

Washington Metropolitan Area Transit Authority
Public Access to Records Policy (“PARP”) Quarterly Report
April 1, 2020 – June 30, 2020

WMATA’s Office of General Counsel submits the following information to the General Manager and Chief Executive Officer in accordance with PARP § 11.1:

I. Basic Information Regarding the PARP and the Quarterly Reports

The PARP was enacted in accordance with WMATA’s interstate compact and carries the force of law. See D.C. Code Ann § 9-1107.01(12).

The text of the PARP is available in its entirety on WMATA’s website at <https://www.wmata.com/about/records/public-records.cfm> under the section titled Legal Affairs.

All available quarterly PARP reports dated from October 1, 2005 to the present are posted on WMATA’s website at <https://www.wmata.com/about/records/> under the section titled Quarterly Reports.

II. How To Submit a PARP Request

A. **By mail to:** Washington Metropolitan Area Transit Authority
Office of General Counsel 7E
P.O. Box 44390
Washington, DC 20026
ATTN: PARP Administrator

B. **By email to:** PARP@wmata.com

C. **By facsimile (fax) to:** (202) 962-2550

For complete information regarding filing requirements, please see PARP § 7.0, which is available on WMATA’s website as described above.

III. Key Definitions

1. **Appeal** – A written statement requesting reconsideration of a denial of a request for records or denial of fee waiver.
2. **Backlogged Request** – A PARP request that has exceeded the prescribed time for a response (for routine requests – 20 working days; for complex requests – 30 working days).
3. **Closed Request** – A PARP request for which WMATA has taken final action.
4. **Complex Request** – A PARP request that generates voluminous records (totaling more than 200 pages) or requires coordination with multiple stakeholders within or outside WMATA.
5. **Exemption** – A category of records that is not subject to release under the PARP.

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6. **Expedited Request** – A PARP request that is taken out of order for priority processing because of circumstances in which the lack of expedited treatment could reasonably be expected to pose an imminent threat to the life or physical safety of an individual, or because of an urgent need to inform the public about an actual or alleged WMATA activity in accordance with PARP § 7.10.2b(ii).
7. **Full Denial** – A response to a PARP request which does not result in the release of any requested records.
8. **Full Grant** – A response to a PARP request resulting in the release of all requested records without redaction.
9. **Mean Processing Time** – The average time of the set of relevant processing times.
10. **Median Processing Time** – The middle value of the set of relevant processing times.
11. **Media Request** – A PARP request submitted on behalf of an entity whose primary activity involves publishing or disseminating information to the general public, to the extent records are requested for a news story.
12. **PARP Request** – A written request for WMATA records pursuant to the PARP.
13. **Partial Grant** – A response to a PARP request which releases records with information determined to fall under one or more prescribed exemptions redacted.
14. **Perfect Request** – A PARP request that reasonably describes the records sought and complies with all relevant sections of the PARP.
15. **Processing Time** – The duration that a PARP request was pending.
16. **Quarter** – Quarter 1: January 1 to March 31; Quarter 2: April 1 to June 30; Quarter 3: July 1 to September 30; and Quarter 4: October 1 to December 31.
17. **Routine Request** – A PARP request that requires less than two hours of staff time to process, generates minimal records (totaling less than 200 pages), and does not require coordination with multiple stakeholders within or outside WMATA.
18. **Working Days** – Business days (which exclude weekends and federal holidays). All processing times noted herein are calculated in working days.

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IV. Quarterly Overview:¹

a. Total Requests

Requests Pending at Start of 2Q 2020	111
Requests Received in 2Q 2020	35
Requests Closed in 2Q 2020	33
Requests Pending at End of 2Q 2020	113
Mean Processing Time of Requests Closed in 2Q 2020	86
Median Processing Time of Requests Closed in 2Q 2020	53

b. Requests for Expedited Processing

Expedited Granted Requests Pending at Start of 2Q 2020	1
Requests for Expedited Processing Received in 2Q 2020	0
Requests for Expedited Processing Granted in 2Q 2020	0
Requests for Expedited Processing Denied in 2Q 2020	0
Requests for Expedited Processing Mooted in 2Q 2020	0
Expedited Granted Requests Closed in 2Q 2020	0
Expedited Granted Requests Pending at End of 2Q 2020	1
Mean Processing Time of Expedited Granted Requests Closed in 2Q 2020	N/A
Median Processing Time of Expedited Granted Requests Closed in 2Q 2020	N/A

c. Routine and Complex Requests

Routine Requests Closed in 2Q 2020	16
Complex Requests Closed in 2Q 2020	17
Mean Processing Time of Routine Requests Closed in 2Q 2020	39
Median Processing Time of Routine Requests Closed in 2Q 2020	17
Mean Processing Time of Complex Requests Closed in 2Q 2020	131
Median Processing Time of Complex Requests Closed in 2Q 2020	105

d. Media Requests

Media Requests Received in 2Q 2020	2
Media Requests Closed in 2Q 2020	3
Mean Processing Time of Media Requests Closed in 2Q 2020	213
Median Processing Time of Media Requests Closed in 2Q 2020	196

¹ For all or part of this quarter, PARP processing was suspended because of WMATA's need to address critical safety and operational issues due to the declared federal and local COVID-19 public health emergencies and stay at home orders.

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e. Backlogged Requests

Backlogged PARP Requests at Start of 2Q 2020	91
Backlogged PARP Requests Closed in 2Q 2020	24
Backlogged PARP Requests at End of 2Q 2020	97
Mean Processing Time of Backlogged Requests Closed in 2Q 2020	114
Median Processing Time of Backlogged Requests Closed in 2Q 2020	96

f. Consultations from External Agencies

Consultations Pending at Start of 2Q 2020	1
Consultations Received in 2Q 2020	0
Consultations Closed in 2Q 2020	0
Consultations Pending at End of 2Q 2020	1
Mean Processing Time of Consultations Closed in 2Q 2020	N/A
Median Processing Time of Consultations Closed in 2Q 2020	N/A

V. Status of Ten Oldest PARP Requests:

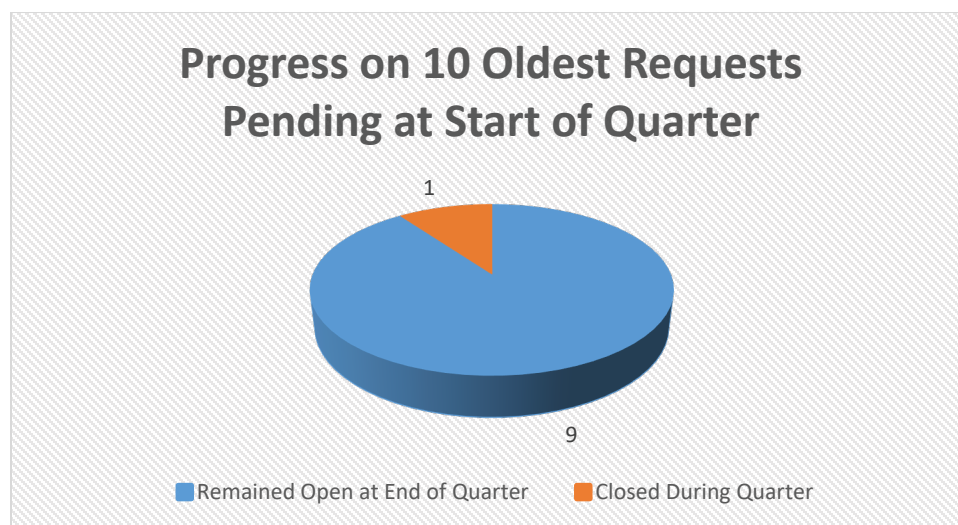
a. Ten Oldest PARP Requests Pending at Start of 2Q 2020

PARP No.	Date of Receipt	Total Time Pending at Start of 2Q
19-0190	6/11/2019	202 working days
19-0153	5/10/2019	223 working days
19-0124	4/18/2019	239 working days
19-0105	3/28/2019	254 working days
19-0054	2/7/2019	288 working days
19-0096	2/5/2019	290 working days
19-0027	1/25/2019	297 working days
19-0003	1/4/2019	311 working days
18-0182	8/7/2018	413 working days
18-0002	1/10/2018	558 working days

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b. Ten Oldest PARP Requests Pending at End of 2Q 2020

PARP No.	Date of Receipt	Total Time Pending at End of 2Q
19-0195	6/18/2019	261 working days
19-0190	6/11/2019	266 working days
19-0153	5/10/2019	287 working days
19-0124	4/18/2019	303 working days
19-0105	3/28/2019	318 working days
19-0054	2/7/2019	352 working days
19-0096	2/5/2019	354 working days
19-0027	1/25/2019	361 working days
19-0003	1/4/2019	375 working days
18-0002	1/10/2018	622 working days



VI. Staffing Levels: ^{2,3}

Full-Time Personnel	4
Part-Time Personnel	1
Total	4.5

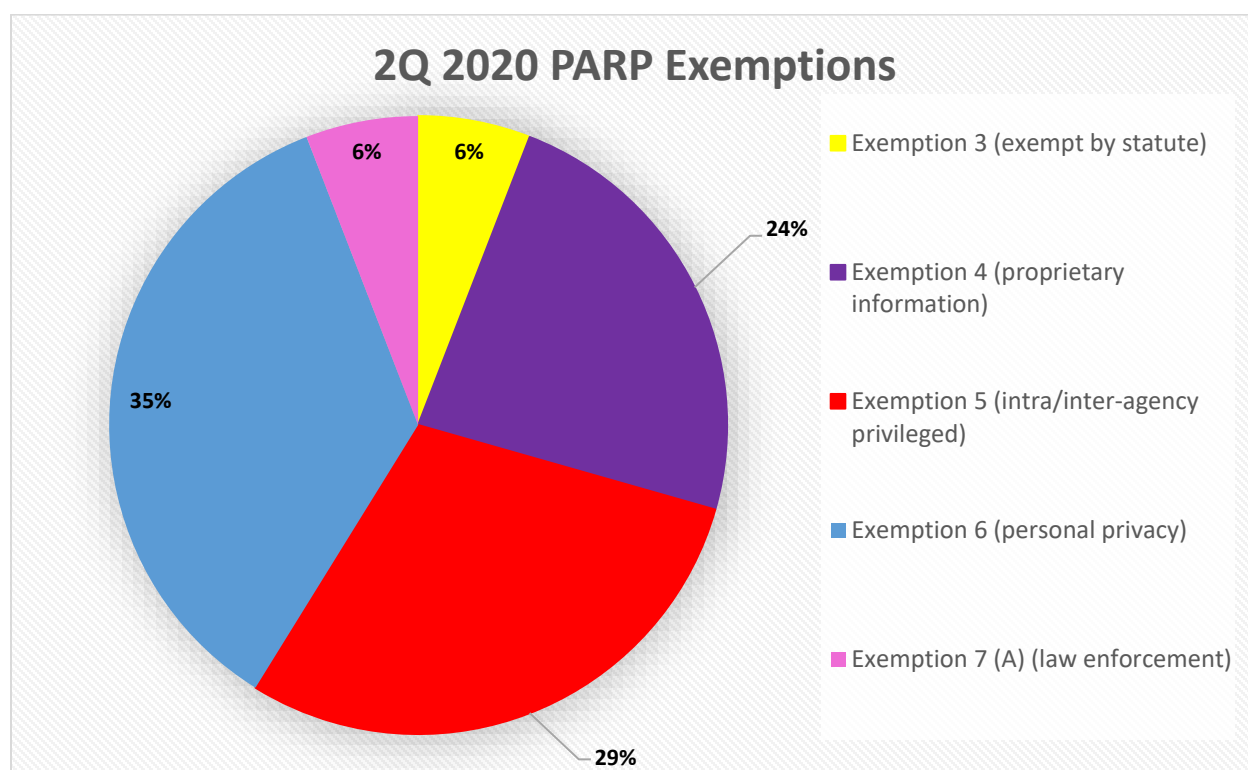
² Does not include records custodians and subject matter experts, or personnel who occasionally assist with records retrieval and review for specific requests.

³ Full-time personnel are calculated as 1, while part-time personnel are calculated as ½.

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VII. PARP Exemptions Applied During 2Q 2020:

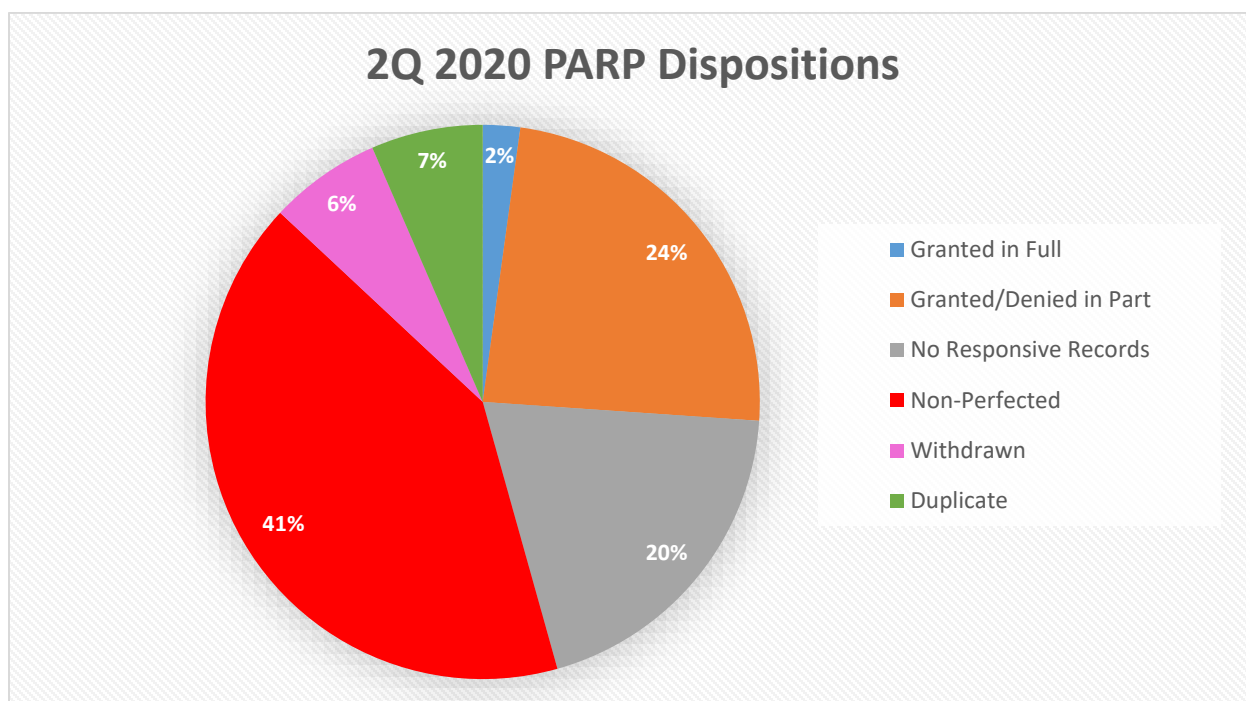
Exemption 1 (safety and security)	0
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	1
Exemption 4 (proprietary information)	4
Exemption 5 (intra/inter-agency privileged)	5
Exemption 6 (personal privacy)	6
Exemption 7 (A) (law enforcement – enforcement proceedings)	1
Exemption 7 (B) (law enforcement – impartial adjudication)	0
Exemption 7 (C) (law enforcement – personal privacy)	0
Exemption 7 (D) (law enforcement – confidential source)	0
Exemption 7 (E) (law enforcement – techniques/procedures)	0
Exemption 7 (F) (law enforcement – endanger life/safety)	0
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Total	17



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VIII. PARP Request Dispositions for 2Q 2020:⁴

Granted in Full (No Exemptions)	1
Granted/Denied in Part	11
Denied in Full	0
No Responsive Records	9
Non-Perfected	18
Burdensome (Requester Declined to Narrow)	0
Withdrawn	2
Duplicate/Aggregated	3
Total	44



⁴ A request may have multiple applicable dispositions.

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IX. Quarterly Processing Fees:⁵

a. All PARP Requests Completed in 2Q 2020

Fees Paid	\$255.33
Fees Owed/Delinquent	\$0
Fees Waived	\$5,787.50
Total Fees	\$6,042.83



X. Administrative Appeals:

Appeals Pending at Start of 2Q 2020	1
Appeals Received in 2Q 2020	0
Appeals Closed in 2Q 2020	0
Appeals Pending at End of 2Q 2020	1

XI. Comparisons Between Previous Three Quarterly Reports and Current Quarterly Report:

	3Q 2019	4Q 2019	1Q 2020	2Q 2020
Requests Received	120	95	99	35
Requests Closed	107	100	100	33
Appeals Received	3	4	2	0
Appeals Closed	6	4	4	0
Backlog Start of Quarter	72	86	88	91
Backlog End of Quarter	86	88	91	97

⁵ Fees are charged for search, review, and duplication of records in accordance with PARP § 8.0.