

Washington Metropolitan Area Transit Authority
PARP Quarterly Report: October 1, 2018 – December 31, 2018

WMATA's Office of General Counsel submits the following information to the General Manager/Chief Executive Officer in accordance with PARP § 11.1:

I. Basic Information Regarding the PARP and the Quarterly Reports

The PARP was enacted in accordance with WMATA's interstate compact and, as such, carries the force of law. See D.C. Code Ann § 9-1107.01(12).

The text of the PARP is available in its entirety on WMATA's web site at <https://www.wmata.com/about/records/public-records.cfm> under the section labelled "Legal Affairs."

All quarterly PARP reports dated from October 1, 2005, to the present are available on WMATA's web site at <https://www.wmata.com/about/records/>, under the section labelled "Public Access to Records Quarterly Reports."

II. How To Submit a PARP Request

A. **By mail at:** Washington Metropolitan Area Transit Authority
Office of General Counsel
600 Fifth Street NW
Washington, DC 20001

RE: PARP Request

B. **By email at:** PARP@wmata.com

C. **By facsimile (fax) at:** (202) 962-2550

For complete information regarding filing requirements, please see PARP § 7.0, which is available on WMATA's web site as described above.

Washington Metropolitan Area Transit Authority
PARP Quarterly Report: October 1, 2018 – December 31, 2018

III. Key Definitions

1. **Appeal** – a written statement requesting reconsideration of the disposition of a PARP request or a fee waiver decision. Upon exhaustion of the administrative appeal process, a requester may seek judicial review of WMATA's final decision.
2. **Backlogged Request** – a PARP request that has exceeded the prescribed time for a response (for routine requests – 20 business days; for complex requests – 30 business days).
3. **Closed Request** – a PARP request for which WMATA has taken final action.
4. **Complex Request** – a PARP request that generates voluminous records (totaling more than 200 pages) or requires coordination with multiple stakeholders within or outside WMATA.
5. **Denial** – an unfavorable response to a PARP request, which does not culminate in the release of any requested records.
6. **Exemption** – a category of records that is not subject to release under the PARP.
7. **Expedited Request** – a PARP request that is taken out of order for priority processing because of circumstances in which the lack of expedited treatment could be reasonably expected to pose an imminent threat to the life or physical safety of an individual, or because of an urgent need to inform the public about an actual or alleged WMATA activity in accordance with PARP § 7.10.2 b (ii).
8. **External Stakeholder** – an entity outside WMATA (generally a requester or third-party contractor) involved in processing PARP requests.
9. **Fourth Quarter (4Q) 2018** – the period from October 1, 2018 – December 31, 2018, inclusive.
10. **Full Grant** – a completely favorable response to a PARP request, culminating in the release of all requested records without redaction.
11. **Mean Processing Time** – the mean of the set of relevant processing times.
12. **Median Processing Time** – the middle value of the set of relevant processing times.
13. **Media Request** – a PARP request submitted on behalf of an entity whose primary activity involves publishing or otherwise disseminating information to the general public to the extent records are requested for a news story.
14. **PARP Request** – a written statement requesting WMATA records under the PARP.
15. **Partial Grant** – a less than completely favorable response to a PARP request, which excludes information determined to fall under one or more prescribed exemptions.
16. **Processing Time** – the duration that a PARP request was pending.
17. **Routine Request** – a PARP request that requires less than two hours of staff time to process.
18. **Working Days** – excluding weekends and federal holidays.

Washington Metropolitan Area Transit Authority
 PARP Quarterly Report: October 1, 2018 – December 31, 2018

IV. Quarterly Overview:

a. Total Requests

No. of PARP Requests Pending at Start of 4Q 2018	90
No. of PARP Requests Pending at End of 4Q 2018	86
No. of PARP Requests Received in 4Q 2018	74
No. of PARP Requests Closed in 4Q 2018	78
Mean Processing Time of Requests Closed in 4Q 2018 (in Working Days)	74
Median Processing Time of Requests Closed in 4Q 2018 (in Working Days)	52

b. Requests for Expedited Processing

No. of Requests for Expedited Processing Received in 4Q 2018	4
No. of Requests for Expedited Processing Granted in 4Q 2018	2
No. of Requests for Expedited Processing Denied in 4Q 2018	2
No. of Requests for Expedited Processing Mooted in 4Q 2018	0
No. of Expedited Requests Pending at Start of 4Q 2018	0
No. of Expedited Requests Pending at End of 4Q 2018	0
No. of Expedited Requests Closed during 4Q 2018	2
Mean Processing Time of Expedited Requests Closed in 4Q 2018 (Working Days)	11
Median Processing Time of Expedited Requests Closed in 4Q 2018 (Working Days)	11

c. Routine and Complex Requests

No. of Routine PARP Requests Closed in 4Q 2018	39
No. of Complex PARP Requests Closed in 4Q 2018	39
Mean Processing Time of Routine PARPs Closed in 4Q 2018 (Working Days)	55
Median Processing Time of Routine PARPs Closed in 4Q 2018 (Working Days)	31
Mean Processing Time of Complex PARPs Closed in 4Q 2018 (Working Days)	93
Median Processing Time of Complex PARPs Closed in 4Q 2018 (Working Days)	68

d. Media Requests

No. of Media PARP Requests Received in 4Q 2018	8
No. of Media PARP Requests Closed in 4Q 2018	11
Mean Processing time of Media PARPs Closed in 4Q 2018 (Working Days)	126
Median Processing Time of Media PARPs Closed in 4Q 2018 (Working Days)	113

e. Backlogged Requests

No. of Backlogged PARP Requests at start of 4Q 2018	73
No. of Backlogged PARP Requests at close of 4Q 2018	64
Mean Processing Time of Backlogged PARPs Closed in 4Q 2018 (Working Days)	100
Median Processing Time of Backlogged PARPs Closed in 4Q 2018 (Working Days)	84

Washington Metropolitan Area Transit Authority
 PARP Quarterly Report: October 1, 2018 – December 31, 2018

V. Status of Oldest PARP Requests:

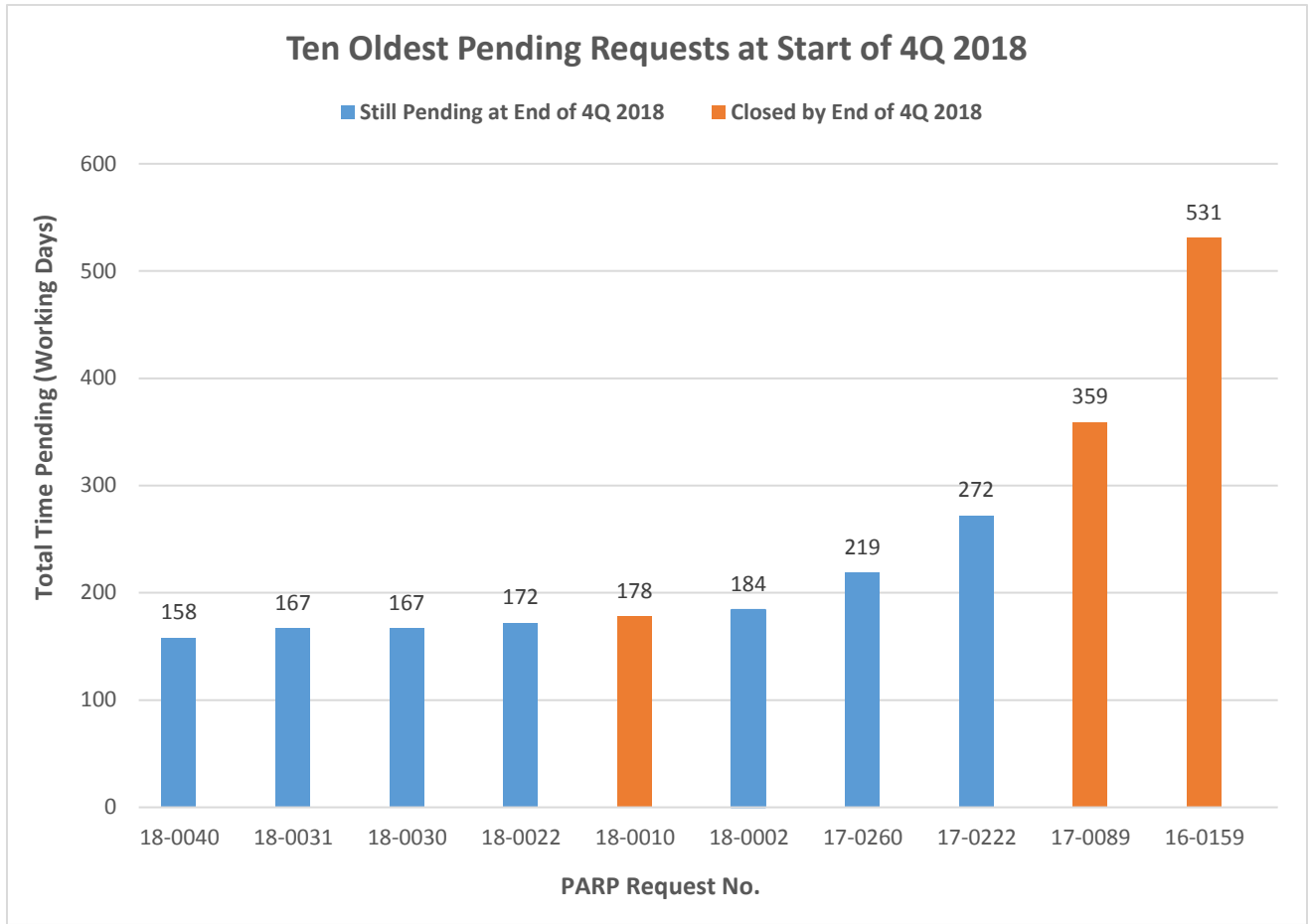
a. Ten Oldest PARP Requests Pending at start of 4Q 2018

PARP No.	Date of Receipt	Total Time Pending at start of 4Q
18-0040	2/16/2018	158 working days
18-0031	2/5/2018	167 working days
18-0030	2/5/2018	167 working days
18-0022	1/29/2018	172 working days
18-0010	1/19/2018	178 working days
18-0002	1/10/2018	184 working days
17-0260	11/17/2017	219 working days
17-0222	8/31/2017	272 working days
17-0089	4/28/2017	359 working days
16-0159	8/18/2016	531 working days

b. Ten Oldest PARP Requests Pending at end of 4Q 2018:

PARP No.	Date of Receipt	Total Time Pending at end of 4Q
18-0114	5/17/2018	156 working days
18-0078	4/11/2018	182 working days
18-0071	3/26/2018	194 working days
18-0040	2/16/2018	219 working days
18-0031	2/5/2018	228 working days
18-0030	2/5/2018	228 working days
18-0022	1/29/2018	233 working days
18-0002	1/10/2018	245 working days
17-0260	11/17/2017	280 working days
17-0222	8/31/2017	333 working days

Washington Metropolitan Area Transit Authority
 PARP Quarterly Report: October 1, 2018 – December 31, 2018



VI. Staffing Levels:

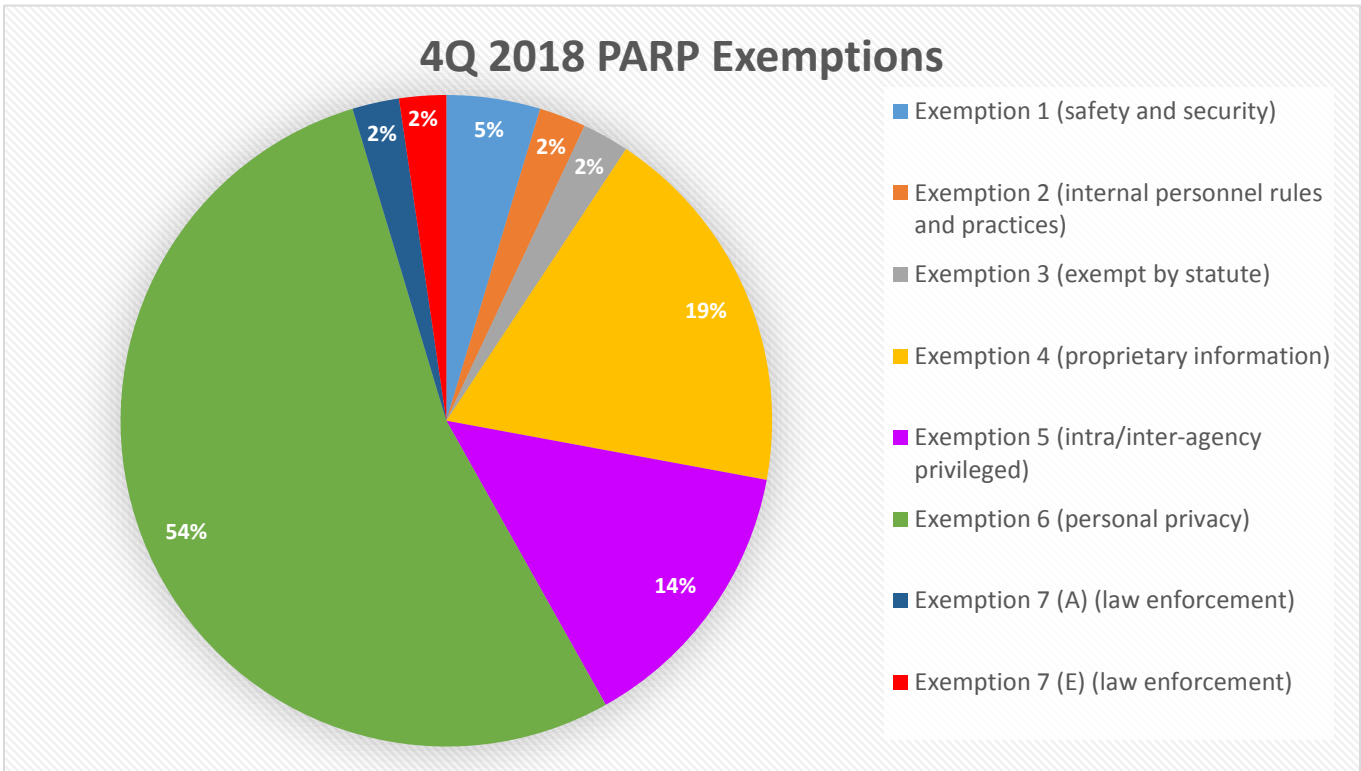
Full-time Personnel	2
Part-time Personnel	2 ¹
Total	4

¹ Does not include records custodians and subject matter experts from other departments, or personnel who occasionally assist with records retrieval and review for specific requests.

Washington Metropolitan Area Transit Authority
 PARP Quarterly Report: October 1, 2018 – December 31, 2018

VII. Breakdown of PARP Exemptions during 4Q 2018:

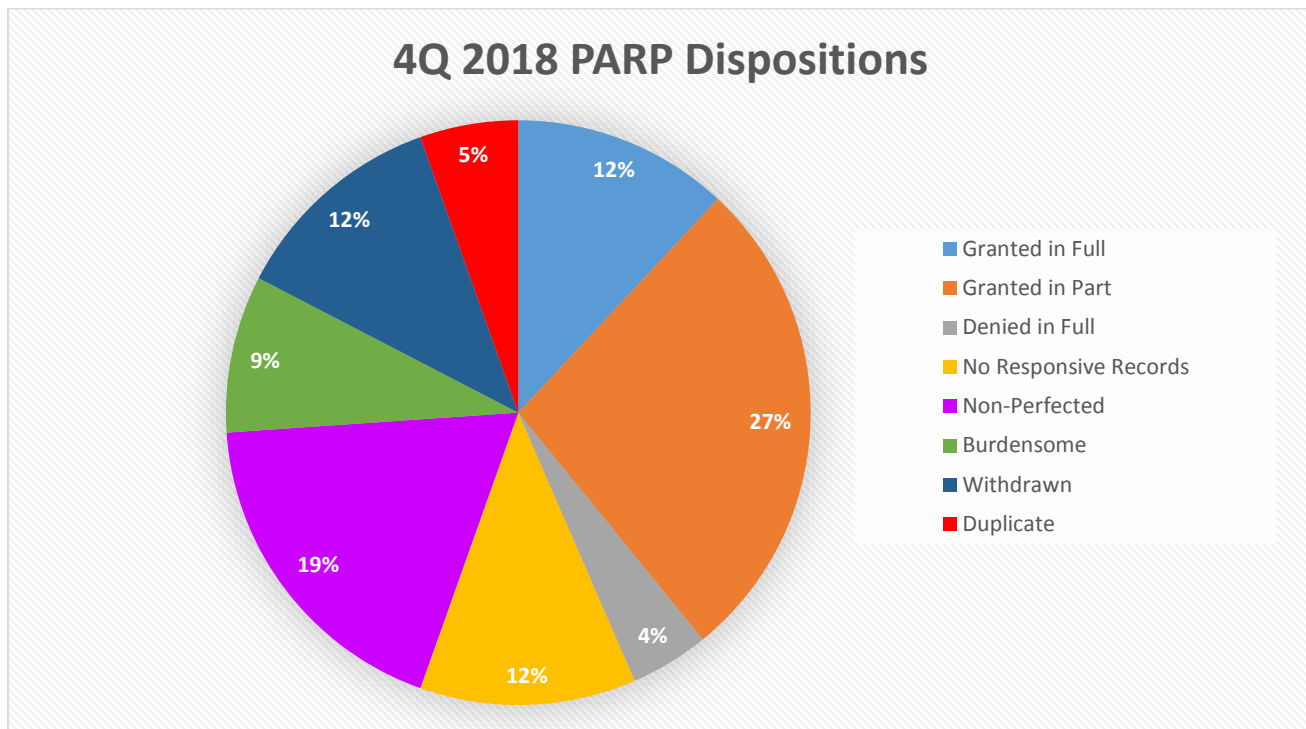
Exemption 1 (safety and security)	2
Exemption 2 (internal personnel rules and practices)	1
Exemption 3 (exempt by statute)	1
Exemption 4 (proprietary information)	8
Exemption 5 (intra/inter-agency privileged)	6
Exemption 6 (personal privacy)	23
Exemption 7 (A) (law enforcement)	1
Exemption 7 (B) (law enforcement)	0
Exemption 7 (C) (law enforcement)	0
Exemption 7 (D) (law enforcement)	0
Exemption 7 (E) (law enforcement)	1
Exemption 7 (F) (law enforcement)	0
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Total	43



Washington Metropolitan Area Transit Authority
 PARP Quarterly Report: October 1, 2018 – December 31, 2018

VIII. PARP Request Dispositions for 4Q 2018:

Granted in Full (No Exemptions)	11
Granted in Part (With Exemptions)	25
Denied in Full (With Exemptions)	4
No Responsive Records	11
Non-Perfected	17
Burdensome (Requester Declined to Narrow)	8
Withdrawn	11
Duplicate	5
Total	92

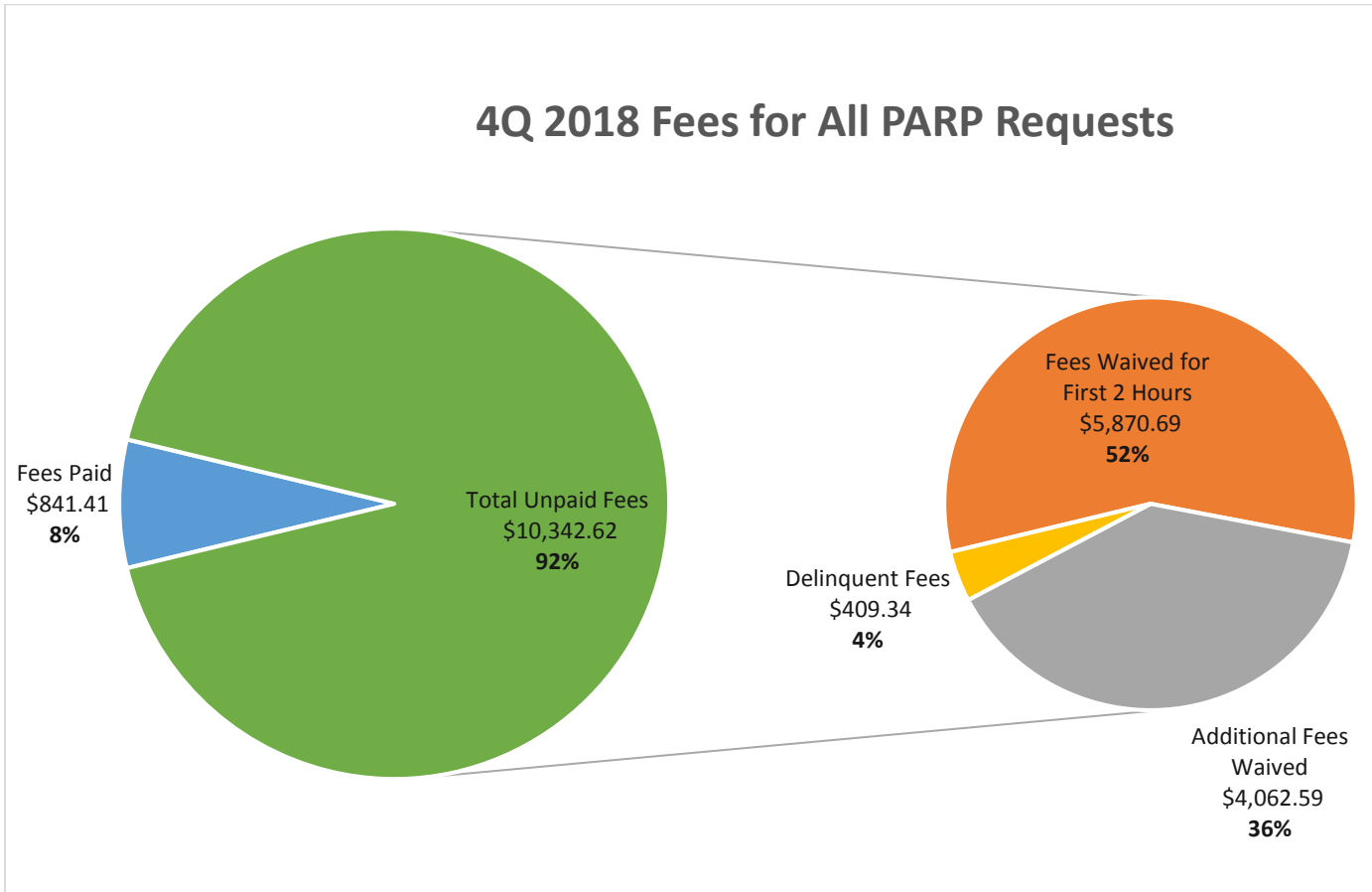


Washington Metropolitan Area Transit Authority
 PARP Quarterly Report: October 1, 2018 – December 31, 2018

IX. Quarterly Fees:²

a. All PARP Requests Completed in 4Q 2018

Fees Paid	\$841.41
Delinquent Fees ³	\$409.34
Fees Waived for First Two Hours of Processing ⁴	\$5,870.69
Additional Fees Waived ⁵	\$4,062.59
Total Unpaid Fees (Delinquent & Waived)	\$10,342.62
Total Paid and Unpaid Fees	\$11,184.03



² Fees are charged for search, review, and duplication of records that are requested for commercial use. See PARP § 8.1.

³ Refers to fees that have been charged to the requester but remain unpaid.

⁴ Fees for the initial two hours of processing are waived pursuant to PARP § 8.5.

⁵ Refers to additional costs not charged to the requester beyond the initial two hours of processing.

Washington Metropolitan Area Transit Authority
PARP Quarterly Report: October 1, 2018 – December 31, 2018

X. Appeals:

a. Administrative⁶

Pending at beginning of 4Q 2018	5
Submitted during 4Q 2018	0
Completed during 4Q 2018	2
Pending at end of 4Q 2018	3

b. Judicial⁷

Pending at beginning of 4Q 2018	0
Submitted during 4Q 2018	0
Completed during 4Q 2018	0
Pending at end of 4Q 2018	0

⁶ The partial grant or denial of a PARP request is subject to administrative appeal. See PARP § 9.1.

⁷ Similarly, the partial grant or denial of an administrative appeal is subject to judicial review. See PARP §§ 9.1, 9.3.