

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy (“PARP”) Quarterly Report  
October 1, 2022 to December 31, 2022

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](mailto: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 2022	116
Requests Received in 4Q 2022	67
Requests Closed in 4Q 2022	88
Requests Pending at End of 4Q 2022	95
Mean Processing Time of Requests Closed in 4Q 2022	110
Median Processing Time of Requests Closed in 4Q 2022	61

**b. Requests for Expedited Processing**

Expedited Granted Requests Pending at Start of 4Q 2022	0
Requests for Expedited Processing Received in 4Q 2022	0
Requests for Expedited Processing Granted in 4Q 2022	N/A
Requests for Expedited Processing Denied in 4Q 2022	N/A
Requests for Expedited Processing Mooted in 4Q 2022	N/A
Expedited Granted Requests Closed in 4Q 2022	0
Expedited Granted Requests Pending at End of 4Q 2022	0
Mean Processing Time of Expedited Granted Requests Closed in 4Q 2022	N/A
Median Processing Time of Expedited Granted Requests Closed in 4Q 2022	N/A

**c. Routine and Complex Requests**

Routine Requests Closed in 4Q 2022	44
Complex Requests Closed in 4Q 2022	44
Mean Processing Time of Routine Requests Closed in 4Q 2022	58
Median Processing Time of Routine Requests Closed in 4Q 2022	26
Mean Processing Time of Complex Requests Closed in 4Q 2022	162
Median Processing Time of Complex Requests Closed in 4Q 2022	78

**d. Media Requests**

Media Requests Received in 4Q 2022	8
Media Requests Closed in 4Q 2022	4
Mean Processing Time of Media Requests Closed in 4Q 2022	757
Median Processing Time of Media Requests Closed in 4Q 2022	806

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**e. Backlogged Requests**

Backlogged PARP Requests at Start of 4Q 2022	86
Backlogged PARP Requests Closed in 4Q 2022	67
Backlogged PARP Requests at End of 4Q 2022	82
Mean Processing Time of Backlogged Requests Closed in 4Q 2022	141
Median Processing Time of Backlogged Requests Closed in 4Q 2022	77

**f. Consultations from External Agencies**

Consultations Pending at Start of 4Q 2022	1
Consultations Received in 4Q 2022	0
Consultations Closed in 4Q 2022	0
Consultations Pending at End of 4Q 2022	1
Mean Processing Time of Consultations Closed in 4Q 2022	N/A
Median Processing Time of Consultations Closed in 4Q 2022	N/A

**V. Status of Ten Oldest PARP Requests:**

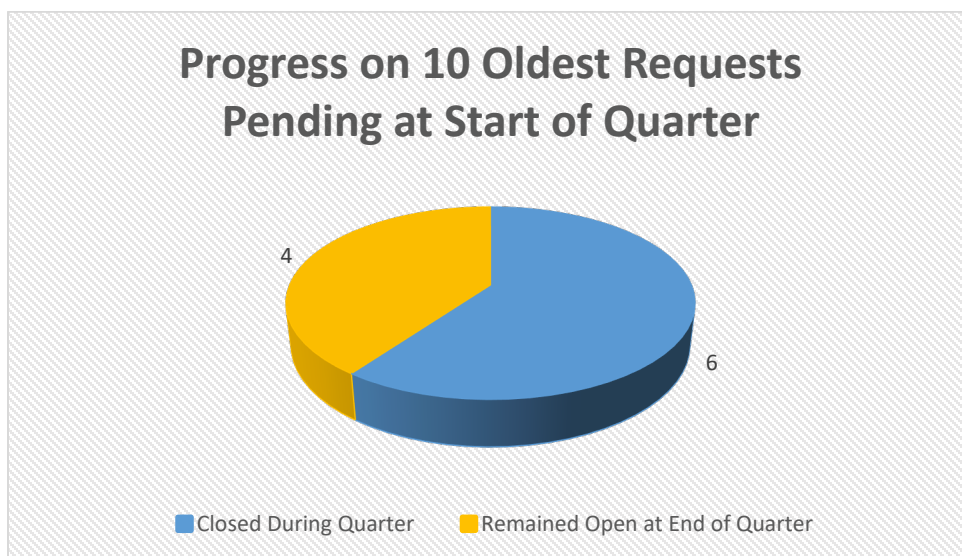
**a. Ten Oldest PARP Requests Pending at Start of 4Q 2022**

PARP No.	Date of Receipt	Total Time Pending at Start of 4Q
21-0138	7/14/2021	306 working days
20-0214	11/4/2020	476 working days
20-0178	9/15/2020	511 working days
20-0129	6/30/2020	564 working days
20-0130	6/18/2020	572 working days
20-0109	5/11/2020	599 working days
19-0320	9/5/2019	769 working days
19-0310	9/3/2019	771 working days
19-0195	6/18/2019	824 working days
19-0054	2/7/2019	915 working days

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**b. Ten Oldest PARP Requests Pending at End of 4Q 2022**

PARP No.	Date of Receipt	Total Time Pending at End of 4Q
22-0002	1/7/2022	249 working days
21-0201	10/18/2021	304 working days
21-0200	10/18/2021	304 working days
21-0191	10/1/2021	315 working days
21-0165	8/23/2021	343 working days
21-0158	8/5/2021	355 working days
21-0138	7/14/2021	371 working days
20-0129	6/30/2020	628 working days
20-0130	6/18/2020	636 working days
20-0109	5/11/2020	663 working days



**VI. Staffing Levels:** <sup>1,2</sup>

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

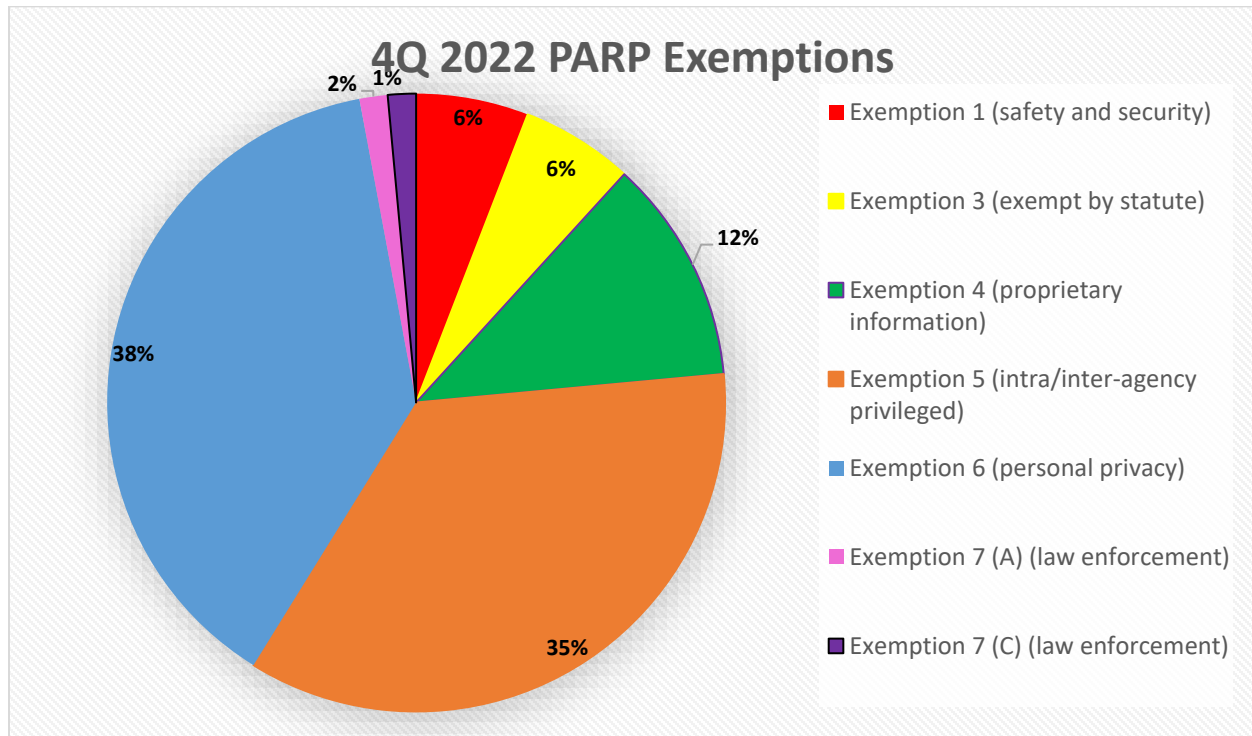
<sup>1</sup> Does not include records custodians and subject matter experts, or personnel who occasionally assist with records retrieval and review for specific requests.

<sup>2</sup> 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 2022:**

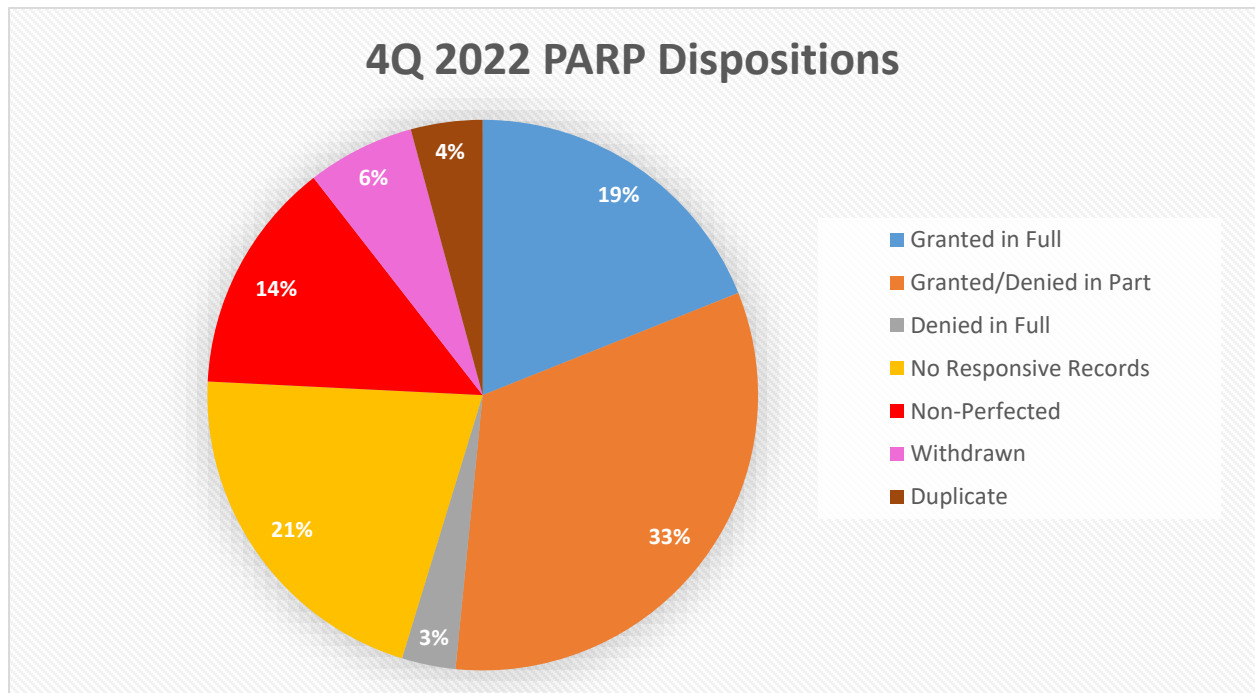
Exemption 1 (safety and security)	4
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	4
Exemption 4 (proprietary information)	8
Exemption 5 (intra/inter-agency privileged)	24
Exemption 6 (personal privacy)	26
Exemption 7 (A) (law enforcement – enforcement proceedings)	1
Exemption 7 (B) (law enforcement – impartial adjudication)	0
Exemption 7 (C) (law enforcement – personal privacy)	1
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	68



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**VIII. PARP Request Dispositions for 4Q 2022:<sup>3</sup>**

Granted in Full (No Exemptions)	18
Granted/Denied in Part	31
Denied in Full	3
No Responsive Records	20
Non-Perfected	13
Burdensome (Requester Declined to Narrow)	0
Withdrawn	6
Duplicate/Aggregated	4
Total	95



<sup>3</sup> A request may have multiple applicable dispositions.

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**IX. Quarterly Processing Fees:<sup>4</sup>**

**a. All PARP Requests Completed in 4Q 2022**

Fees Paid	\$698.77
Fees Owed/Delinquent	\$0
Fees Waived	\$12,989.64
Total Fees	\$13,688.41



**X. Administrative Appeals:**

Appeals Pending at Start of 4Q 2022	6
Appeals Received in 4Q 2022	1
Appeals Closed in 4Q 2022	5
Appeals Pending at End of 4Q 2022	2

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

	1Q 2022	2Q 2022	3Q 2022	4Q 2022
Requests Received	85	69	100	67
Requests Closed	76	77	84	88
Appeals Received	0	5	7	1
Appeals Closed	1	3	6	5
Backlog Start of Quarter	80	80	77	86
Backlog End of Quarter	80	77	86	82

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