

1. System Name: Third Party Liability Files.
2. System Location: WMATA, Third Party Liability, 8th Floor, 600 5th Street, NW, Washington, DC 20001
3. Categories of Individuals Covered by the System: Individuals (other than WMATA employees) involved in accidents involving WMATA vehicles or property or who have filed claims for money damages for injury, death or property damage allegedly caused by the wrongful acts or omissions of WMATA, its employees, or agents.
4. Categories of Records in the System: Records of claims including report of claim forms, investigative reports, witness statements (written, transcribed or on tape), damage estimates and receipts, medical records, reports of independent medical examinations, correspondence, photographs, police reports, urinalysis tests, weather reports, reserve information, and other documents relating to an assessment of the validity of a claim.
5. Principal Purpose: To assist Third Party Liability in tracking, processing, evaluating and resolving claims; to assist in making claims under insurance policies; and to assist trial attorneys and outside counsel in the preservation and presentation of evidence for trial in the event that claims cannot be administratively resolved.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); 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 J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA), or Other Government Oversight Agencies. These records may also be released as necessary in order to process claims.
7. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Retrieved by: Name of individual, corporation or agency; assigned claim number; date of incident.

Storage: Hard copies maintained in file cabinets. Electronic records kept on a proprietary system with web based access.

Safeguards: Locked suite of offices. Hard copies kept in locked file cabinets. Electronic copies are protected by user group and password.

Retention and Disposal: Records are stored in JGB for 3 years. Then, they are stored at Stonestraw for an additional 7 years. Electronic copies are kept indefinitely at JGB.

8. Systems Manager: Manager, Third Party Liability.

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: Claimants, health care professionals, law enforcement, attorneys, witnesses, WMATA employees, repair providers.