WMATA's Office of General Counsel submits the following information to the GM/CEO in accordance with the requirements of the PARP § 11.1.

I. Basic Information Regarding Report

A. Name, title, address and telephone number of the PARP/Privacy Policy Administrator:

Keysia A. Thom, PARP/Privacy Policy Administrator
Office of General Counsel
Washington Metropolitan Area Transit Authority
600 Fifth Street, NW
Washington, DC 20001
Telephone: (202) 962-2058
Facsimile: (202) 962-2550

B. Electronic address for the Quarterly Report on the Internet

http://www.wmata.com/about_metro/public_rr.cfm

C. How to obtain a paper copy of the Quarterly Report

A paper copy of this report may be requested from the Administrator listed above.

II. How To Make A PARP Request

The procedure for making a PARP request can be located on our website at http://www.wmata.com/about_metro/public_rr.cfm under PARP § 7.0.

III. Definitions

1. Average Number – the number obtained by dividing the sum of a group or numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8 (3+7 and 14/3).

2. Backlog – the number of requests or administrative appeals pending at the end of the quarter that have exceeded the statutory time period for a response.

3. Complex Requests – a request for records that generates voluminous records (more than 1,000 pages) and/or requires coordination with several office and/or third parties (e.g., requests for contracts).

4. Denial – an agency decision not to release any part of a record or records in response to a PARP request because all of the information in the requested records is determined by WMATA to be exempt under one or more of the PARP exemptions, or for some procedural reason (e.g., no responsive records are located).

5.   Expedited Processing – processing a PARP request on an expedited basis after a requester demonstrates an exceptional need or urgency for the records based on criteria established in PARP § 7.10.2 that warrants prioritization of the request over other earlier requests.

6.   Grant – a decision to disclose records without redaction in response to a PARP request.

7.   Initial Request – a request to WMATA for access to records under the PARP.

8.   Median Number – the middle number, not an average number. For example, for 1, 5, and 17, the median number is 5.

9.   Non-perfected – a request that is not processed because WMATA is waiting for supporting documentation (e.g., a notarized release) or payment from the requester.

10.   PARP Appeal – a request asking for administrative review of a full or partial denial of a request for records and/or denial of a request for fee waiver.

11.   PARP Request – a request for records concerning WMATA, a third party, or a particular topic.

12.   Partial Grant – a decision to disclose part of a record in response to a PARP request, redacting information determined to be exempt under one or more of the PARP exemptions; or a decision to disclose some records completely, but to withhold others in whole or in part.

13.   Pending Request – a request for which WMATA has not yet taken final action.

14.   Perfected Request – a request for records meeting all the published criteria (i.e., record description, fees, etc.) so that WMATA can respond.

15.   Processed Request Or Appeal – a request for which WMATA has taken final action.

16.   Routine Request – a request for records that requires less than 2 hours of staff time to retrieve and review (e.g., incident reports, crime statistics, SmarTrip® records).

IV.   Exemption 3 Statutes (Any instances during this quarter in which WMATA redacted information in accordance with a statute under PARP section 6.1.3).

Statute	Type of Information Withheld	Case Citation	No. Of Times Relied Upon
48 C.F.R.§ 24.202(a) (2012).	Unsuccessful Contractor Proposals	None	3

V. PARP Requests

Received

Routine	70
Complex	16
Expedited	4
Total	90

VI. Pending Requests

Pending At Beginning of Quarter

Routine	40
Complex	45
Expedited	0
Total	85

Pending At the End of the Quarter

Routine	46
Complex	43
Expedited	0
Total	89

Pending Routine Requests At the End of the Quarter (Business Days)

Pending	46
Median Number Of Days	19
Average Number Of Days	37
Lowest Number Of Days	1
Highest Number Of Days	223

Pending Complex Requests At the End of the Quarter (Business Days)

Pending	42
Median Number Of Days	91
Average Number Of Days	176
Lowest Number Of Days	6
Highest Number Of Days	943

Pending Expedited Requests At the End of the Quarter (Business Days)

Pending	0
Median Number Of Days	0
Average Number Of Days	0

Lowest Number Of Days	0
Highest Number Of Days	0

Pending Requests – Ten Oldest (Business Days)

10. Received 2/15/12 (223 Days)	
9. Received 2/15/12 (223 Days)	
8. Received 1/5/2012 (252 Days)	
7. Received 2/17/11 (482 Days)	
6. Received 12/16/10 (527 Days)	
5. Received 6/28/10 (597 Days)	
4. Received 8/31/10 (604 Days)	
3. Received 8/31/10 (604 Days)	
2. Received 12/10/09 (792 Days)	
1. Received 5/13/09 (943 Days)	

VII.   Appeals

Pending At Beginning Of Quarter	5
Received During Quarter	0
Processed During Quarter	2
Pending At End Of Quarter	3

Disposition Of Appeals

Granted in Part	0
Denied	2
Remanded	0
Granted	0
Total	2

Denials

Exemption 1 (critical infrastructure or sensitive security information)	0
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	0
Exemption 5 (intra/inter-agency privileged)	1
Exemption 6 (personal privacy)	1
Exemption 7 (A) (law enforcement)	0
Exemption 7 (B) (law enforcement)	0
Exemption 7 (C) (law enforcement)	0
Exemption 7 (D) (law enforcement)	0
Exemption 7 (E) (law enforcement)	0

Exemption 7 (F) (law enforcement)	0
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Other	0
Total	2

Response Times

Median Number Of Days	94
Average Number Of Days	94
Lowest Number Of Days	67
Highest Number Of Days	121

VIII. Processing and Response Times

Processing Time For Routine Requests

Processed	67
Median Number Of Days	38
Average Number Of Days	41
Lowest Number Of Days	3
Highest Number Of Days	170
1-20 Business Days	13
21-40 Business Days	24
41-60 Business Days	20
61-80 Business Days	6
81-100 Business Days	2
101-120 Business Days	1
121-140 Business Days	0
141-160 Business Days	0
161-180 Business Days	1

Processing Time For Complex Requests (Business Days)

Processed	11
Median Number Of Days	91
Average Number Of Days	144
Lowest Number Of Days	30
Highest Number Of Days	403
1-20 Business Days	0
21-40 Business Days	1
41-60 Business Days	2
61-80 Business Days	2
81-100 Business Days	1
101-120 Business Days	0
121-140 Business Days	0

141-160 Business Days	2
161-180 Business Days	0
181-200 Business Days	0
201 - 220 Business Days	0
221-240 Business Days	0
241 - 260 Business Days	1
261-280 Business Days	1
403 Business Days	1

Disposition

Granted	10
Partially Granted	52
Denied	4
No records	12
Non-perfected request (other than fee not paid)	1
Request withdrawn	1
Fee not paid by deadline	7
Pending	89[1]
Not a PARP	0
Total	176

Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	26
Exemption 2 (internal personnel rules and practices)	1
Exemption 3 (exempt by statute)	3
Exemption 4 (proprietary information)	3
Exemption 5 (intra/inter-agency privileged)	15
Exemption 6 (personal privacy)	49
Exemption 7 (A) (law enforcement)	0
Exemption 7 (B) (law enforcement)	0
Exemption 7 (C) (law enforcement)	1
Exemption 7 (D) (law enforcement)	0
Exemption 7 (E) (law enforcement)	0
Exemption 7 (F) (law enforcement)	0
Exemption 8 (SmarTrip®)	1
Exemption 9 (customer financial information)	0
Total	99

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[1] 29 pending requests are due after December 31, 2012.

IX.   Requests For Expedited Processing

Expedited Processing

Received	4[2]
Granted	0
Denied	1[3]
Median Number Of Days To Adjudicate	0
Average Number Of Days To Adjudicate	0

X.   Requests For Fee Waiver

Fee Waiver

Received	17[4]
Granted	0
Denied	0
Median Number Of Days To Decide Fee Waiver	0
Average Number Of Days To Decide Fee Waiver	0

XI.   Costs/PARP Staffing

Staffing Levels

Full Time Personnel	1
Part-time Or Occasional	3[5]
Total	4

Costs

PARP Processing (including appeals)	$474.33
Litigation-related Activities	0
Total	$474.33

Fees Collected

Total	$560.09[6]

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[2] A decision was not made on 3 requests.

[3] The requester did not provide an explanation to warrant expedited treatment.

[4] 11 requests did not generate a fee. 6 Requests are pending.

[5] This does not include costs associated with personnel outside the Office of General Counsel who are responsible for retrieval and review of responsive records.

[6] This includes payment for a request that was processed in the previous quarter.

XII.   Backlogs

PARP Requests and Administrative Appeals

Pending Requests	89
Pending Appeals	3

Previous vs. Current Quarter

Requests Received In Prior Quarter	83
Requests Received In Current Quarter	90
Requests Processed In Prior Quarter	85
Requests Processed In Current Quarter	78

Pending Requests

Pending Requests At The End Of Prior Quarter	85
Pending Requests At The End Of Current Quarter	89
Processed In Prior Quarter	85
Processed In Current Quarter	78

Pending Appeals

Pending At The End Of Prior Quarter	5
Pending At The End Of The Current Quarter	3