

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
January 1, 2013 – March 31, 2013

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](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](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).

Washington Metropolitan Area Transit Authority  
 Public Access to Records Policy ("PARP") Quarterly Report  
 January 1, 2013 – March 31, 2013

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
None	None	None	0

Washington Metropolitan Area Transit Authority  
 Public Access to Records Policy ("PARP") Quarterly Report  
 January 1, 2013 – March 31, 2013

**V. PARP Requests**

**Received**

Routine	46
Complex	30
Expedited	2
Total	78

**VI. Pending Requests**

**Pending At Beginning of Quarter**

Routine	46
Complex	43
Expedited	0
Total	89

**Pending At the End of the Quarter**

Routine	39
Complex	54
Expedited	0
Total	93

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

Pending	39
Median Number Of Days	22
Average Number Of Days	45
Lowest Number Of Days	1
Highest Number Of Days	285

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

Pending	54
Median Number Of Days	53
Average Number Of Days	139
Lowest Number Of Days	3
Highest Number Of Days	1013

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

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

Washington Metropolitan Area Transit Authority  
 Public Access to Records Policy ("PARP") Quarterly Report  
 January 1, 2013 – March 31, 2013

Lowest Number Of Days	0
Highest Number Of Days	0

**Pending Requests – Ten Oldest (Business Days)**

10. Received 5/24/12 (222 Days)
9. Received 5/21/12 (225 Days)
8. Received 4/23/12 (245 Days)
7. Received 2/27/12 (285 Days)
6. Received 1/05/12 (322 Days)
5. Received 2/17/11 (552 Days)
4. Received 12/16/10 (597 Days)
3. Received 7/29/10 (697 Days)
2. Received 12/10/09 (862 Days)
1. Received 5/13/09 (1013 Days)

**VII. Appeals**

Pending At Beginning Of Quarter	3
Received During Quarter	2
Processed During Quarter	1
Pending At End Of Quarter	4

**Disposition Of Appeals**

Granted in Part	0
Denied	1
Remanded	0
Granted	0
Total	1

**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)	0
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

Washington Metropolitan Area Transit Authority  
 Public Access to Records Policy ("PARP") Quarterly Report  
 January 1, 2013 – March 31, 2013

Exemption 7 (F) (law enforcement)	0
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Other	0
Total	1

**Response Times**

Median Number Of Days	87
Average Number Of Days	87
Lowest Number Of Days	87
Highest Number Of Days	87

**VIII. Processing and Response Times**

**Processing Time For Routine Requests**

Processed	53
Median Number Of Days	43
Average Number Of Days	52
Lowest Number Of Days	4
Highest Number Of Days	238
1-20 Business Days	8
21-40 Business Days	18
41-60 Business Days	13
61-80 Business Days	6
81-100 Business Days	3
101-120 Business Days	3
238 Business Days	2

**Processing Time For Complex Requests (Business Days)**

Processed	9
Median Number Of Days	76
Average Number Of Days	139
Lowest Number Of Days	21
Highest Number Of Days	659
1-20 Business Days	0
21-40 Business Days	2
41-60 Business Days	0
61-80 Business Days	2
81-100 Business Days	1
101-120 Business Days	1
121-140 Business Days	1
141-160 Business Days	1
659 Business Days	1

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
January 1, 2013 – March 31, 2013

**Disposition**

Granted	9
Partially Granted	42
Denied	4
No records	6
Non-perfected request (other than fee not paid)	1
Request withdrawn	4
Fee not paid by deadline	3
Pending	93 <sup>1</sup>
Not a PARP	2
Total	164

**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

**IX. Requests For Expedited Processing**

**Expedited Processing**

Received	2
Granted	0
Denied	2 <sup>2</sup>
Median Number Of Days To Adjudicate	7
Average Number Of Days To Adjudicate	7

<sup>1</sup> 17 pending requests are due after March 31, 2013.

<sup>2</sup> 1 requester did not provide justification for expedited treatment.

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
January 1, 2013 – March 31, 2013

**X. Requests For Fee Waiver**

**Fee Waiver**

Received	8 <sup>3</sup>
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 <sup>4</sup>
Total	4

**Costs**

PARP Processing (including appeals)	\$587.00
Litigation-related Activities	0
Total	\$587.00

**Fees Collected**

Total	\$587.00
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**XII. Backlogs**

**PARP Requests and Administrative Appeals**

Pending Requests	93
Pending Appeals	4

**Previous vs. Current Quarter**

Requests Received In Prior Quarter	90
Requests Received In Current Quarter	78
Requests Processed In Prior Quarter	78
Requests Processed In Current Quarter	62

<sup>3</sup> 7 requests will not generate a fee. 1 request is pending.

<sup>4</sup> This does not include costs associated with personnel outside the Office of General Counsel who are responsible for retrieval and review of responsive records.

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
January 1, 2013 – March 31, 2013

**Pending Requests**

Pending Requests At The End Of Prior Quarter	89
Pending Requests At The End Of Current Quarter	93
Processed In Prior Quarter	55
Processed In Current Quarter	52

**Pending Appeals**

Pending At The End Of Prior Quarter	3
Pending At The End Of The Current Quarter	4