

Washington Metropolitan Area Transit Authority
Public Access to Records Policy (“PARP”) Quarterly Report
October 1, 2020 – December 31, 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:

a. Total Requests

Requests Pending at Start of 4Q 2020	113
Requests Received in 4Q 2020	65
Requests Closed in 4Q 2020	61
Requests Pending at End of 4Q 2020	117
Mean Processing Time of Requests Closed in 4Q 2020	108
Median Processing Time of Requests Closed in 4Q 2020	53

b. Requests for Expedited Processing

Expedited Granted Requests Pending at Start of 4Q 2020	1
Requests for Expedited Processing Received in 4Q 2020	0
Requests for Expedited Processing Granted in 4Q 2020	0
Requests for Expedited Processing Denied in 4Q 2020	0
Requests for Expedited Processing Mooted in 4Q 2020	0
Expedited Granted Requests Closed in 4Q 2020	0
Expedited Granted Requests Pending at End of 4Q 2020	1
Mean Processing Time of Expedited Granted Requests Closed in 4Q 2020	N/A
Median Processing Time of Expedited Granted Requests Closed in 4Q 2020	N/A

c. Routine and Complex Requests

Routine Requests Closed in 4Q 2020	35
Complex Requests Closed in 4Q 2020	26
Mean Processing Time of Routine Requests Closed in 4Q 2020	41
Median Processing Time of Routine Requests Closed in 4Q 2020	22
Mean Processing Time of Complex Requests Closed in 4Q 2020	198
Median Processing Time of Complex Requests Closed in 4Q 2020	167

d. Media Requests

Media Requests Received in 4Q 2020	5
Media Requests Closed in 4Q 2020	7
Mean Processing Time of Media Requests Closed in 4Q 2020	292
Median Processing Time of Media Requests Closed in 4Q 2020	233

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e. Backlogged Requests

Backlogged PARP Requests at Start of 4Q 2020	89
Backlogged PARP Requests Closed in 4Q 2020	43
Backlogged PARP Requests at End of 4Q 2020	92
Mean Processing Time of Backlogged Requests Closed in 4Q 2020	147
Median Processing Time of Backlogged Requests Closed in 4Q 2020	82

f. Consultations from External Agencies

Consultations Pending at Start of 4Q 2020	1
Consultations Received in 4Q 2020	0
Consultations Closed in 4Q 2020	0
Consultations Pending at End of 4Q 2020	1
Mean Processing Time of Consultations Closed in 4Q 2020	N/A
Median Processing Time of Consultations Closed in 4Q 2020	N/A

V. Status of Ten Oldest PARP Requests:

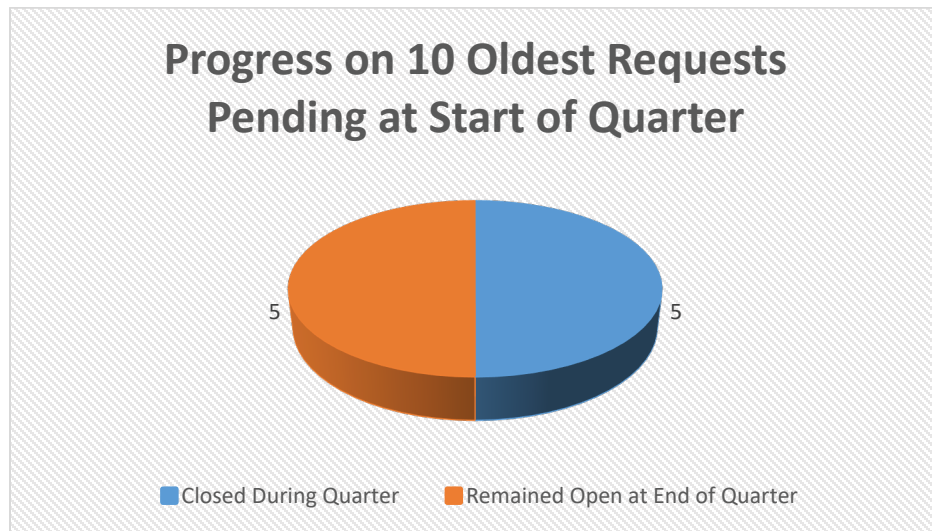
a. Ten Oldest PARP Requests Pending at Start of 4Q 2020

PARP No.	Date of Receipt	Total Time Pending at Start of 4Q
19-0290	8/20/2019	281 working days
19-0263	7/26/2019	298 working days
19-0221	7/1/2019	316 working days
19-0195	6/18/2019	325 working days
19-0190	6/11/2019	330 working days
19-0105	3/28/2019	382 working days
19-0054	2/7/2019	416 working days
19-0096	2/5/2019	418 working days
19-0003	1/4/2019	439 working days
18-0002	1/10/2018	686 working days

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b. Ten Oldest PARP Requests Pending at End of 4Q 2020

PARP No.	Date of Receipt	Total Time Pending at End of 4Q
19-0296	9/12/2019	327 working days
19-0320	9/5/2019	332 working days
19-0310	9/3/2019	334 working days
19-0295	8/21/2019	342 working days
19-0294	8/21/2019	342 working days
19-0290	8/20/2019	343 working days
19-0263	7/26/2019	360 working days
19-0221	7/1/2019	378 working days
19-0195	6/18/2019	387 working days
19-0054	2/7/2019	478 working days



VI. Staffing Levels: ^{1,2}

Full-Time Personnel	3
Part-Time Personnel	1
Total	3.5

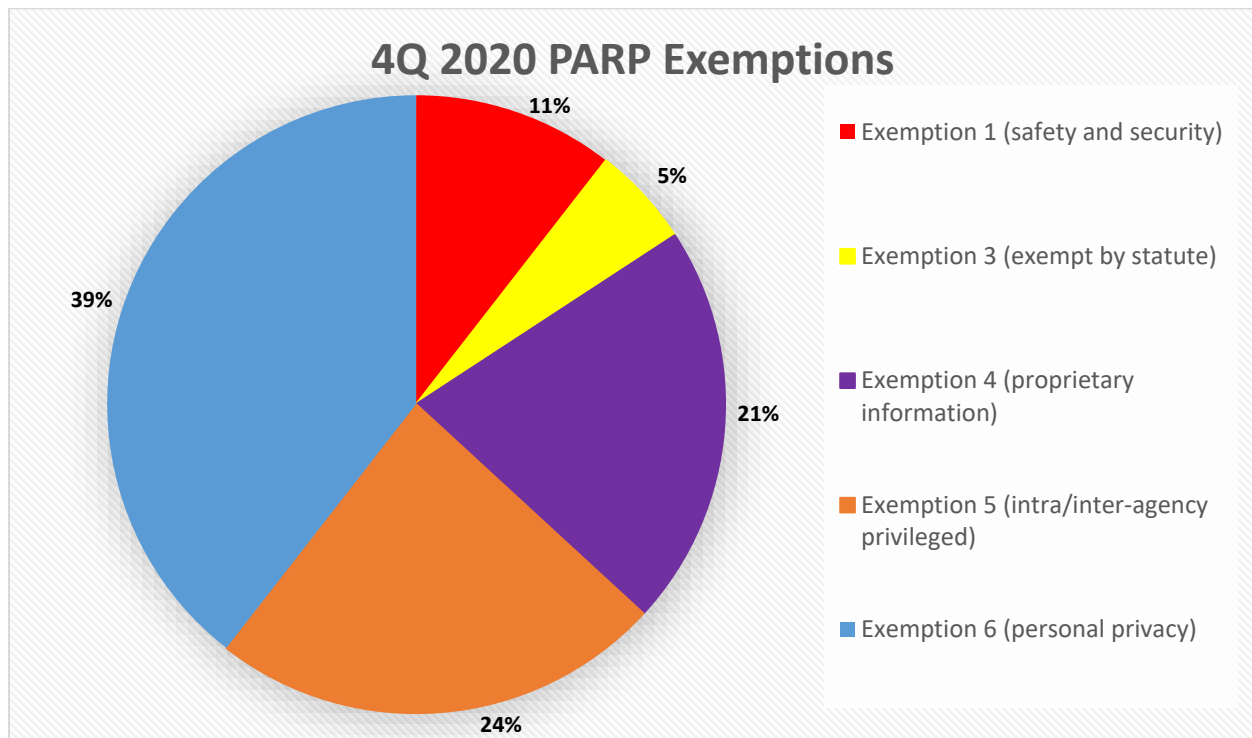
¹ Does not include records custodians and subject matter experts, or personnel who occasionally assist with records retrieval and review for specific requests.

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 4Q 2020:

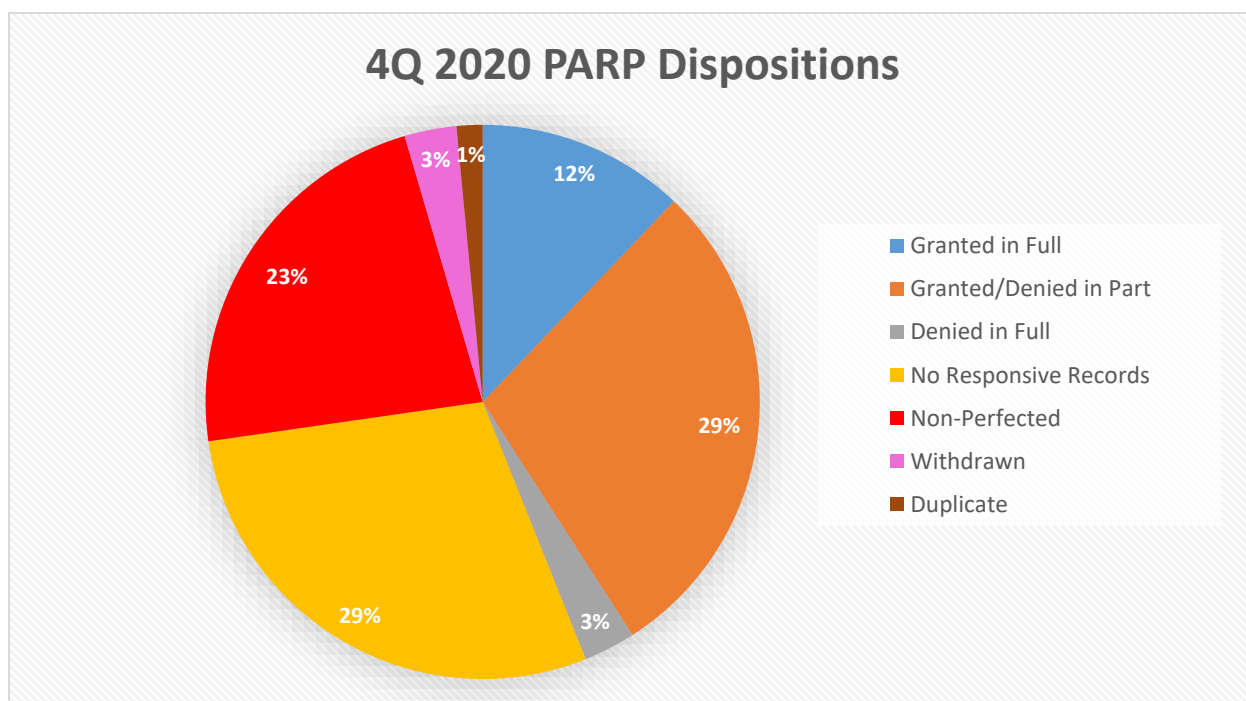
Exemption 1 (safety and security)	4
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	2
Exemption 4 (proprietary information)	8
Exemption 5 (intra/inter-agency privileged)	9
Exemption 6 (personal privacy)	15
Exemption 7 (A) (law enforcement – enforcement proceedings)	0
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	38



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VIII. PARP Request Dispositions for 4Q 2020:³

Granted in Full (No Exemptions)	8
Granted/Denied in Part	19
Denied in Full	2
No Responsive Records	19
Non-Perfected	15
Burdensome (Requester Declined to Narrow)	0
Withdrawn	2
Duplicate/Aggregated	1
Total	66



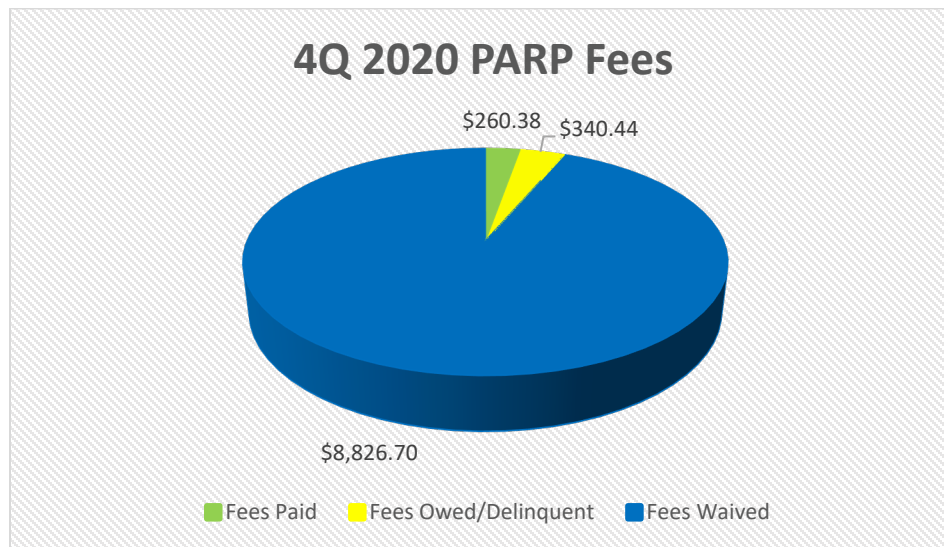
³ A request may have multiple applicable dispositions.

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IX. Quarterly Processing Fees:⁴

a. All PARP Requests Completed in 4Q 2020

Fees Paid	\$260.38
Fees Owed/Delinquent	\$340.44
Fees Waived	\$8,826.70
Total Fees	\$9,427.52



X. Administrative Appeals:

Appeals Pending at Start of 4Q 2020	1
Appeals Received in 4Q 2020	0
Appeals Closed in 4Q 2020	1
Appeals Pending at End of 4Q 2020	0

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

	1Q 2020	2Q 2020	3Q 2020	4Q 2020
Requests Received	99	35	59	65
Requests Closed	100	33	59	61
Appeals Received	2	0	0	0
Appeals Closed	4	0	0	1
Backlog Start of Quarter	88	91	97	89
Backlog End of Quarter	91	97	89	92

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