

EXEMPTIONS APPLY TO THIS SYSTEM

1. System Name: Employment Background Investigation files.
2. System Location: Jackson Graham Building, 600 Fifth Street, N.W., 5th Floor, Washington, DC 20001
3. Categories of Individuals Covered by the System: MTPD applicants who are being considered for employment.
4. Categories of Records in the System: Medical information, criminal records checks, financial information, police identification numbers, date of birth, social security number, physical description.
5. Principal Purpose: Document results of background investigations of applicants to MTPD.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); General Routine Use B (Disclosure Incident to Requesting Information); General Routine Use C (Disclosure to Requesting Agencies); General Routine Use D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); General Routine Use E (Disclosure to Courts or Administrative Bodies); General Routine Use F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); General Routine Use G (Disclosure for Administrative Claims, Complaints, and Appeals); General Routine Use H (Disclosure in Connection with Litigation); General Routine Use I (Disclosure to WMATA Unions); General Routine Use J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA), or Other Government Oversight Agencies).
7. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

_____ Retrieved by: Background identification number which is linked to the applicant's name.

_____ Storage: Hard copies and electronically.

_____ Safeguards: Hard copies are kept in locked cabinets in a locked room staffed by sworn police officers. Keys to the room and cabinets are not on a master lock and have limited distribution. Electronic information is secured by passwords.

_____ Retention and Disposal: Hard copies are retained while space is available. Then, the hard copies are removed to a file room on level B-3 of JGB where they are retained for 7 years. Thereafter, they are destroyed. Electronic information is retained indefinitely.

8. Systems Manager: MTPD Commander, Training Division.

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, contractor identification card, or a government issued identification document. Requests for correction or amendment must identify the record 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. **_To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions", and applicable statutes and court rules, this system may contain information that is exempt from the provisions that permit access or contest. Exemptions may be complete or partial, depending on the particular exemption applicable. WMATA may in its discretion grant individual requests for access or to contest a record if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. However, WMATA may not exercise discretion in a manner inconsistent with statutes or court rules.**

10. Records Source Categories: MTPD applicants, MTPD investigators, information obtained from FBI National Criminal Information Center and FBI Interstate Identification Index.