

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
July 1, 2014 – September 30, 2014

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 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.

D. Definitions

1. Average Number – the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8 ($3+7+14= 24$ and $24/3$).
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.
 - 2a. Historical Backlog – Requests that were due in prior years and are still pending.
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, confidential commercial information).

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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).

II. PARP Requests

A. Received

Routine	36
Complex	25
Expedited	1

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Total	62
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B. Pending Requests

1. Pending At Beginning of Quarter

Routine	24
Complex	32
Expedited	0
Total	56

2. Pending At the End of the Quarter

Routine	23
Complex	49
Expedited	0
Total	72 ¹

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

Pending	23
Median Number Of Days	16
Average Number Of Days	39
Lowest Number Of Days	2
Highest Number Of Days	295

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

Pending	49
Median Number Of Days	68
Average Number Of Days	124
Lowest Number Of Days	6
Highest Number Of Days	714

5. 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

¹ Twenty-five pending requests are due after September 30, 2014.

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6. Pending Requests – Ten Oldest (Business Days)

10. Received 08/14/13 (295 Days)
9. Received 08/12/13 (297 Days)
8. Received 08/06/13 (301 Days)
7. Received 07/01/13 (327 Days)
6. Received 05/30/13 (349 Days)
5. Received 05/22/13 (355 Days)
4. Received 02/08/13 (428 Days)
3. Received 02/07/13 (429 Days)
2. Received 11/08/12 (472 Days)
1. Received 01/05/12 (714 Days)

III. Processing and Response Times

A. Processing Time For Routine Requests

Processed	31
Median Number Of Days	42
Average Number Of Days	63
Lowest Number Of Days	13
Highest Number Of Days	353
1-20 Business Days	4
21-40 Business Days	11
41-60 Business Days	9
61-80 Business Days	2
81-100 Business Days	2
128 Business Days	1
305 Business Days	1
353 Business Days	1

B. Processing Time For Complex Requests (Business Days)

Processed	9
Median Number Of Days	71
Average Number Of Days	149
Lowest Number Of Days	23
Highest Number Of Days	485
1-20 Business Days	0
21-40 Business Days	2
41-60 Business Days	1
61-80 Business Days	2
81-100 Business Days	1

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245 Business Days	1
268 Business Days	1
485 Business Days	1

C. Disposition

Granted	0
Partially Granted	33
Denied	1
No records	6
Non-perfected request (other than fee not paid)	1
Request withdrawn	8
Fee not paid by deadline	0
Pending	72
Not a PARP	5
Total	126

D. Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	15
Exemption 2 (internal personnel rules and practices)	3
Exemption 3 (exempt by statute)	1
Exemption 4 (proprietary information)	4
Exemption 5 (intra/inter-agency privileged)	21
Exemption 6 (personal privacy)	30
Exemption 7 (A) (law enforcement)	0
Exemption 7 (B) (law enforcement)	0
Exemption 7 (C) (law enforcement)	2
Exemption 7 (D) (law enforcement)	0
Exemption 7 (E) (law enforcement)	0
Exemption 7 (F) (law enforcement)	0
Exemption 8 (SmarTrip®)	1
Exemption 9 (customer financial information)	0
Total	76

IV. Requests for Expedited Processing

Received	1
Granted	0
Denied	1
Median Number Of Days To Adjudicate	4
Average Number Of Days To Adjudicate	4

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V. Requests for Fee Waiver

Received	8 ²
Granted	0
Denied	0
Median Number Of Days To Decide Fee Waiver	0
Average Number Of Days To Decide Fee Waiver	0

VI. Appeals

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

A. Disposition Of Appeals

Granted in Part	N/A
Denied	N/A
Remanded	N/A
Granted	N/A
Withdrawn	N/A
Total	N/A

B. Denials

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

² We do not anticipate a fee for 7 of the requests and 1 request requires additional information from the requester.

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C. Response Times

Median Number Of Days	N/A
Average Number Of Days	N/A
Lowest Number Of Days	N/A
Highest Number Of Days	N/A

VII. Costs/PARP Staffing

A. Staffing Levels

Full Time Personnel	2
Part-time Or Occasional	1 ³
Total	3

B. Costs

PARP Processing (including appeals)	\$7,377.43
Litigation-related Activities	0
Total	\$7,377.43

C. Fees

Total Collected	\$650.59
Total Waived	\$6,726.84
Total Outstanding	0

VIII. Backlogs

A. PARP Requests and Administrative Appeals

Pending Requests	47
Pending Appeals	1

B. Processed Requests

Requests Processed In Prior Quarter	60
Requests Processed In Current Quarter	7

³This does not include costs associated with personnel outside the Office of General Counsel who are responsible for retrieval and review of responsive records.

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C. Pending Requests

Pending Requests At The End Of Prior Quarter	34
Pending Requests At The End Of Current Quarter	47

D. Pending Appeals

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

IX. Historical Backlog

Pending as of January 1, 2014	93
Processed January 1, 2014 – September 30, 2014	80
Pending At The End Of The Current Quarter	13

Appeals

Pending As of January 1, 2014	0
Pending At The End Of The Quarter	0