

Washington Metropolitan Area Transit Authority
Public Access to Records Policy (“PARP”) Quarterly Report
July 1, 2024 to September 30, 2024

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/public-records/records-archive.html> 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/public-records/records-archive.html> under the section titled Public Access to Records Policy 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 2024	127
Requests Received in 3Q 2024	74
Requests Closed in 3Q 2024	58
Requests Pending at End of 3Q 2024	143
Mean Processing Time of Requests Closed in 3Q 2024	103
Median Processing Time of Requests Closed in 3Q 2024	50

b. Requests for Expedited Processing

Expedited Granted Requests Pending at Start of 3Q 2024	0
Requests for Expedited Processing Received in 3Q 2024	0
Requests for Expedited Processing Granted in 3Q 2024	0
Requests for Expedited Processing Denied in 3Q 2024	0
Requests for Expedited Processing Mooted in 3Q 2024	0
Expedited Granted Requests Closed in 3Q 2024	0
Expedited Granted Requests Pending at End of 3Q 2024	0
Mean Processing Time of Expedited Granted Requests Closed in 3Q 2024	n/a
Median Processing Time of Expedited Granted Requests Closed in 3Q 2024	n/a

c. Routine and Complex Requests

Routine Requests Closed in 3Q 2024	46
Complex Requests Closed in 3Q 2024	12
Mean Processing Time of Routine Requests Closed in 3Q 2024	64
Median Processing Time of Routine Requests Closed in 3Q 2024	30
Mean Processing Time of Complex Requests Closed in 3Q 2024	252
Median Processing Time of Complex Requests Closed in 3Q 2024	256

d. Media Requests

Media Requests Received in 3Q 2024	7
Media Requests Closed in 3Q 2024	3
Mean Processing Time of Media Requests Closed in 3Q 2024	122
Median Processing Time of Media Requests Closed in 3Q 2024	149

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e. Backlogged Requests

Backlogged PARP Requests at Start of 3Q 2024	108
Backlogged PARP Requests Closed in 3Q 2024	43
Backlogged PARP Requests at End of 3Q 2024	115
Mean Processing Time of Backlogged Requests Closed in 3Q 2024	134
Median Processing Time of Backlogged Requests Closed in 3Q 2024	103

f. Consultations from External Agencies

Consultations Pending at Start of 3Q 2024	0
Consultations Received in 3Q 2024	0
Consultations Closed in 3Q 2024	0
Consultations Pending at End of 3Q 2024	0
Mean Processing Time of Consultations Closed in 3Q 2024	n/a
Median Processing Time of Consultations Closed in 3Q 2024	n/a

V. Status of Ten Oldest PARP Requests:

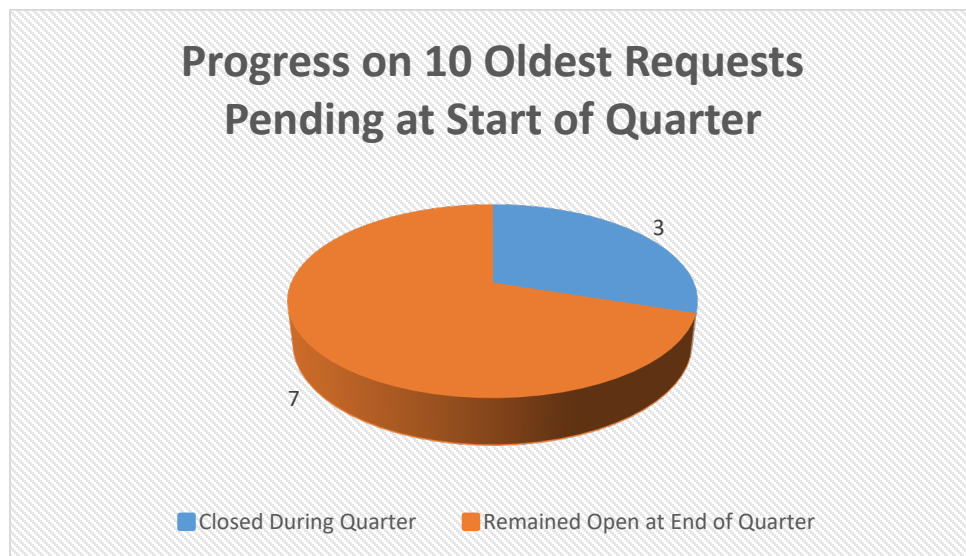
a. Ten Oldest PARP Requests Pending at Start of 3Q 2024

PARP No.	Date of Receipt	Total Time Pending at Start of 3Q 2024
23-0076	3/28/2023	316 working days
23-0055	2/28/2023	336 working days
23-0028	1/24/2023	360 working days
23-0025	1/23/2023	361 working days
23-0020	1/13/2023	366 working days
23-0019	1/12/2023	367 working days
23-0003	1/4/2023	373 working days
22-0300	11/18/2022	403 working days
22-0289	11/9/2022	409 working days
22-0117	5/16/2022	531 working days

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b. Ten Oldest PARP Requests Pending at End of 3Q 2024

PARP No.	Date of Receipt	Total Time Pending at End of 3Q 2024
23-0093	4/14/2023	367 working days
23-0090	4/10/2023	371 working days
23-0085	4/3/2023	376 working days
23-0076	3/28/2023	380 working days
23-0055	2/28/2023	400 working days
23-0028	1/24/2023	424 working days
23-0020	1/13/2023	430 working days
23-0019	1/12/2023	431 working days
22-0300	11/18/2022	467 working days
22-0117	5/16/2022	595 working days



VI. Staffing Levels: ^{1,2}

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

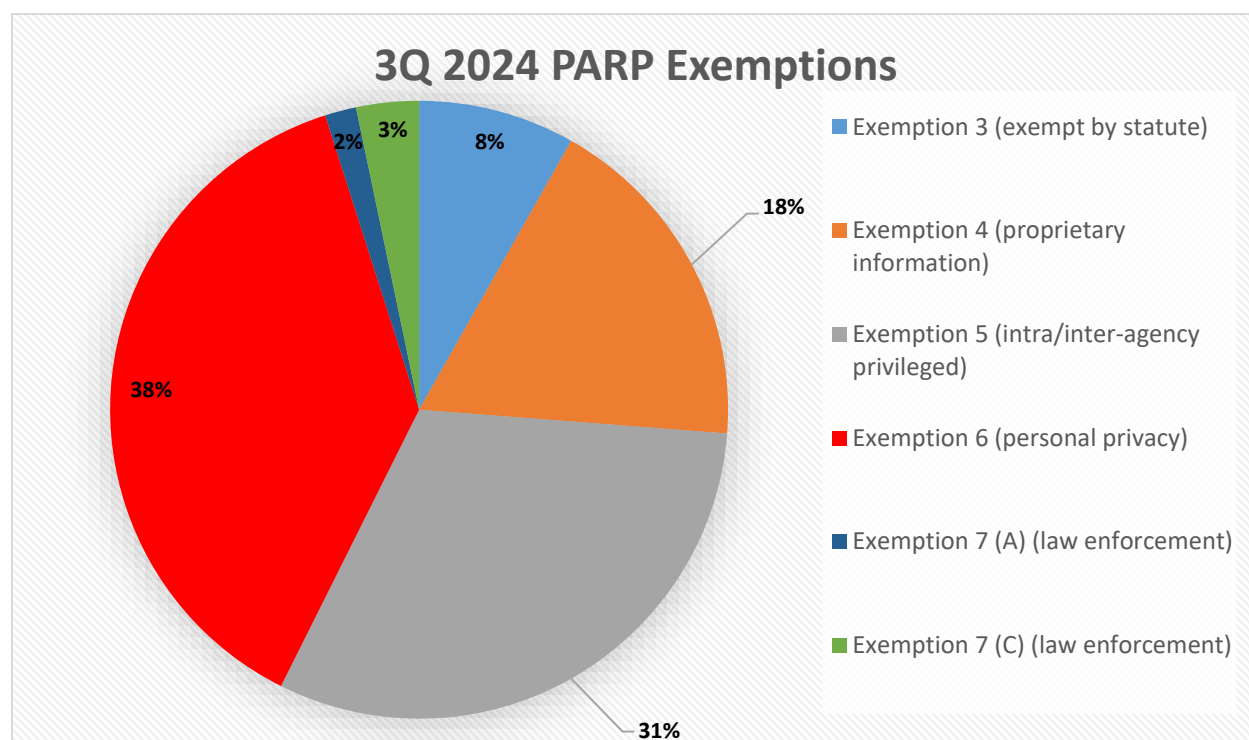
¹ Does not include records custodians and subject matter experts, or personnel who occasionally assist with records retrieval and review for specific requests.

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 3Q 2024:

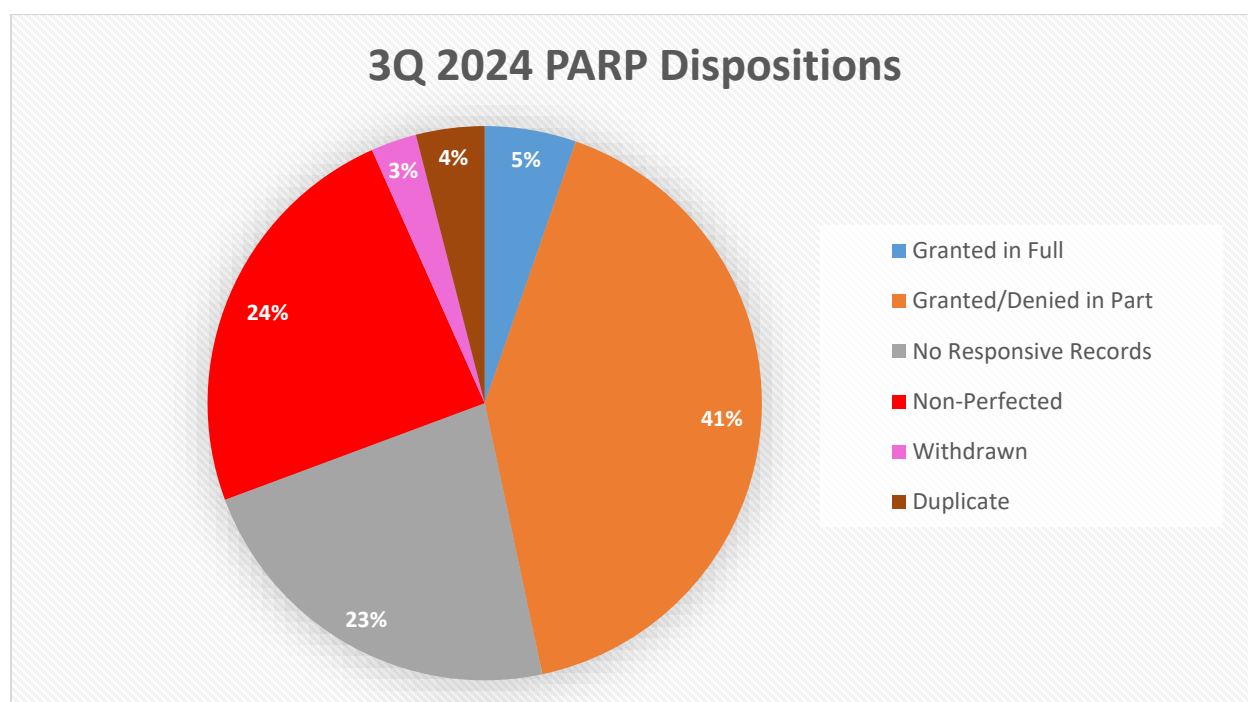
Exemption 1 (safety and security)	0
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	5
Exemption 4 (proprietary information)	11
Exemption 5 (intra/inter-agency privileged)	19
Exemption 6 (personal privacy)	23
Exemption 7 (A) (law enforcement – enforcement proceedings)	1
Exemption 7 (B) (law enforcement – impartial adjudication)	0
Exemption 7 (C) (law enforcement – personal privacy)	2
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	61



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VIII. PARP Request Dispositions for 3Q 2024:³

Granted in Full (No Exemptions)	4
Granted/Denied in Part	31
Denied in Full	0
No Responsive Records	17
Non-Perfected	18
Burdensome (Requester Declined to Narrow)	0
Withdrawn	2
Duplicate/Aggregated	3
Total	75



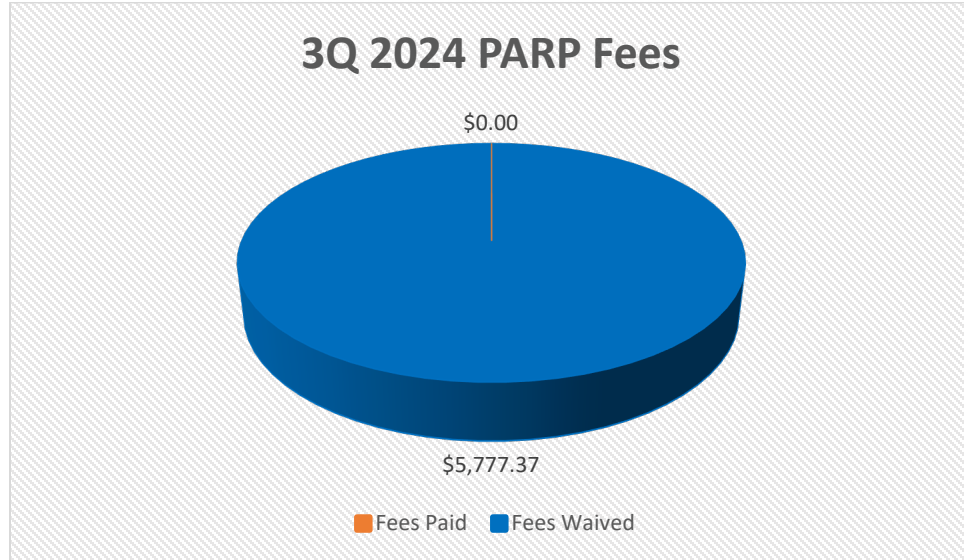
³ A request may have multiple applicable dispositions.

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IX. Quarterly Processing Fees:⁴

a. All PARP Requests Completed in 3Q 2024

Fees Paid	\$0
Fees Owed/Delinquent	\$0
Fees Waived	\$5,777.37
Total Fees	\$5,777.37



X. Administrative Appeals:

Appeals Pending at Start of 3Q 2024	2
Appeals Received in 3Q 2024	2
Appeals Closed in 3Q 2024	1
Appeals Pending at End of 3Q 2024	3

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

	4Q 2023	1Q 2024	2Q 2024	3Q 2024
Requests Received	58	76	71	74
Requests Closed	76	52	58	58
Appeals Received	3	1	0	2
Appeals Closed	1	0	1	1
Backlog Start of Quarter	87	80	90	108
Backlog End of Quarter	80	90	108	115

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