

1. System Name: Visitor Register and Jackson Graham Building (JGB) Vehicle Entry/Exit Log.
2. System Location: Jackson Graham Building, 600 Fifth Street, N.W., Level B-2, Washington, DC 20001.
3. Categories of Individuals Covered by the System: a) *Visitor Register*: Persons entering JGB without valid WMATA identification or WMATA uniform; b) *JGB Vehicle Entry/Exit Log*: WMATA employees taking and returning WMATA vehicles from parking level.
4. Categories of Records in the System: a) *Visitor Register*: Name of visitor and firm, Employee/area visited, name and department of authorizing WMATA employee, times in and out, badge number of WMATA employee. b) *JGB Vehicle Entry/Exit Log*: vehicle number, operator's license numbers, employee identification numbers, entry and exit times, office to be visited, date, name of officer on duty, shift.
5. Principal Purpose: a) *Visitor Register*: Track presence of non-WMATA personnel into JGB; b) *JGB Vehicle Entry/Exit Log*: Track use of WMATA vehicles garaged at JGB.
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:
  - \_\_\_\_\_ a) Retrieved by: Date and name.
  - \_\_\_\_\_ b) Storage: Hard copies.
  - \_\_\_\_\_ c) Safeguards: Locked office manned by armed officers.
  - \_\_\_\_\_ d) Retention and Disposal: Documents are retained for a year and a half. They are then shredded.
8. Systems Manager: Deputy Chief of Police, Protective Services Bureau.

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: a) *Visitor Register*: Persons entering JGB without valid WMATA identification or WMATA uniform. b) *JGB Vehicle Entry/Exit Log*: WMATA employees removing a WMATA vehicle from JGB.