

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
July 1, 2010 – September 30, 2010

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).

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
 July 1, 2010 – September 30, 2010

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

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
 July 1, 2010 – September 30, 2010

V. PARP Requests

Received

Routine	92
Complex	17
Expedited	8
Total	117

VI. Pending Requests

Pending At Beginning of Quarter

Routine	40
Complex	10
Expedited	0
Total	50

Pending Requests – Routine (Business Days)

Pending	34
Median Number Of Days	13
Average Number Of Days	15
Lowest Number Of Days	1
Highest Number Of Days	38

Pending Requests – Complex (Business Days)

Pending	22
Median Number Of Days	21
Average Number Of Days	53
Lowest Number Of Days	1
Highest Number Of Days	349

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

Washington Metropolitan Area Transit Authority
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Pending Requests – Ten Oldest (Business Days)

10. Received 8/25/10 (27 Days)
9. Received 8/23/10 (29 Days)
8. Received 8/16/10 (32 Days)
7. Received 8/11/10 (37 Days)
6. Received 8/10/10 (38 Days)
5. Received 8/9/10 (39 Days)
4. Received 7/8/09 (61Days)
3. Received 12/10/09 (204 Days)
2. Received 11/5//09 (227 Days)
1. Received 5/13/09 (349 Days)

VII. Appeals¹

VIII. Processing and Response Times

Processing Time For Routine Requests

Processed	86
Median Number Of Days	21
Average Number Of Days	28
Lowest Number Of Days	1
Highest Number Of Days	134

Processing Time For Complex Requests (Business Days)

Processed	6
Median Number Of Days	29
Average Number Of Days	77
Lowest Number Of Days	5
Highest Number Of Days	301

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

¹ There were no pending appeals at the beginning of this quarter. There were no appeals received during this quarter.

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
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Response Times For Routine Requests (Business Days)

1-20 Days	40
21-40 Days	36
41-60 Days	3
61-80 Days	4
81-100 Days	1
101-120 Days	0
121-140 Days	2
Total	86

Response Times For Complex Requests (Business Days)

1-20 Days	3
21-40 Days	1
41-60 Days	0
61-80 Days	0
81-100 Days	1
301 – 320 Days	1
Total	6

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
Total	0

Disposition

Granted in total	33
Granted in part	42
Denied	6
No records	10
Non-perfected request	2
Request withdrawn	9
Fee not paid by deadline	5
Pending	58 ²
Not a PARP	2
Total	167

² 32 pending requests are due after September 30, 2010.

Washington Metropolitan Area Transit Authority
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 July 1, 2010 – September 30, 2010

Denials

Exemption 1 (critical infrastructure or sensitive security information)	11
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	3
Exemption 5 (intra/inter-agency privileged)	29
Exemption 6 (personal privacy)	41
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	84

IX. Requests For Expedited Processing

Expedited Processing

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

X. Requests For Fee Waiver

Fee Waiver

Received	9 ³
Granted	0
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
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³ Five requests did not generate a fee and a decision has not been made regarding the remaining four requests.

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Part-time Or Occasional	3 ⁴
Total	4

Costs

PARP Processing (including appeals)	\$629.72
Litigation-related Activities	0
Total	\$629.72

Fees Collected

Total	\$629.72
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XII. Backlogs

PARP Requests and Administrative Appeals

Backlogged Requests	58
Backlogged Appeals	0

Previous vs. Current Quarter

Requests Received In Prior Quarter	154
Requests Received In Current Quarter	117
Requests Processed In Prior Quarter	141
Requests Processed In Current Quarter	99

Backlogged Requests

Requests At The End Of Prior Quarter	54
Requests At The End Of Current Quarter	58

Appeals Previous vs. Current Quarter

Received In Prior Quarter	0
Received In Current Quarter	0
Processed In Prior Quarter	0
Processed In Current Quarter	0

Backlogged Appeals

At The End Of Prior Quarter	0
At The End Of The Current Quarter	0

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