

1. System Name: WMATA's Individual Tenant Files.
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Individual tenants of WMATA.
4. Categories of Records in the System: Lease documents, including lease location, tenant names, home or corporate addresses and phone numbers, payment information, collection, and maintenance activities.
5. Principal Purpose: To contact lessors/lessees in relation to leases.
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 F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); and H (Disclosure in Connection with Litigation) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by: By name.
  - Storage: Electronic and paper files.
  - Safeguards: All records are maintained in lockable cabinet in an access-controlled area and in an access-controlled electronic database.
  - Retention and Disposal: Electronic records retained indefinitely; paper records retained for 7 years.
8. Systems Manager/Administrator: Anabela Talaia, Program Manager, Real Estate, Office of Real Estate and Station Planning, Jackson Graham Building, 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 Systems Manager, listed in paragraph 8, or 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, which is posted on WMATA's website.
10. Records Source Categories: Individual tenants.