

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
April 1, 2016 – June 30, 2016

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**

A close analog of the federal Freedom of Information Act, 5 U.S.C. § 522, 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 [http://www.wmata.com/about\\_metro/public\\_rr.cfm](http://www.wmata.com/about_metro/public_rr.cfm) under the section marked, "Legal Affairs."

All quarterly PARP reports dated from October 1, 2005, to the present are available on WMATA's web site at [http://www.wmata.com/about\\_metro/public\\_rr.cfm](http://www.wmata.com/about_metro/public_rr.cfm), under the section marked "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](mailto: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 at [http://www.wmata.com/about\\_metro/public\\_rr.cfm](http://www.wmata.com/about_metro/public_rr.cfm).

### III. Key Definitions

1. **Second Quarter (2Q) 2016** – the period of April 1, 2016 – June 30, 2016, inclusive.
2. **PARP Request** – a written statement requesting WMATA records under the PARP.
3. **Processed Request** – a PARP request for which WMATA has taken final action.
4. **Processing Time** – the duration that a PARP request has remained pending.
5. **Backlog Request**– a pending PARP request that has exceeded the prescribed time for a response.
6. **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).
7. **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.
8. **Routine Request**– a PARP request that requires less than 2 hours of staff time to process (e.g., a request for an incident report or SmarTrip® data).
9. **Complex Request** – a PARP request that generates voluminous records (totaling more than 200 pages), or requires coordination with multiple stakeholders within or outside WMATA.
10. **Working Days** – excluding weekends and federal holidays.
11. **Function** – an internal WMATA department or office involved in processing PARP requests.
12. **External Stakeholder** – an entity outside WMATA (generally a requester or third-party contractor) involved in processing PARP requests.
13. **Critical Interim Action** – a condition that must be met by an external stakeholder before processing of a PARP request can commence or continue.
14. **Exemption** – a category of records that is not subject to release under the PARP.
15. **Full Grant** – a completely favorable response to a PARP request, culminating in the release of all requested records without redaction.
16. **Partial Grant** – a less than completely favorable response to a PARP request, which excludes information determined to be fall under one or more prescribed exemptions.
17. **Denial** – an unfavorable response to a PARP request, which does not culminate in the release of any requested records.
18. **PARP Appeal** – a written expression of disagreement with the disposition of a PARP request or a fee waiver decision, accompanied by a petition for administrative review.

**IV. Quarterly Overview:**

**a. Total Requests**

No. of PARP Requests Pending at Start of 2Q 2016	92
No. of PARP Requests Pending at End of 2Q 2016	81
No. of PARP Requests Received during 2Q 2016	60
No. of PARP Requests Processed during 2Q 2016	71
Avg. Processing Time of PARP Requests closed in 2Q 2016 (in Working Days)	193

**b. Requests for Expedited Processing**

No. of Requests for Expedited Processing Received during 2Q 2016	6
No. of Requests for Expedited Processing Granted in 2Q 2016	1
No. of Requests for Expedited Processing Denied in 2Q 2016	5
No. of Expedited Requests Pending at Start of 2Q 2016	1
No. of Expedited Requests Pending at End of 2Q 2016	0
No. of Expedited Requests Processed during 2Q 2016	2
Avg. Processing Time of Expedited Requests during 2Q 2016 (in Working Days)	25

**c. Routine and Complex Requests**

No. of Routine PARP Requests Processed during 2Q 2016	36
No. of Complex PARP Requests Processed during 2Q 2016	25
Avg. Processing Time of Routine PARPs during 2Q 2016 (in Working Days)	44
Avg. Processing Time of Complex PARPs during 2Q 2016 (in Working Days)	197

**d. Media Requests**

No. of Media PARP Requests Received during 2Q 2016	13
No. of Media PARP Requests Processed during 2Q 2016	16
Avg. Processing time of Media PARPs during 2Q 2016 (in Working Days)	192

**e. Backlog Requests**

No. of Backlogged PARP Requests at start of 2Q 2016	59
No. of Backlogged PARP Requests at close of 2Q 2016	44
Avg. Processing Time of Backlog PARPs during 2Q 2016 (in Working Days)	208

**V. Status of Oldest PARP Requests:**

**a. Ten Oldest Pending Requests at start of 2Q 2016**

<b>PARP No.</b>	<b>Date of Receipt</b>	<b>Total Time Pending</b>
15-0010	02/26/15	247 Working Days
14-0244	12/29/14	314 Working Days
14-0221	11/17/14	342 Working Days
14-0216	11/12/14	345 Working Days
14-0204	10/20/14	361 Working Days
14-0171	08/19/14	403 Working Days
14-0123	06/18/14	446 Working Days
14-0010	01/13/14	554 Working Days
14-0009	01/09/14	556 Working Days
13-0156	07/01/13	687 Working Days

**b. Ten Oldest Pending Requests at end of 2Q 2016**

<b>PARP No.</b>	<b>Date of Receipt</b>	<b>Total Time Pending</b>
15-0180	8/17/15	219 Working Days
15-0168	7/27/15	234 Working Days
15-0166	7/22/15	237 Working Days
15-0148	6/29/15	253 Working Days
15-0097	4/13/15	307 Working Days
15-0095	4/13/15	307 Working Days
15-0058	3/3/15	334 Working Days
15-0049	2/24/15	493 Working Days
15-0048	2/24/15	493 Working Days
13-0156	07/01/13	753 Working Days

**VI. Quarterly Fees<sup>1</sup>**

Fees Paid	\$4,106.61
Delinquent Fees <sup>2</sup>	\$17,429.44
Fees Waived for First Two Hours of Processing <sup>3</sup>	\$8,455.67
Additional Fees Waived <sup>4</sup>	\$5,688.30
Total Unpaid Fees (Delinquent & Waived)	\$31,573.41
Total Paid and Unpaid Fees	\$35,680.02

**VII. Staffing Levels**

Full-time Personnel	3
Part-time or Occasional	1 <sup>5</sup>
Total	4

**VIII. Appeals**

**Administrative<sup>6</sup>**

Pending at beginning of 2Q 2016	3
Submitted during 2Q 2016	3
Pending at end of 2Q 2016	1

**Judicial<sup>7</sup>**

Pending at beginning of 2Q 2016	1
Submitted during 2Q 2016	0
Pending at end of 2Q 2016	1

<sup>1</sup> Fees are charged for search, review, and duplication of records that are requested for commercial use. See PARP § 8.1.

<sup>2</sup> Refers to fees that have been charged to the requester but remain unpaid.

<sup>3</sup> Fees for the initial two hours of processing are waived pursuant to PARP § 8.5.

<sup>4</sup> Refers to additional costs not charged to the requester beyond the initial two hours of processing.

<sup>5</sup> Does not include personnel outside of COUN who assist with retrieval and review of records.

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

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

**IX. PARP Request Dispositions**

Granted in Full (No Exemptions)	3
Granted in Part	56
Denied in Full	4
No Responsive Records	1
Non-Perfected	1
Withdrawn	6
Total	71

**X. Breakdown of PARP Exemptions during 2Q 2016**

Exemption 1 (safety and security)	6
Exemption 2 (internal personnel rules and practices)	1
Exemption 3 (exempt by statute)	4
Exemption 4 (proprietary information)	8
Exemption 5 (intra/inter-agency privileged)	12
Exemption 6 (personal privacy)	18
Exemption 7 (A) (law enforcement)	5
Exemption 7 (B) (law enforcement)	0
Exemption 7 (C) (law enforcement)	2
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
Total	54