

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
January 1, 2014 – March 31, 2014

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 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.

D. 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

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
 January 1, 2014 – March 31, 2014

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).

II. PARP Requests

A. Received

Routine	45
Complex	20
Expedited	4
Total	69

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
 January 1, 2014 – March 31, 2014

B. Pending Requests

1. Pending At Beginning of Quarter

Routine	46
Complex	55
Expedited	0
Total	101

2. Pending At the End of the Quarter

Routine	38
Complex	48
Expedited	0
Total	86

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

Pending	38
Median Number Of Days	38
Average Number Of Days	87
Lowest Number Of Days	3
Highest Number Of Days	483

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

Pending	48
Median Number Of Days	87
Average Number Of Days	163
Lowest Number Of Days	1
Highest Number Of Days	1123

5. 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

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
 January 1, 2014 – March 31, 2014

6. Pending Requests – Ten Oldest (Business Days)

10. Received 12/10/12 (341 Days)
9. Received 12/7/12 (342 Days)
8. Received 11/09/12 (362 Days)
7. Received 11/08/12 (363 Days)
6. Received 08/24/12 (417 Days)
5. Received 07/10/12 (450 Days)
4. Received 05/24/12 (483 Days)
3. Received 05/07/12 (496 Days)
2. Received 01/05/2012 (583 Days)
1. Received 12/10/2009 (1123 Days)

III. Processing and Response Times

A. Processing Time For Routine Requests

Processed	49
Median Number Of Days	56
Average Number Of Days	64
Lowest Number Of Days	12
Highest Number Of Days	190
1-20 Business Days	1
21-40 Business Days	10
41-60 Business Days	16
61-80 Business Days	8
81-100 Business Days	7
101-120 Business Days	3
121 – 140 Business Days	2
141 – 160 Business Days	0
161 – 180 Business Days	0
181 – 200 Business Days	2

B. Processing Time For Complex Requests (Business Days)

Processed	19
Median Number Of Days	125
Average Number Of Days	161
Lowest Number Of Days	7
Highest Number Of Days	935
1-20 Business Days	1
21-40 Business Days	0

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
January 1, 2014 – March 31, 2014

41-60 Business Days	3
61-80 Business Days	2
81-100 Business Days	2
101-120 Business Days	1
121-140 Business Days	3
141 - 160 Business Days	1
161 - 180 Business Days	2
181 - 200 Business Days	1
201 – 220 Business Days	0
221 – 240 Business Days	2
935 Business Days	1

C. Disposition

Granted	1
Partially Granted	61
Denied	5
No records	2
Non-perfected request (other than fee not paid)	1
Request withdrawn	2
Fee not paid by deadline	0
Pending	86 ¹
Not a PARP	6
Total	78

D. Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	30
Exemption 2 (internal personnel rules and practices)	12
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	9
Exemption 5 (intra/inter-agency privileged)	42
Exemption 6 (personal privacy)	59
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
Total	152

¹ Twenty-seven pending requests are due after March 31, 2014.

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
January 1, 2014 – March 31, 2014

IV. Requests for Expedited Processing

Received	4
Granted	1
Denied	3 ²
Median Number Of Days To Adjudicate	19
Average Number Of Days To Adjudicate	19

V. Requests for Fee Waiver

Received	1 ³
Granted	0
Denied	1
Median Number Of Days To Decide Fee Waiver	8
Average Number Of Days To Decide Fee Waiver	8

VI. Appeals

Pending At Beginning Of Quarter	2 ⁴
Received During Quarter	4
Processed During Quarter	0
Pending At End Of Quarter	6

A. Disposition Of Appeals

Granted in Part	0
Denied	N/A
Remanded	N/A
Granted	N/A
Withdrawn	N/A
Total	0

B. Denials

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

²Two requesters did not provide justification for expedited treatment.

³Two requests are pending.

⁴Three appeals may be processed outside of the appeals process.

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
January 1, 2014 – March 31, 2014

Exemption 7 (A) (law enforcement)	N/A
Exemption 7 (B) (law enforcement)	N/A
Exemption 7 (C) (law enforcement)	N/A
Exemption 7 (D) (law enforcement)	N/A
Exemption 7 (E) (law enforcement)	N/A
Exemption 7 (F) (law enforcement)	N/A
Exemption 8 (SmarTrip®)	N/A
Exemption 9 (customer financial information)	N/A
Other	N/A
Total	N/A

C. Response Times

Median Number Of Days	N/A
Average Number Of Days	N/A
Lowest Number Of Days	N/A
Highest Number Of Days	N/A

VII. Costs/PARP Staffing

A. Staffing Levels

Full Time Personnel	2
Part-time Or Occasional	2 ⁵
Total	4

B. Costs

PARP Processing (including appeals)	\$10,303.91
Litigation-related Activities	0
Total	\$10,303.91

C. Fees

Total Collected	\$4,315.50
Total Waived	\$5,988.41
Total Outstanding	0

⁵This 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, 2014 – March 31, 2014

VIII. Backlogs

A. PARP Requests and Administrative Appeals

Pending Requests	86
Pending Appeals	6

B. Previous vs. Current Quarter

Requests Received In Prior Quarter	75
Requests Received In Current Quarter	69
Requests Processed In Prior Quarter	68
Requests Processed In Current Quarter	68

C. Pending Requests

Pending Requests At The End Of Prior Quarter	101
Pending Requests At The End Of Current Quarter	86

D. Pending Appeals

Pending At The End Of Prior Quarter	2
Pending At The End Of The Current Quarter	6