

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
October 1, 2014 – December 31, 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).

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II. PARP Requests

A. Received

Routine	31
Complex	16
Expedited	0
Total	47

B. Pending Requests

1. Pending At Beginning of Quarter

Routine	27
Complex	45
Expedited	0
Total	72

2. Pending At the End of the Quarter

Routine	16
Complex	41
Expedited	0
Total	57

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

Pending	16
Median Number Of Days	27
Average Number Of Days	26
Lowest Number Of Days	3
Highest Number Of Days	51

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

Pending	41
Median Number Of Days	84
Average Number Of Days	99
Lowest Number Of Days	3
Highest Number Of Days	393

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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

6. Pending Requests – Ten Oldest (Business Days)

10. Received 06/23/14 (138 Days)
9. Received 06/18/14 (141 Days)
8. Received 06/05/14 (150 Days)
7. Received 05/21/14 (161 Days)
6. Received 05/01/14 (175 Days)
5. Received 04/22/14 (182 Days)
4. Received 04/22/14 (182 Days)
3. Received 01/27/14 (243 Days)
2. Received 08/06/13 (367 Days)
1. Received 07/01/13 (393 Days)

III. Processing and Response Times

A. Processing Time For Routine Requests

Processed	32
Median Number Of Days	29
Average Number Of Days	32
Lowest Number Of Days	8
Highest Number Of Days	85
1-20 Business Days	9
21-40 Business Days	15
41-60 Business Days	7
61-80 Business Days	0
81-100 Business Days	1

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B. Processing Time For Complex Requests (Business Days)

Processed	22
Median Number Of Days	98
Average Number Of Days	207
Lowest Number Of Days	27
Highest Number Of Days	778
1-20 Business Days	0
21-40 Business Days	3
41-60 Business Days	2
61-80 Business Days	5
81-100 Business Days	1
101-120 Business Days	1
121-140 Business Days	1
141-160 Business Days	1
218 Business Days	1
228 Business Days	1
401 Business Days	1
414 Business Days	1
468 Business Days	1
492 Business Days	1
559 Business Days	1
778 Business Days	1

C. Disposition

Granted	7
Partially Granted	38
Denied	2
No records	6
Non-perfected request (other than fee not paid)	4
Request withdrawn	3
Fee not paid by deadline	0
Pending	57 ¹
Not a PARP	1
Total	118

¹ Sixteen pending requests are due after December 31, 2014.

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D. Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	17
Exemption 2 (internal personnel rules and practices)	2
Exemption 3 (exempt by statute)	1
Exemption 4 (proprietary information)	7
Exemption 5 (intra/inter-agency privileged)	22
Exemption 6 (personal privacy)	34
Exemption 7 (A) (law enforcement)	1
Exemption 7 (B) (law enforcement)	0
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®)	1
Exemption 9 (customer financial information)	0
Total	92

IV. Requests for Expedited Processing

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

V. Requests for Fee Waiver

Received	5 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	1
Received During Quarter	1
Processed During Quarter	1
Pending At End Of Quarter	1

² We do not anticipate a fee for 4 of the requests and 1 request has not been decided.

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A. Disposition Of Appeals

Granted in Part	N/A
Denied	1
Remanded	N/A
Granted	N/A
Withdrawn	N/A
Total	1

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)	1
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	1

C. Response Times

Median Number Of Days	86
Average Number Of Days	86
Lowest Number Of Days	86
Highest Number Of Days	86

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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)	\$21,795.92
Litigation-related Activities	0
Total	\$21,795.92

C. Fees

Total Collected	\$3,134.11
Total Waived	\$18,105.45
Total Outstanding	556.36

VIII. Backlogs

A. PARP Requests and Administrative Appeals

Pending Requests	44
Pending Appeals	0

B. Processed Requests

Requests Processed In Prior Quarter	7
Requests Processed In Current Quarter	45

C. Pending Requests

Pending Requests At The End Of Prior Quarter	47
Pending Requests At The End Of Current Quarter	44

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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D. Pending Appeals

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

IX. Historical Backlog

PARP Requests

Pending as of January 1, 2014	93
Processed January 1, 2014 – December 31, 2014	88 ⁴
Pending At The End Of The Current Quarter	2

PARP Appeals

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

⁴ Two requests were non-perfected and one was withdrawn.