

1. System Name: Employee Paid Parking
2. System Location: Office of Administrative Programs & Services, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Current and former employees who apply for paid parking.
4. Categories of Records in the System: Application for Paid Parking, names, employee identification numbers, drivers' license numbers, vehicle makes, models and license plate numbers.
5. Principal Purpose: To administer paid parking spaces.
6. Routine Uses of Records maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); B (Disclosure Incident to Requesting Information); C (Disclosure to Requesting Agencies); 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. We may disclose the information in this system to government licensing and vehicle administration agencies to verify driver's license, handicap tag and vehicle inspection status.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: Alphabetically by name;
 - Storage**: One calendar year hard copies in Office of Administrative Programs & Services;
 - Safeguards**: Contained in lockable cabinet drawer in lockable office suite in access-controlled building;
 - Retention and Disposal**: Subject to destruction after one year.
8. Systems Manager/Administrator: Director, Office of Administrative Programs & Services, 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: WMATA employees, assistants to employees and government licensing and vehicle administration agencies.