

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
July 1, 2011 – September 30, 2011

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 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 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
 July 1, 2011 – September 30, 2011

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
 July 1, 2011 – September 30, 2011

V. **PARP Requests**

Received

Routine	41
Complex	31
Expedited	0
Total	72

VI. **Pending Requests**

Pending At Beginning of Quarter

Routine	38
Complex	55
Expedited	0
Total	93

Pending At the End of the Quarter

Routine	22
Complex	60
Expedited	0
Total	82

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

Pending	22
Median Number Of Days	23
Average Number Of Days	41
Lowest Number Of Days	2
Highest Number Of Days	160

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

Pending	60
Median Number Of Days	97
Average Number Of Days	123
Lowest Number Of Days	1
Highest Number Of Days	602

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
July 1, 2011 – September 30, 2011

Pending Requests – Ten Oldest (Business Days)

10. Received 11/16/2010 (221 Days)
9. Received 11/2/2010 (230 Days)
8. Received 11/2/10 (230 Days)
7. Received 11/2/10 (230 Days)
6. Received 10/28/10 (246 Days)
5. Received 9/9/10 (261 Days)
4. Received 8/11/10 (300 Days)
3. Received 12/10/09 (457 Days)
2. Received 11/5//09 (480 Days)
1. Received 5/13/09 (602 Days)

VII. Appeals

Pending At Beginning Of Quarter	1
Received During Quarter	0
Processed During Quarter	1
Pending At End Of Quarter	0

Disposition Of Appeals

Affirmed	1
Remanded	0
Closed For Other Reasons	0
Total	1

Denials Appealed by Exemption

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)	1
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	2

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
 July 1, 2011 – September 30, 2011

Appeal Response Times

Median Number Of Days	96 ¹
Average Number Of Days	96
Lowest Number Of Days	96
Highest Number Of Days	96

VIII. Processing and Response Times

Processing Time For Routine Requests

Processed	58
Median Number Of Days	27
Average Number Of Days	31
Lowest Number Of Days	1
Highest Number Of Days	110
1-20 Business Days	19
21-40 Business Days	25
41-60 Business Days	10
61-80 Business Days	3
81-100 Business Days	1
Total	58

Processing Time For Complex Requests (Business Days)

Processed	14
Median Number Of Days	65
Average Number Of Days	98
Lowest Number Of Days	16
Highest Number Of Days	212
1-20 Business Days	2
21-40 Business Days	3
41-60 Business Days	1
61-80 Business Days	3
81-100 Business Days	2
101 - 120 Business Days	0
121-140 Business Days	1
141-160 Business Days	0
161-180 Business Days	1
161-200 Business Days	0
201-220 Business Days	1
Total	14

¹ There was only one appeal processed this quarter.

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
 July 1, 2011 – September 30, 2011

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

Disposition

Granted	18
Partially Granted	46
Denied	6
No records	2
Non-perfected request (other than fee not paid)	2
Request withdrawn	4
Fee not paid by deadline	4
Pending	82 ²
Not a PARP	0
Total	164

Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	13
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	2
Exemption 5 (intra/inter-agency privileged)	26
Exemption 6 (personal privacy)	45
Exemption 7 (A) (law enforcement)	2
Exemption 7 (B) (law enforcement)	1
Exemption 7 (C) (law enforcement)	4
Exemption 7 (D) (law enforcement)	1
Exemption 7 (E) (law enforcement)	2
Exemption 7 (F) (law enforcement)	2
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Total	98

² 21 pending requests are due after September 30, 2011.

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
July 1, 2011 – September 30, 2011

IX. Requests For Expedited Processing

Expedited Processing

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

X. Requests For Fee Waiver

Fee Waiver

Received	7 ³
Granted	1
Denied	0
Median Number Of Days To Decide Fee Waiver	14
Average Number Of Days To Decide Fee Waiver	14

XI. Costs/PARP Staffing

Staffing Levels

Full Time Personnel	1
Part-time Or Occasional	3 ⁴
Total	4

Costs

PARP Processing (including appeals)	\$5,963.66
Litigation-related Activities	0
Total	\$5,963.66

Fees Collected

Total	\$5,908.06
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³ 5 requests did not generate a fee and a decision has not been made regarding the remaining request.

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.

Washington Metropolitan Area Transit Authority
 Public Access to Records Policy ("PARP") Quarterly Report
 July 1, 2011 – September 30, 2011

XII. Backlogs

PARP Requests and Administrative Appeals

Pending Requests	82
Pending Appeals	0

Previous vs. Current Quarter

Requests Received In Prior Quarter	87
Requests Received In Current Quarter	72
Requests Processed In Prior Quarter	66
Requests Processed In Current Quarter	72

Pending Requests

Pending Requests At The End Of Prior Quarter	93
Pending Requests At The End Of Current Quarter	82

Appeals Previous vs. Current Quarter

Received In Prior Quarter	1
Received In Current Quarter	0
Processed In Prior Quarter	1
Processed In Current Quarter	1

Pending Appeals

Pending At The End Of Prior Quarter	1
Pending At The End Of The Current Quarter	0