

1. System Name: Travel Authorizations for Board Members and Employees who attend APTA and COMTO Conferences.
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Board Members and employees who attend APTA and COMTO conferences.
4. Categories of Records in the system: Names, social security numbers , employee identification numbers, and home phone numbers; hotel and restaurant receipts for Board Members on Authority per diem.
5. Principal Purpose: To manage travel authorizations and to make quarterly reports to the WMATA Board of Directors regarding Board Members and employee travel for APTA and COMTO conferences.
6. Routine Uses of Records Maintained in the System: General Routine Use 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); H (Disclosure in Connection with Litigation); and J(Disclosure to the GAO, 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**: By date of travel and then last name.
 - Storage**: Hard copies.
 - Safeguards**: Locked cabinet in access controlled area.
 - Retention and Disposal**: 3 years and then destroyed
8. Systems Manager: Assistant Board Secretary.
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.
10. Records Source Categories: Board Members and employees who attend APTA and COMTO Conferences; location sites.