

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
October 1, 2013 – December 31, 2013

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 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).
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

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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	48
Complex	22
Expedited	4
Total	74

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B. Pending Requests

1. Pending At Beginning of Quarter

Routine	50
Complex	64
Expedited	0
Total	114

2. Pending At the End of the Quarter

Routine	46
Complex	55
Expedited	0
Total	101

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

Pending	46
Median Number Of Days	37
Average Number Of Days	71
Lowest Number Of Days	7
Highest Number Of Days	419

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

Pending	55
Median Number Of Days	27
Average Number Of Days	189
Lowest Number Of Days	7
Highest Number Of Days	1059

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

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6. Pending Requests – Ten Oldest (Business Days)

10. Received 08/15/12 (360 Days)
9. Received 07/16/12 (382 Days)
8. Received 07/10/12 (386 Days)
7. Received 07/5/12 (389 Days)
6. Received 05/31/12 (414 Days)
5. Received 05/28/12 (417 Days)
4. Received 05/24/12 (419 Days)
3. Received 01/05/12 (519 Days)
2. Received 7/29/2010 (894 Days)
1. Received 12/10/2009 (1059 Days)

III. Processing and Response Times

A. Processing Time For Routine Requests

Processed	51
Median Number Of Days	37
Average Number Of Days	47
Lowest Number Of Days	7
Highest Number Of Days	280
1-20 Business Days	6
21-40 Business Days	22
41-60 Business Days	12
61-80 Business Days	3
81-100 Business Days	6
101-120 Business Days	1
121 – 140 Business Days	0
141 – 160 Business Days	0
161 – 180 Business Days	0
181 – 200 Business Days	0
221 – 240 Business Days	0
241 – 260 Business Days	0
261 – 280 Business Days	1

B. Processing Time For Complex Requests (Business Days)

Processed	17
Median Number Of Days	54
Average Number Of Days	88
Lowest Number Of Days	8

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Highest Number Of Days	391
1-20 Business Days	3
21-40 Business Days	5
41-60 Business Days	1
61-80 Business Days	4
81-100 Business Days	0
101-120 Business Days	0
121-140 Business Days	1
184 Business Days	1
211 Business Days	1
391 Business Days	1

C. Disposition

Granted	6
Partially Granted	45
Denied	5
No records	12
Non-perfected request (other than fee not paid)	3
Request withdrawn	9
Fee not paid by deadline	3
Pending	101 ¹
Not a PARP	2
Total	186

D. Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	18
Exemption 2 (internal personnel rules and practices)	7
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	4
Exemption 5 (intra/inter-agency privileged)	24
Exemption 6 (personal privacy)	41
Exemption 7 (A) (law enforcement)	2
Exemption 7 (B) (law enforcement)	1
Exemption 7 (C) (law enforcement)	1
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	101

¹ Eighteen pending requests are due after December 31, 2013.

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IV. Requests for Expedited Processing

Received	4 ²
Granted	N/A
Denied	N/A
Median Number Of Days To Adjudicate	N/A
Average Number Of Days To Adjudicate	N/A

V. Requests for Fee Waiver

Received	2 ³
Granted	N/A
Denied	N/A
Median Number Of Days To Decide Fee Waiver	N/A
Average Number Of Days To Decide Fee Waiver	N/A

VI. Appeals

Pending At Beginning Of Quarter	2 ⁴
Received During Quarter	0
Processed During Quarter	0
Pending At End Of Quarter	2

A. Disposition Of Appeals

Granted in Part	0
Denied	N/A
Remanded	N/A
Granted	N/A
Withdrawn	N/A
Total	0

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

²Requesters did not provide justification for expedited treatment.

³Two requests are pending.

⁴Two appeals are stayed pending a decision from the court.

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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

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	2 ⁵
Total	4

B. Costs

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

C. Fees Collected

Total	0
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VIII. Backlogs

A. PARP Requests and Administrative Appeals

Pending Requests	101
Pending Appeals	2

⁵This 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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B. Previous vs. Current Quarter

Requests Received In Prior Quarter	101
Requests Received In Current Quarter	75
Requests Processed In Prior Quarter	51
Requests Processed In Current Quarter	68

C. Pending Requests

Pending Requests At The End Of Prior Quarter	114
Pending Requests At The End Of Current Quarter	101

D. Pending Appeals

Pending At The End Of Prior Quarter	2
Pending At The End Of The Current Quarter	2