**: Maintained in securable location in access-controlled building;
  - Retention and Disposal**: Hard-copy retained in Office of Parking up to one year after end of PCAR contract, thereafter retained 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: Individuals who apply for employment with WMATA's PCAR contractor; WMATA's PCAR contractor; WMATA's background check contractor.