

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
April 1, 2008 - June 30, 2008

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/parp\\_documents.cfm](http://www.wmata.com/about/parp_documents.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 found on our website at [http://www.wmata.com/about/parp\\_documents.cfm](http://www.wmata.com/about/parp_documents.cfm) under PARP § 7.0.

**III. Definitions**

1. Appeal - a request asking that WMATA review at a higher administrative level a full or partial denial of access to records under the PARP\Privacy Policy, or any other PARP determination such as a matter pertaining to fees.
2. 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).
3. 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 (such as because no record is located in response to a PARP\Privacy Policy request).
4. 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.
5. Grant - a decision to disclose all records in full response to a PARP\Privacy Policy request.

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6. Initial request - a request to WMATA for access to records under the PARP\Privacy Policy.
7. Median number - the middle, not average number. For example, for 1, 5 and 17, the median number is 5.
8. Non-perfected - a request that is not processed because WMATA is waiting on supporting documentation (e.g. notarized release) or payment from the requester.
9. PARP request - a request for records concerning WMATA, a third party or a particular topic of interest.
10. Privacy Policy request - a request for access to records concerning oneself; such requests are also treated as PARP requests.
11. 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.
12. Pending request - a request for which WMATA has not yet taken final action.
13. Processed request - a request for which WMATA has taken a final action.
14. 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. Initial PARP and Privacy Requests**

**A. Number of Initial Requests**

1. Routine PARP Requests	115
2. Complex PARP Requests	5
3. Expedited PARP Requests	0
4. Privacy Requests	6
5. Total	126

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**B. Requests Pending Received Prior to January 1, 2008**

1. Routine PARP Requests	36
2. Complex PARP Requests	7
3. Expedited PARP Requests	0
4. Privacy Requests	2
5. Total	45

**C. Disposition of Initial Requests**

1. Number of total grants	51
2. Number of partial grants	17
3. Number of denials	0
4. Other reasons for non-disclosure (total)	52
a. No records	4
b. Non-perfected request	4
c. Request withdrawn	2
d. Fee not paid by deadline	0
e. Pending Requests	41 <sup>1</sup>
f. Not a PARP	1

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<sup>1</sup>Twenty-six pending requests were due after June 30, 2008.

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**D. Number of times each PARP exemption was applied**

(1) Exemption 1 (critical infrastructure or sensitive security information)	1
(2) Exemption 2 (internal personnel rules and practices)	0
(3) Exemption 3 (exempt by statute)	0
(4) Exemption 4 (proprietary information)	0
(5) Exemption 5 (intra/inter-agency privileged)	15
(6) Exemption 6 (personal privacy)	19
(7) Exemption 7(A) (law enforcement)	0
(8) Exemption 7(B) (law enforcement)	0
(9) Exemption 7(C) (law enforcement)	0
(10) Exemption 7(D) (law enforcement)	0
(11) Exemption 7(E) (law enforcement)	0
(12) Exemption 7(F) (law enforcement)	0
(13) Exemption 8 (SmarTrip®)	1
(14) Exemption 9 (customer financial information)	0

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**E. Number of times each Privacy exemption was applied**

(1) Exemption 6.1 (records that are contained in a System of Records regarding an individual for whom we have not received a written authorization permitting us to release the records)	2
(2) Exemption 9.1(a) (information compiled in reasonable anticipation of a civil action or proceeding where disclosure would violate federal law)	0
(3) Exemption 9.1(b) (investigatory material that would reveal identity of a source who furnished information)	0
(4) Exemption 9.1(c) (testing or examination material used to determine individual qualifications for appointment or promotion in employment)	0
(5) Exemption 9.2 (matching program, by which automated systems of records are compared)	0
(6) Exemption 9.3 (SmarTrip information)	0
(7) Exemption 9.4 (law enforcement records)	0

**V. Appeals of Initial Denials of PARP/Privacy Requests**

**A. Number of Appeals**

1. Number of PARP appeals received	1
2. Number of Privacy appeals received	0
3. Number of appeals pending	0

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**VI. Compliance with Time Limits/Status of Pending Requests**

**A. Median Processing Time for PARP Requests**

1. Number of Requests Processed	114
2. Routine Requests	18
3. Complex	45
4. Expedited	0

**B. Status of Pending PARP Requests**

1. Number of requests pending	44 <sup>2</sup>
A. Routine	38
B. Complex	6
C. Expedited	0

**C. Median Number of Days for Pending Requests**

1. Routine	8
2. Complex	13.5
3. Expedited	0

**D. Median Processing Time for Privacy Requests**

1. Number of Requests Processed	5
2. Median Processing Time	41 <sup>3</sup>
3. Number of Requests Pending	1
4. Median Number of Days for Pending Requests	1

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<sup>2</sup>Twenty-six pending requests were due after June 30, 2008. Two pending requests are awaiting contact from the requester and one request is pending litigation.

<sup>3</sup>Pursuant to the Privacy Policy requests are processed within 40 days of receipt.

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**VII. Costs/PARP Staffing**

**A. Staffing levels**

1. Number of full-time PARP personnel	1
2. Number of personnel with part-time or occasional PARP duties	3 <sup>4</sup>
3. Total number of personnel	4

**B. Total Costs**

1. PARP processing (including appeals)	\$2294.55 <sup>5</sup>
2. Litigation-related activities	0
3. Total costs	\$2294.55

**C. Fees**

A. Total amount of fees collected by WMATA for processing requests	\$926.15 <sup>6</sup>
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<sup>4</sup>Does not include personnel outside of the Office of General Counsel who searched for, retrieved and reviewed records in this quarter.

<sup>5</sup>This amount includes estimated costs assessed for requests that have not yet been completed. Also, this amount does not include pending requests that may incur costs, which will be reflected in future reports.

<sup>6</sup>Fees in this quarter were received for PARP requests processed in previous quarters.