

1. System Name: Personnel Files
2. System Location: Official Personnel Files are in the Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001 - Human Resources Operations, 7<sup>th</sup> Floor. Other subsidiary files are located in offices throughout the Authority, generally within the purview of an Office Manager or Superintendent and at our Offsite Records Storage Depository where paper records are archived.
3. Categories of Individuals Covered by System: WMATA employees, current and former.
4. Categories of Records in the System: (1) Official Personnel Files (OPF) maintained by WMATA's Office of Human Resources Operations as the formal record of personnel decisions and actions affecting a person while employed at WMATA. The file documents critical information regarding the employee, such as background checks and beneficiary information, and compliance with employment requirements, such as receipt of the standards of conduct; (2) Field Personnel Files maintained locally by departments, offices and divisions within WMATA. While these generally contain duplicates of the formal personnel action reports contained in the OPFs, these files are generally more comprehensive than the OPF, as they contain more information about an employee, such as customer commendations and complaints; accident reports, all disciplinary actions, including counseling and letters of reprimand; detailed information relating to attendance and detailed information relating to performance; (3) Automated systems for retrieving disciplinary information about prior disciplinary actions such as OTRACs; (4) emergency contacts for employees. Documents may include names, employee ID numbers, home addresses, social security numbers, dates of hire, etc.
5. Principle Purpose: To record and document personnel decisions regarding employees
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); D (Disclosure to Congressional/Legislative Offices); E (Disclosure to Courts or Administrative Bodies); G (Disclosures for Administrative Claims, Complaints and Appeals); H (Disclosure in Connection With Litigation); I (Disclosure to WMATA Unions) and J (Disclosure to the GAO and FTA) apply to this system. A recurring routine use of personnel files is to state and local authorities in regard to enforcement of domestic support claims.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

Retrieved by: Name or by Employee Id. No.

Storage: Official personnel files and field files are maintained in hard copy and electronic format. Other records are maintained in database.

Safeguards: Official personnel files are maintained in a locked office with extremely limited access. Other paper records are maintained in locked file drawers or locked rooms. Electronic records are maintained in an access-controlled database.

Retention and Disposal: Indefinitely.

8. Systems Manager/Administrator: Karl Santacroce, Human Resources Operations, 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 Office of Human Resources Management Services, 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 be submitted to the Director of Human Resources Management Services and must identify the information to be changed and the corrective action sought. Complete procedures for reviewing, amending and contesting personnel records are set out in WMATA's Official Employee Records Policy Instruction, P/I 7.17 which is posted on WMATA's intranet website.

10. Records source categories: data subject and supervisors and managers.