

1. System Name: Employee Take Home Vehicles Records.
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001 and Carmen Turner Facilities.
3. Categories of Individuals Covered by System: WMATA employees who are assigned take home vehicles.
4. Categories of Records in the system: Name of employee, employee identification number, car, job title.
5. Principal Purpose: To track employees who have take home vehicles to impute taxable income.
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 (Disclosing to Requesting Agencies); D (Disclosure to Congressional Officers or Offices of Elected Officials in the Transit Zone); E (Disclosure to Courts or Administrative Bodies); F (Disclosure to WMATA Contractors, Grantors, Grantees, Federal Government Agencies, and Others); H (Disclosure in Connection with Litigation) and disclosure, only as required by law, to the Internal Revenue Service and any state or local taxing body for imputing income associated with this benefit apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: By last name.
  - Storage**: Hard copy.
  - Safeguards**: Locked Office in Access Controlled Area.
  - Retention and Disposal**: Hard copy kept indefinitely.
8. Systems Manager: Payroll Manager in the Payroll Branch of the Office of Accounting.
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: Department of Operations.