

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
January 1, 2011 – March 31, 2011

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
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 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 or 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 which 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).

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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

Statute	Type of Information Withheld	Case Citation	No. Of Times Relied Upon
None	None	None	0

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V. **PARP Requests**

Received

Routine	72
Complex	22
Expedited	0
Total	94

VI. **Pending Requests**

Pending At Beginning of Quarter

Routine	25
Complex	34
Expedited	0
Total	59

Pending Requests – Routine (Business Days)

Pending	39
Median Number Of Days	15
Average Number Of Days	17
Lowest Number Of Days	0
Highest Number Of Days	59

Pending Requests – Complex (Business Days)

Pending	40
Median Number Of Days	50
Average Number Of Days	82
Lowest Number Of Days	1
Highest Number Of Days	474

Pending Requests – Expedited (Business Days)

Pending	0
Median Number Of Days	0
Average Number Of Days	0
Lowest Number Of Days	0
Highest Number Of Days	0

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Pending Requests – Ten Oldest (Business Days)

10. Received 11/2/2010 (102 Days)
9. Received 11/2/2010 (102 Days)
8. Received 11/2/10 (102 Days)
7. Received 10/7/10 (118 Days)
6. Received 9/24/10 (127 Days)
5. Received 9/9/10 (153 Days)
4. Received 8/11/10 (172 Days)
3. Received 12/10/09 (329 Days)
2. Received 11/5//09 (352 Days)
1. Received 5/13/09 (474 Days)

VII. Appeals

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

Disposition Of Appeals

Affirmed	3
Remanded	0
Closed For Other Reasons	0
Total	3

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)	1
Exemption 5 (intra/inter-agency privileged)	1
Exemption 6 (personal privacy)	2
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®)	0
Exemption 9 (customer financial information)	0
Total	5

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Response Times

Median Number Of Days	87
Average Number Of Days	80
Lowest Number Of Days	62
Highest Number Of Days	92

VIII. Processing and Response Times

Processing Time For Routine Requests

Processed	56
Median Number Of Days	28
Average Number Of Days	29
Lowest Number Of Days	8
Highest Number Of Days	80

Processing Time For Complex Requests (Business Days)

Processed	16
Median Number Of Days	56
Average Number Of Days	66
Lowest Number Of Days	27
Highest Number Of Days	165

Processing Time For Expedited Requests (Business Days)

Processed	0
Median Number Of Days	0
Average Number Of Days	0
Lowest Number Of Days	0
Highest Number Of Days	0

Response Times For Routine Requests (Business Days)

1-20 Days	20
21-40 Days	25
41-60 Days	9
61-80 Days	2
81-100 Days	0
101-120 Days	0
121-140 Days	0
Total	56

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Response Times For Complex Requests (Business Days)

1-20 Days	0
21-40 Days	3
41-60 Days	7
61-80 Days	2
81-100 Days	2
101 – 120 Days	0
121-141 Days	1
141-160 Days	0
161-180	1
Total	16

Response Times For Expedited Requests (Business Days)

1-20 Days	0
21-40 Days	0
41-60 Days	0
61-80 Days	0
81-100 Days	0
101-120 Days	0

Disposition

Granted in total	20
Granted in part	40
Denied	1
No records	15
Non-perfected request	2
Request withdrawn	0
Fee not paid by deadline	0
Pending	79 ¹
Not a PARP	1
Total	158

Denials

Exemption 1 (critical infrastructure or sensitive security information)	9
Exemption 2 (internal personnel rules and practices)	1
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	1
Exemption 5 (intra/inter-agency privileged)	21
Exemption 6 (personal privacy)	37
Exemption 7 (A) (law enforcement)	0

¹ 35 pending requests are due after March 31, 2010.

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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®)	0
Exemption 9 (customer financial information)	0
Total	70

IX. Requests For Expedited Processing

Expedited Processing

Received	0
Granted	0
Denied	0
Median Number Of Days To Adjudicate	0
Average Number Of Days To Adjudicate	0

X. Requests For Fee Waiver

Fee Waiver

Received	8 ²
Granted	1
Denied	0
Median Number Of Days To Adjudicate	0
Average Number Of Days To Adjudicate	0

XI. Costs/PARP Staffing

Staffing Levels

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

² 3 requests did not generate a fee and a decision has not been made regarding the remaining 4 requests.

³ This does not include costs associated with personnel outside the Office of General Counsel who are responsible for retrieval and review of responsive records.

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Costs

PARP Processing (including appeals)	\$913.08
Litigation-related Activities	0
Total	\$913.08

Fees Collected

Total	\$590.17
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XII. Backlogs

PARP Requests and Administrative Appeals

Backlogged Requests	79
Backlogged Appeals	2

Previous vs. Current Quarter

Requests Received In Prior Quarter	81
Requests Received In Current Quarter	94
Requests Processed In Prior Quarter	63
Requests Processed In Current Quarter	72

Backlogged Requests

Requests At The End Of Prior Quarter	56
Requests At The End Of Current Quarter	79

Appeals Previous vs. Current Quarter

Received In Prior Quarter	3
Received In Current Quarter	2
Processed In Prior Quarter	0
Processed In Current Quarter	3

Backlogged Appeals

At The End Of Prior Quarter	3
At The End Of The Current Quarter	2