

1. System Name: Accident Investigation Records for Employees Injured in Work-Related Accidents.
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001
3. Categories of Individuals Covered by System: WMATA employees who have work-related accidents and injuries.
4. Categories of Records in the system: (1) *Injured Employee*: name, date of accident, type of injury, seniority date, work identification number, home and work phone numbers, last day of work; (2) *Witnesses*: names, work identification numbers, seniority dates, and home and work phone numbers.
5. Principal Purpose: To determine cause of accident that injured employee and to prevent recurrence of accident.
6. Routine Uses of Records Maintained in the System: General Routine Use D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone), E (Disclosures to Court or Administrative Bodies), 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 disclosures to the Tri-State Oversight Committee, the Occupational Safety and Health Administration, and the National Transportation Safety Board apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by: File Number and then Injured Employee's Name
 - Storage: Hard copies (year 1), then scanned to Adobe for electronic storing via CD Rom.
 - Safeguards: Lockable file cabinet.
 - Retention and Disposal: 10 years and then shredded.
8. Systems Manager: Manager, Occupational Safety and Training and Manager, Accident Investigation/Prevention.
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: Injured employees and witnesses.