Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
July 1, 2009 - September 30, 2009

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 Administrator

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

B.   Electronic Address for the Quarterly Report on the Internet

The electronic address for the Quarterly Report is on WMATA's website: http://www.wmata.com/about_metro/public_rr.cfm.

C.   How to obtain a copy in paper form

A paper copy of this report may be obtained from the address 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 of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.

2.   Backlog - the number of requests or administrative appeals that are pending at the end of the quarter that are beyond the statutory time period for a response.

3.   Complex Requests - a request for records that generates voluminous records (more than 1000 pages) and/or requires coordination with several offices 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\Privacy Policy request because all the information in the requested records is determined by WMATA to be exempt under one or more of the PARP or Privacy Policy exemptions, or for some procedural reason (e.g. no record is located in response to a PARP\Privacy Policy request).

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 his or her request over other requests that were made earlier.

6.   Grant - a decision to disclose all records without redaction in response to a PARP/ Privacy Policy request.

7.   Initial Request - a request to Metro for access to records under the PARP/Privacy Policy.

8.   Median Number - the middle, not 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 on supporting documentation (e.g. 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 fee waiver.

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

12.   Partial Grant - decision to disclose a record in part in response to a PARP/Privacy Policy request, redacting information determined to be exempt under one or more of the PARP/Privacy Policy 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 response for records which reasonably describes such records and is made in accordance with published rules stating the time, place, fees (if any) and procedures to be followed.

15.   Privacy Appeal - a request asking for administrative review of a full or partial denial of access to records and/or a refusal to amend records.

16.   Privacy Policy Request - a request for access to records concerning oneself; such requests are also treated as PARP requests.

17.   Processed Request or Appeal - a request for which Metro has taken a final action.

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

IV. Exemption 3 Statutes

Statute	Type of Information Withheld	Case Citation	Number of Times Relied Upon
N/A[1]	N/A	N/A	N/A

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[1]Metro did not claim this exemption this quarter.

V. Initial PARP Requests

A. Number of Initial Requests Received During this Quarter

Routine PARP Requests	143
Complex PARP Requests	18
Expedited PARP Requests	6
Total	167

B. Requests Pending at the Beginning of this Quarter

Routine PARP Requests	38
Complex PARP Requests	4
Expedited PARP Requests	1
Total	43

C. Disposition of Initial Requests

Number of total grants	69
Number of partial grants	22
Number of denials	4
Other reasons for non-disclosure (total)	72
No records	4
Non-perfected request	6
Request withdrawn	2
Fee not paid by deadline	0
Pending Requests	57[2]
Not a PARP	3

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[2]Forty-two pending requests were due after September 30, 2009.

D. Number of times each PARP exemption was applied

Exemption 1 (critical infrastructure or sensitive security information)	1
Exemption 2 (internal personnel rules and practices)	4
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	0
Exemption 5 (intra/inter-agency privileged)	17
Exemption 6 (personal privacy)	21
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®)	1
Exemption 9 (customer financial information)	0

VI. Appeals of PARP Decisions

A. Number of Appeals

Number of Appeals Pending at the Beginning of this Quarter	0
Number of Appeals Received this Quarter	1
Number of Appeals Processed	1
Number of Appeals Pending at the end of this Quarter	0

B. Disposition of Administrative Appeals

Number Affirmed on Appeal	0
Number Partially Affirmed and Partially Reversed/Remanded on Appeal	1
Number Completely Reversed/Remanded on Appeal	0
Number of Appeals Closed for Other Reasons	0
Total	1

C. Reasons for Denial of Administrative Appeals

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)	0
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

D. Response Time for Administrative Appeals (Business Days)[3]

Median Number of Days	39
Average Number of Days	39
Lowest Number of Days	39
Highest Number of Days	39

E. Ten Oldest Pending Administrative Appeals[4]

VII. Compliance with Time Limits/Status of Pending Requests

A. Processing Time for Routine Requests (Business Days)

Number of Requests Processed	130
Median Number of Days	12
Average Number of Days	15
Lowest Number of Days	1
Highest Number of Days	113

B. Processing Time for Complex Requests (Business Days)[5]

C. Processing Time for Expedited Processing (Business Days)

Number of Requests Processed	1
Median Number of Days	57
Average Number of Days	57
Lowest Number of Days	57
Highest Number of Days	57

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[3]Only one appeal was received this quarter.

[4]There are no pending appeals.

[5]There were no complex requests processed this quarter.

D. Response Times for Routine Requests (Business Days)

1 - 20 Days	88
21 - 40 Days	37
41 - 60 Days	3
61 - 80 Days	1
81 - 100 Days	0
101 - 120 Days	0
121 - 140 Days	1
Total	130

E. Response Times for Complex Requests (Business Days)[6]

F. Response Times for Expedited Requests (Business Days)

1 - 20 Days	0
21 - 40 Days	0
41 - 60 Days	1
Total	1

G. Routine Pending Requests (Business Days)

Number Pending	40
Median Number of Days	10
Average Number of Days	16
Lowest Number of Days	1
Highest Number of Days	94

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[6]There were no complex requests processed this quarter.

H. Complex Pending Requests (Business Days)

Number Pending	20
Median Number of Days	17
Average Number of Days	24
Lowest Number of Days	1
Highest Number of Days	63

I. Expedited Pending Requests (Business Days)

Number Pending	1[7]
Median Number of Days	1
Average Number of Days	1
Lowest Number of Days	1
Highest Number of Days	1

J. Pending Requests – Ten Oldest Pending Perfected Requests

10th Oldest	Date: 8/10/2009 Number of Days: 36
9th Oldest	Date: 8/5/2009 Number of Days: 39
8th Oldest	Date: 8/4/2009 Number of Days: 40
7th Oldest	Date: 7/27/2009 Number of Days: 46
6th Oldest	Date: 7/8/2009 Number of Days: 59
5th Oldest	Date: 7/2/2009 Number of Days: 62
4th Oldest	Date: 6/24/2009 Number of Days: 63

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[7]This request for expedited treatment was received on September 29, 2009.

3rd Oldest	Date: 6/26/2009 Number of Days: 66
2nd Oldest	Date: 6/25/2009 Number of Days: 67
Oldest	Date: 5/13/2009 Number of Days: 94

VIII. Requests for Expedited Processing and Requests for Fee Waiver

A. Expedited Processing

Number Granted	0
Number Denied	6
Median Number of Days to Adjudicate	0
Average Number of Days to Adjudicate	0
Number of Adjudicated Within Ten Calendar Days	0

B. Fee Waivers[8]

Number of Requests Received	11
Number Granted	0
Number Denied	1
Median Number of Days to Adjudicate	0
Average Number of Days to Adjudicate	0

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[8]One request was non-perfected, a decision has not been made on six requests, and four requests did not generate a fee.

IX. Costs/PARP Staffing

A. Staffing levels

Number of full-time PARP personnel	1
Number of personnel with part-time or occasional PARP duties	3[9]
Total number of personnel	4

B. Fees Billed - Current Quarter

PARP processing (including appeals)	$356.39
Litigation-related activities	0
Total costs	$356.39

C. Fees Collected - Current Quarter

Total amount of fees collected by WMATA for processing requests	$407.89[10]

XI. Backlogs

A. Backlogs of PARP Requests and Administrative Appeals

Number of Backlogged Requests at the End of Quarter	61
Number of Backlogged Appeals at the End of Quarter	0

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[9]Does not include personnel outside of the Office of General Counsel who searched for, retrieved and reviewed records in this quarter.

[10]The total amount of fees collected reflects payments received for requests processed in previous quarters.

B. Comparison of Numbers of Requests from Previous and Current Quarter

Number of Requests Received During Prior Quarter	130
Number Received During Current Quarter	167
Number Processed During Prior Quarter	145
Number Processed During Current Quarter	131

C. Backlogged Requests at the End of the Quarter

Number of Backlogged Requests at the End of the Prior Quarter	43
Number of Backlogged Requests at End of the Current Quarter	61

D. Comparison of Numbers of Appeals from Previous and Current Annual Report

Number Received During Prior Quarter	0
Number Received During Current Quarter	1
Number Processed During Prior Quarter	0
Number Processed During Current Quarter	1

E. Backlogged Requests at the End of the Quarter

Number of Backlogged Appeals at the End of the Prior Quarter	0
Number of Backlogged Appeals at the End of the Current Quarter	0