

Washington Metropolitan Area Transit Authority
Public Access to Records Policy (“PARP”) Quarterly Report
July 1, 2023 to September 30, 2023

WMATA’s Legal Department 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
Legal Department - 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:

a. Total Requests

Requests Pending at Start of 3Q 2023	114
Requests Received in 3Q 2023	65
Requests Closed in 3Q 2023	71
Requests Pending at End of 3Q 2023	108
Mean Processing Time of Requests Closed in 3Q 2023	89
Median Processing Time of Requests Closed in 3Q 2023	51

b. Requests for Expedited Processing

Expedited Granted Requests Pending at Start of 3Q 2023	0
Requests for Expedited Processing Received in 3Q 2023	0
Requests for Expedited Processing Granted in 3Q 2023	0
Requests for Expedited Processing Denied in 3Q 2023	0
Requests for Expedited Processing Mooted in 3Q 2023	0
Expedited Granted Requests Closed in 3Q 2023	0
Expedited Granted Requests Pending at End of 3Q 2023	0
Mean Processing Time of Expedited Granted Requests Closed in 3Q 2023	N/A
Median Processing Time of Expedited Granted Requests Closed in 3Q 2023	N/A

c. Routine and Complex Requests

Routine Requests Closed in 3Q 2023	46
Complex Requests Closed in 3Q 2023	25
Mean Processing Time of Routine Requests Closed in 3Q 2023	45
Median Processing Time of Routine Requests Closed in 3Q 2023	27
Mean Processing Time of Complex Requests Closed in 3Q 2023	170
Median Processing Time of Complex Requests Closed in 3Q 2023	154

d. Media Requests

Media Requests Received in 3Q 2023	2
Media Requests Closed in 3Q 2023	11
Mean Processing Time of Media Requests Closed in 3Q 2023	172
Median Processing Time of Media Requests Closed in 3Q 2023	142

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e. Backlogged Requests

Backlogged PARP Requests at Start of 3Q 2023	97
Backlogged PARP Requests Closed in 3Q 2023	55
Backlogged PARP Requests at End of 3Q 2023	87
Mean Processing Time of Backlogged Requests Closed in 3Q 2023	111
Median Processing Time of Backlogged Requests Closed in 3Q 2023	77

f. Consultations from External Agencies

Consultations Pending at Start of 3Q 2023	0
Consultations Received in 3Q 2023	0
Consultations Closed in 3Q 2023	0
Consultations Pending at End of 3Q 2023	0
Mean Processing Time of Consultations Closed in 3Q 2023	N/A
Median Processing Time of Consultations Closed in 3Q 2023	N/A

V. Status of Ten Oldest PARP Requests:

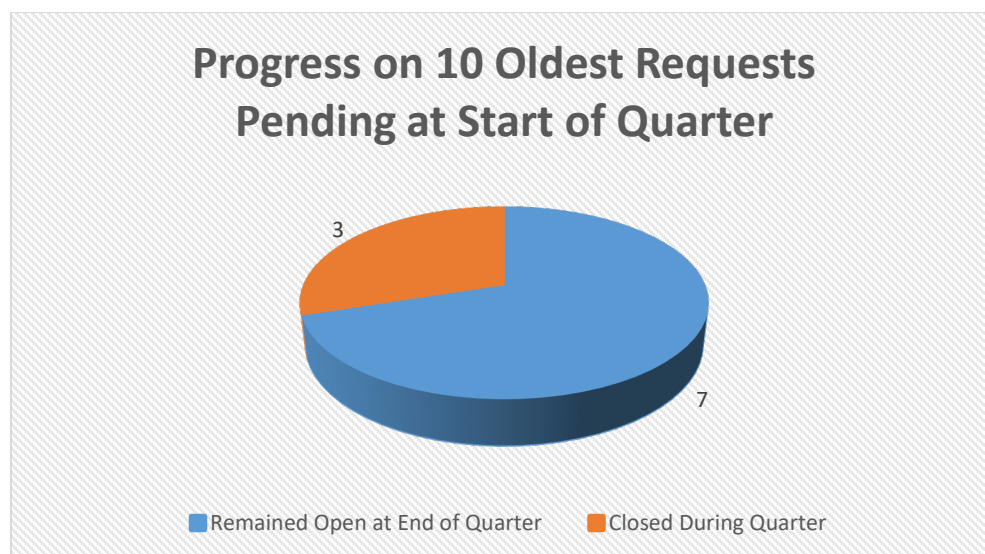
a. Ten Oldest PARP Requests Pending at Start of 3Q 2023

PARP No.	Date of Receipt	Total Time Pending at Start of 3Q
22-0126	5/23/2022	277 working days
22-0117	5/16/2022	282 working days
22-0097	4/19/2022	301 working days
22-0095	4/15/2022	303 working days
22-0043	2/15/2022	345 working days
22-0036	2/7/2022	351 working days
22-0024	1/24/2022	361 working days
22-0002	1/7/2022	371 working days
20-0129	6/30/2020	750 working days
20-0130	6/18/2020	758 working days

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b. Ten Oldest PARP Requests Pending at End of 3Q 2023

PARP No.	Date of Receipt	Total Time Pending at End of 3Q
22-0254	9/30/2022	250 working days
22-0250	9/26/2022	254 working days
22-0137	6/7/2022	330 working days
22-0126	5/23/2022	340 working days
22-0117	5/16/2022	345 working days
22-0036	2/7/2022	414 working days
22-0024	1/24/2022	424 working days
22-0002	1/7/2022	434 working days
20-0129	6/30/2020	813 working days
20-0130	6/18/2020	821 working days



VI. Staffing Levels: ^{1,2}

Full-Time Personnel	3
Part-Time Personnel	2
Total	4

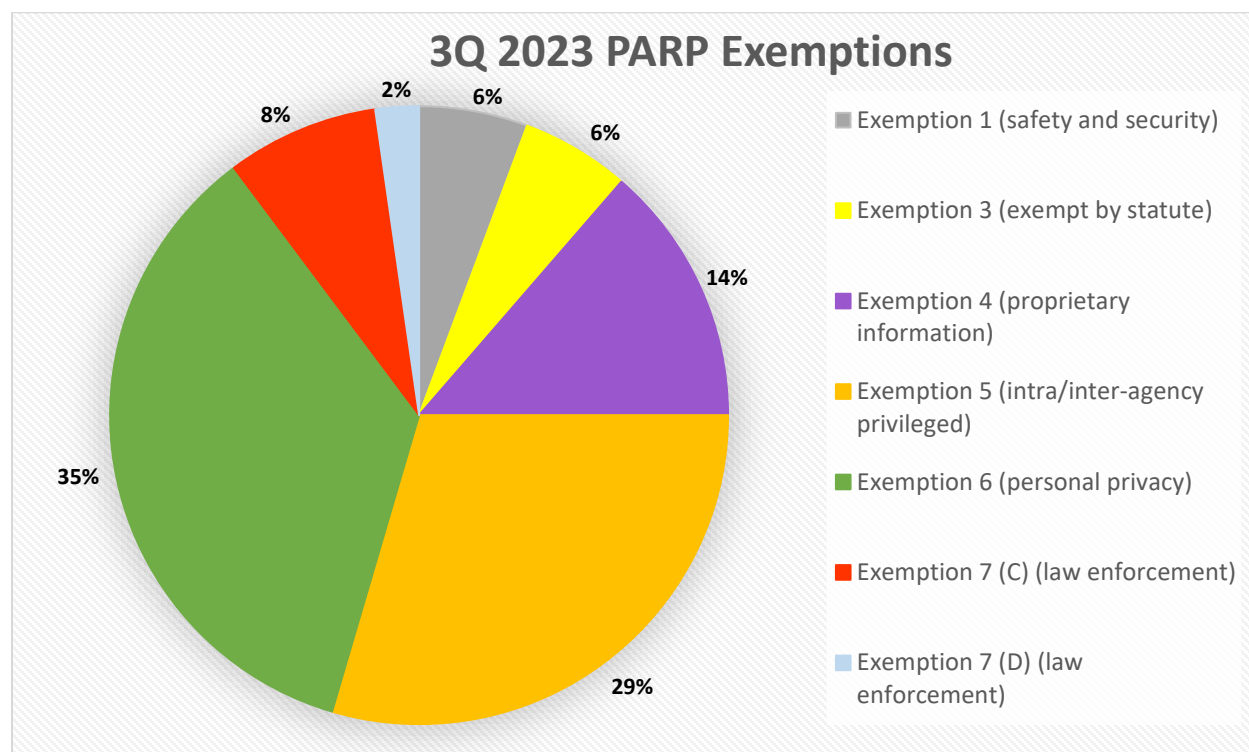
¹ Does not include records custodians and subject matter experts, or personnel who occasionally assist with records retrieval and review for specific requests.

² Full-time personnel are calculated as 1, while part-time personnel are calculated as ½.

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VII. PARP Exemptions Applied During 3Q 2023:

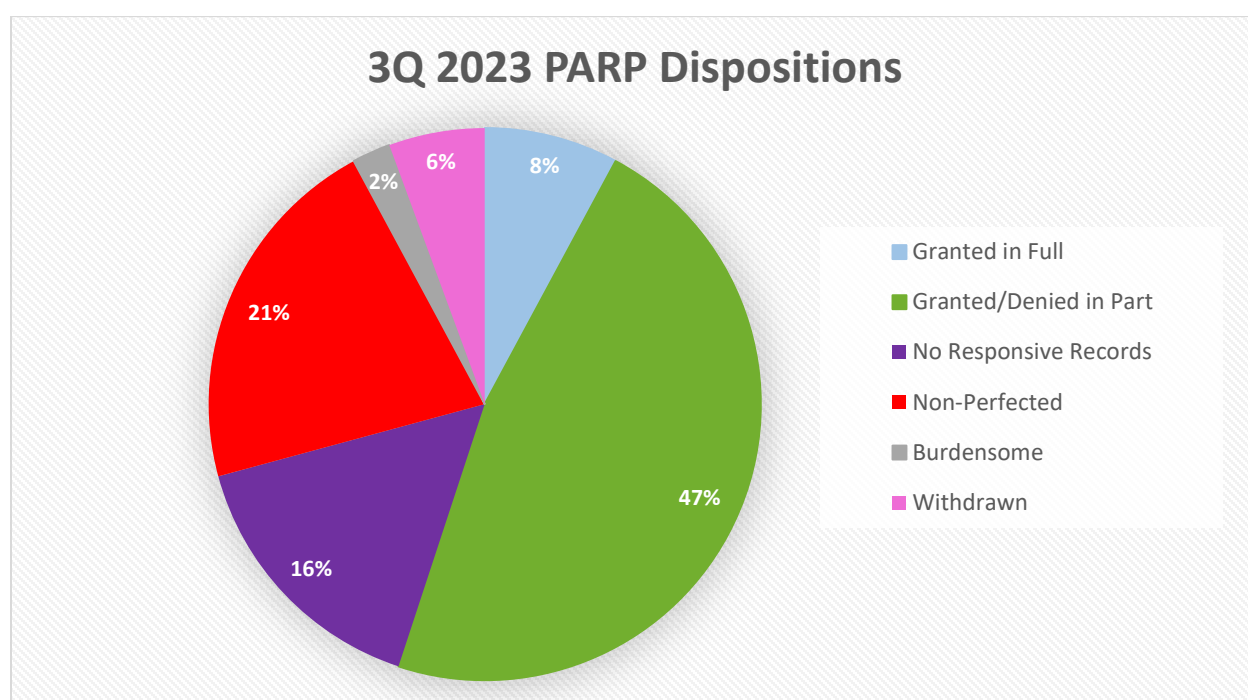
Exemption 1 (safety and security)	5
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	5
Exemption 4 (proprietary information)	12
Exemption 5 (intra/inter-agency privileged)	26
Exemption 6 (personal privacy)	31
Exemption 7 (A) (law enforcement – enforcement proceedings)	0
Exemption 7 (B) (law enforcement – impartial adjudication)	0
Exemption 7 (C) (law enforcement – personal privacy)	7
Exemption 7 (D) (law enforcement – confidential source)	2
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	88



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VIII. PARP Request Dispositions for 3Q 2023:³

Granted in Full (No Exemptions)	7
Granted/Denied in Part	42
Denied in Full	0
No Responsive Records	14
Non-Perfectured	19
Burdensome (Requester Declined to Narrow)	2
Withdrawn	5
Duplicate/Aggregated	0
Total	89



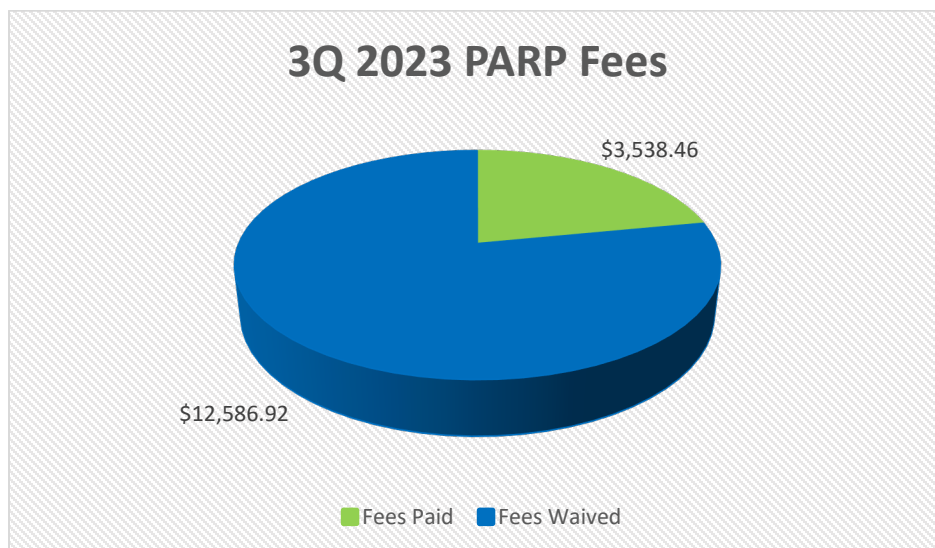
³ A request may have multiple applicable dispositions.

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IX. Quarterly Processing Fees:⁴

a. All PARP Requests Completed in 3Q 2023

Fees Paid	\$3,538.46
Fees Owed/Delinquent	\$0
Fees Waived	\$12,586.92
Total Fees	\$16,125.38



X. Administrative Appeals:

Appeals Pending at Start of 3Q 2023	3
Appeals Received in 3Q 2023	0
Appeals Closed in 3Q 2023	3
Appeals Pending at End of 3Q 2023	0

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

	4Q 2022	1Q 2023	2Q 2023	3Q 2023
Requests Received	67	84	65	65
Requests Closed	88	55	76	71
Appeals Received	1	1	2	0
Appeals Closed	5	0	2	3
Backlog Start of Quarter	86	82	92	97
Backlog End of Quarter	82	92	97	87

⁴ Fees are charged for search, review, and duplication of records in accordance with PARP § 8.0.