

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
October 1, 2010 – December 31, 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](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](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).

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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**

Statute	Type of Information Withheld	Case Citation	No. Of Times Relied Upon
None	None	None	0

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V. **PARP Requests**

**Received**

Routine	47
Complex	34
Expedited	0
Total	81

VI. **Pending Requests**

**Pending At Beginning of Quarter**

Routine	34
Complex	22
Expedited	0
Total	56

**Pending Requests – Routine (Business Days)**

Pending	25
Median Number Of Days	14
Average Number Of Days	14
Lowest Number Of Days	1
Highest Number Of Days	38

**Pending Requests – Complex (Business Days)**

Pending	38
Median Number Of Days	35
Average Number Of Days	66
Lowest Number Of Days	5
Highest Number Of Days	412

**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

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

10. Received 10/22/2010 (47 Days)
9. Received 10/7/2010 (56 Days)
8. Received 9/24/10 (65 Days)
7. Received 9/9/10 (71 Days)
6. Received 8/23/10 (83Days)
5. Received 4/5/10 (192 Days)
4. Received 4/26/09 (171 Days)
3. Received 12/10/09 (267 Days)
2. Received 11/5//09 (290 Days)
1. Received 5/13/09 (349 Days)

**VII. Appeals**

Pending At Beginning Of Quarter	0
Received During Quarter	3
Processed During Quarter	0
Pending At End Of Quarter	3

**Pending Appeals - Ten Oldest (Business Days)**

10. N/A
9. N/A
8. N/A
7. N/A
6. N/A
5. N/A
4. N/A
3. Received 12/13/10 (12 Days)
2. Received 10/21/10 (47 Days)
1. Received 10/18/10 (50 Days)

**VIII. Processing and Response Times**

**Processing Time For Routine Requests**

Processed	53
Median Number Of Days	25
Average Number Of Days	28
Lowest Number Of Days	4
Highest Number Of Days	129

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

Processed	10
Median Number Of Days	36
Average Number Of Days	34
Lowest Number Of Days	2
Highest Number Of Days	104

**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

**Response Times For Routine Requests (Business Days)**

1-20 Days	19
21-40 Days	30
41-60 Days	7
61-80 Days	0
81-100 Days	0
101-120 Days	0
121-140 Days	1
Total	57

**Response Times For Complex Requests (Business Days)**

1-20 Days	4
21-40 Days	5
41-60 Days	2
61-80 Days	1
81-100 Days	1
101 – 120 Days	1
Total	14

**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

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**Disposition**

Granted in total	16
Granted in part	38
Denied	2
No records	8
Non-perfected request	2
Request withdrawn	5
Fee not paid by deadline	3
Pending	49 <sup>1</sup>
Not a PARP	7
Total	130

**Denials**

Exemption 1 (critical infrastructure or sensitive security information)	8
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)	23
Exemption 6 (personal privacy)	34
Exemption 7 (A) (law enforcement)	5
Exemption 7 (B) (law enforcement)	1
Exemption 7 (C) (law enforcement)	7
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	81

**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

<sup>1</sup> 21 pending requests are due after December 31, 2010.

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**X. Requests For Fee Waiver**

**Fee Waiver**

Received	10 <sup>2</sup>
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
Part-time Or Occasional	3 <sup>3</sup>
Total	4

**Costs**

PARP Processing (including appeals)	\$75.35
Litigation-related Activities	0
Total	\$75.35

**Fees Collected**

Total	\$0
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**XII. Backlogs**

**PARP Requests and Administrative Appeals**

Backlogged Requests	63
Backlogged Appeals	0

**Previous vs. Current Quarter**

Requests Received In Prior Quarter	117
Requests Received In Current Quarter	81
Requests Processed In Prior Quarter	92
Requests Processed In Current Quarter	63

<sup>2</sup> 3 requests did not generate a fee and a decision has not been made regarding the remaining 7 requests.

<sup>3</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.

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**Backlogged Requests**

Requests At The End Of Prior Quarter	50
Requests At The End Of Current Quarter	56

**Appeals Previous vs. Current Quarter**

Received In Prior Quarter	0
Received In Current Quarter	3
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	3