

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
July 1, 2012 – September 30, 2012

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](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](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).

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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.	None.

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V. **PARP Requests**

**Received**

Routine	58
Complex	19
Expedited	6
<b>Total</b>	<b>83</b>

VI. **Pending Requests**

**Pending At Beginning of Quarter**

Routine	35
Complex	52
Expedited	0
<b>Total</b>	<b>87</b>

**Pending At the End of the Quarter**

Routine	40
Complex	45
Expedited	0
<b>Total</b>	<b>85</b>

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

Pending	40
Median Number Of Days	27
Average Number Of Days	33
Lowest Number Of Days	2
Highest Number Of Days	161

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

Pending	45
Median Number Of Days	88
Average Number Of Days	185
Lowest Number Of Days	6
Highest Number Of Days	881

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**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

**Pending Requests – Ten Oldest (Business Days)**

10. Received 4/2/12 (128 Days)
9. Received 4/7/11 (385 Days)
8. Received 2/17/11 (420 Days)
7. Received 12/16/10 (465 Days)
6. Received 10/28/10 (500 Days)
5. Received 8/31/10 (542 Days)
4. Received 8/31/10 (542 Days)
3. Received 8/31/10 (542 Days)
2. Received 12/10/09 (730 Days)
1. Received 5/13/09 (881 Days)

**VII. Appeals**

Pending At Beginning Of Quarter	4
Received During Quarter	4
Processed During Quarter	3
Pending At End Of Quarter	5

**Disposition Of Appeals**

Granted in Part	1
Denied	1
Remanded	0
Granted	1
Total	3

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**Denials**

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
Other	0
Total	2

**Response Times**

Median Number Of Days	43
Average Number Of Days	45
Lowest Number Of Days	27
Highest Number Of Days	65

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**VIII. Processing and Response Times**

**Processing Time For Routine Requests**

Processed	66
Median Number Of Days	31
Average Number Of Days	40
Lowest Number Of Days	6
Highest Number Of Days	298
1-20 Business Days	16
21-40 Business Days	30
41-60 Business Days	13
61-80 Business Days	3
81-100 Business Days	1
101-120 Business Days	0
121-140 Business Days	2
141-160 Business Days	0
161-180 Business Days	0
161-200 Business Days	0
201-220 Business Days	0
221-240 Business Days	0
241-260 Business Days	0
261-280 Business Days	0
281-300 Business Days	1

**Processing Time For Complex Requests (Business Days)**

Processed	19
Median Number Of Days	66
Average Number Of Days	65
Lowest Number Of Days	9
Highest Number Of Days	144
1-20 Business Days	2
21-40 Business Days	5
41-60 Business Days	2
61-80 Business Days	5
81-100 Business Days	2
101-120 Business Days	0
121-140 Business Days	1
141-160 Business Days	2

**Processing Time For Expedited Requests (Business Days)**

Processed	0
Median Number Of Days	0

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Average Number Of Days	0
Lowest Number Of Days	0
Highest Number Of Days	0

### Disposition

Granted	11
Partially Granted	57
Denied	3
No records	10
Non-perfected request (other than fee not paid)	3
Request withdrawn	0
Fee not paid by deadline	0
Pending	85 <sup>1</sup>
Not a PARP	1
Total	170

### Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	20
Exemption 2 (internal personnel rules and practices)	9
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	3
Exemption 5 (intra/inter-agency privileged)	27
Exemption 6 (personal privacy)	53
Exemption 7 (A) (law enforcement)	1
Exemption 7 (B) (law enforcement)	1
Exemption 7 (C) (law enforcement)	2
Exemption 7 (D) (law enforcement)	1
Exemption 7 (E) (law enforcement)	1
Exemption 7 (F) (law enforcement)	1
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Total	119

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<sup>1</sup> 18 pending requests are due after September 30, 2012.

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**IX. Requests For Expedited Processing**

**Expedited Processing**

Received	6
Granted	0
Denied	5
Other	1 <sup>2</sup>
Median Number Of Days To Adjudicate	0
Average Number Of Days To Adjudicate	0

**X. Requests For Fee Waiver**

**Fee Waiver**

Received	10 <sup>3</sup>
Granted	0
Denied	0
Median Number Of Days To Decide Fee Waiver	0
Average Number Of Days To Decide Fee Waiver	0

**XI. Costs/PARP Staffing**

**Staffing Levels**

Full Time Personnel	2
Part-time Or Occasional	4 <sup>4</sup>
Total	6

**Costs**

PARP Processing (including appeals)	\$581.05
Litigation-related Activities	0
Total	\$581.05

**Fees Collected**

Total	\$821.23 <sup>5</sup>
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<sup>2</sup> This request was not processed as a PARP.

<sup>3</sup> 3 requests did not generate a fee. 7 Requests are pending. We do not anticipate that there will be a fee for 6 of the 7 pending requests.

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

<sup>5</sup> This includes payment for a request that was processed in the previous quarter.

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**XII. Backlogs**

**PARP Requests and Administrative Appeals**

Pending Requests	85
Pending Appeals	5

**Previous vs. Current Quarter**

Requests Received In Prior Quarter	98
Requests Received In Current Quarter	83
Requests Processed In Prior Quarter	105
Requests Processed In Current Quarter	85

**Pending Requests**

Pending Requests At The End Of Prior Quarter	87
Pending Requests At The End Of Current Quarter	85
Processed In Prior Quarter	2
Processed In Current Quarter	3

**Pending Appeals**

Pending At The End Of Prior Quarter	4
Pending At The End Of The Current Quarter	5