

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
July 1, 2007 - September 30, 2007

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 PARP/Privacy Act, 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 Act 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 Act exemptions, or for some procedural reason (such as because no record is located in response to a PARP/Privacy Act request).

4. Expedited processing - processing a PARP/Privacy Act 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  
July 1, 2007 - September 30, 2007

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 Act request.

6. Initial request - a request to WMATA for access to records under the PARP or Privacy Act.

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/Privacy Act request - a PARP request is a request for records concerning WMATA, a third party or a particular topic of interest. A Privacy Act request is a request for records concerning oneself; such requests are also treated as PARP requests.

10. Partial grant - decision to disclose a record in part in response to a PARP/Privacy Act request, redacting information determined to be exempt under one or more of the PARP/Privacy Act exemptions; or a decision to disclose some records completely, but to withhold others in whole or in part.

11. Pending request - a request for which WMATA has not yet taken final action.

12. Processed request - a request for which WMATA has taken a final action.

13. 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<sup>®</sup> records).

Washington Metropolitan Area Transit Authority  
 Public Access to Records Policy ("PARP") Quarterly Report  
 July 1, 2007 - September 30, 2007

**IV. Initial PARP/Privacy Requests**

**A. Number of Initial Requests**

1. Routine PARP Requests	103
2. Complex PARP Requests	5
3. Expedited PARP Requests	0
4. Privacy Requests	2
5. Total	110

**B. Requests Pending Received Prior to July 1, 2007**

1. Routine PARP Requests	25
2. Complex PARP Requests	10
3. Expedited PARP Requests	0
4. Privacy Requests	2
5. Total	37

**C. Disposition of Initial Requests**

1. Number of total grants	49
2. Number of partial grants	17
3. Number of denials	1
4. Other reasons for non-disclosure (total)	43
a. No records	3
b. Non-perfected request	4
c. Request withdrawn	1
d. Fee not paid by deadline	0

Washington Metropolitan Area Transit Authority  
 Public Access to Records Policy ("PARP") Quarterly Report  
 July 1, 2007 - September 30, 2007

e. Pending Requests	34 <sup>1</sup>
f. Not a PARP	1

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

(1) Exemption 1 (critical infrastructure or sensitive security information)	3
(2) Exemption 2 (internal personnel rules and practices)	2
(3) Exemption 3 (exempt by statute)	0
(4) Exemption 4 (proprietary information)	4
(5) Exemption 5 (intra/inter-agency privileged)	19
(6) Exemption 6 (personal privacy)	33
(7) Exemption 7(A) (law enforcement)	1
(8) Exemption 7(B) (law enforcement)	1
(9) Exemption 7(C) (law enforcement)	5
(10) Exemption 7(D) (law enforcement)	1
(11) Exemption 7(E) (law enforcement)	0
(12) Exemption 7(F) (law enforcement)	1
(13) Exemption 8 (SmarTrip®)	0
(14) Exemption 9 (customer financial information)	0

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<sup>1</sup>Twenty-seven pending requests were not due as of September 30, 2007. Also, three requests were pending contact from the requester.

Washington Metropolitan Area Transit Authority  
 Public Access to Records Policy ("PARP") Quarterly Report  
 July 1, 2007 - September 30, 2007

**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)	4
(1) Exemption 9.1(a) (information compiled in reasonable anticipation of a civil action or proceeding where disclosure would violate federal law)	0
(2) Exemption 9.1(b) (investigatory material that would reveal identity of a source who furnished information)	1
(3) Exemption 9.1(c) (testing or examination material used to determine individual qualifications for appointment or promotion in employment)	0
(4) Exemption 9.2 (matching program, by which automated systems of records are compared)	0
(5) Exemption 9.3 (SmarTrip information)	0
(6) 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	0
2. Number of Privacy appeals received	0
3. Number of appeals pending	0

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
July 1, 2007 - September 30, 2007

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

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

1. Number of Requests Processed	100
2. Routine Requests	13 days
3. Complex	64 days
4. Expedited	0

**B. Status of Pending PARP Requests**

1. Number of requests pending	39
A. Routine	34 <sup>2</sup>
B. Complex	5 <sup>3</sup>
C. Expedited	0

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

1. Routine	5.5 days
2. Complex	21.5 days
3. Expedited	0

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

1. Number of Requests Processed	3
2. Median Processing Time	34 days
3. Number of Requests Pending	0

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<sup>2</sup>Twenty-seven pending requests were not due as of September 30, 2007. Also, three requests were pending contact from the requester.

<sup>3</sup>Two complex requests were not due as of September 30, 2007.

Washington Metropolitan Area Transit Authority  
 Public Access to Records Policy ("PARP") Quarterly Report  
 July 1, 2007 - September 30, 2007

4. Median Number of Days for Pending Requests	0
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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	2 <sup>4</sup>
3. Total number of personnel	3

**B. Total Costs**

1. PARP processing (including appeals)	\$899.31
2. Litigation-related activities	0
3. Total costs	\$899.31

**C. Fees**

A. Total amount of fees collected by WMATA for processing requests	\$104.10
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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 during this period.