

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy (“PARP”) Quarterly Report  
October 1, 2023 to December 31, 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/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](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.

Washington Metropolitan Area Transit Authority  
PARP Quarterly Report: October 1, 2023 to December 31, 2023

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.

Washington Metropolitan Area Transit Authority  
PARP Quarterly Report: October 1, 2023 to December 31, 2023

**IV. Quarterly Overview:**

**a. Total Requests**

|                                                      |     |
|------------------------------------------------------|-----|
| Requests Pending at Start of 4Q 2023                 | 108 |
| Requests Received in 4Q 2023                         | 58  |
| Requests Closed in 4Q 2023                           | 76  |
| Requests Pending at End of 4Q 2023                   | 90  |
| Mean Processing Time of Requests Closed in 4Q 2023   | 111 |
| Median Processing Time of Requests Closed in 4Q 2023 | 45  |

**b. Requests for Expedited Processing**

|                                                                        |     |
|------------------------------------------------------------------------|-----|
| Expedited Granted Requests Pending at Start of 4Q 2023                 | 0   |
| Requests for Expedited Processing Received in 4Q 2023                  | 1   |
| Requests for Expedited Processing Granted in 4Q 2023                   | 0   |
| Requests for Expedited Processing Denied in 4Q 2023                    | 1   |
| Requests for Expedited Processing Mooted in 4Q 2023                    | 0   |
| Expedited Granted Requests Closed in 4Q 2023                           | 0   |
| Expedited Granted Requests Pending at End of 4Q 2023                   | 0   |
| Mean Processing Time of Expedited Granted Requests Closed in 4Q 2023   | N/A |
| Median Processing Time of Expedited Granted Requests Closed in 4Q 2023 | N/A |

**c. Routine and Complex Requests**

|                                                              |     |
|--------------------------------------------------------------|-----|
| Routine Requests Closed in 4Q 2023                           | 26  |
| Complex Requests Closed in 4Q 2023                           | 50  |
| Mean Processing Time of Routine Requests Closed in 4Q 2023   | 87  |
| Median Processing Time of Routine Requests Closed in 4Q 2023 | 29  |
| Mean Processing Time of Complex Requests Closed in 4Q 2023   | 171 |
| Median Processing Time of Complex Requests Closed in 4Q 2023 | 177 |

**d. Media Requests**

|                                                            |     |
|------------------------------------------------------------|-----|
| Media Requests Received in 4Q 2023                         | 5   |
| Media Requests Closed in 4Q 2023                           | 1   |
| Mean Processing Time of Media Requests Closed in 4Q 2023   | 156 |
| Median Processing Time of Media Requests Closed in 4Q 2023 | 156 |

Washington Metropolitan Area Transit Authority  
PARP Quarterly Report: October 1, 2023 to December 31, 2023

**e. Backlogged Requests**

|                                                                 |     |
|-----------------------------------------------------------------|-----|
| Backlogged PARP Requests at Start of 4Q 2023                    | 87  |
| Backlogged PARP Requests Closed in 4Q 2023                      | 50  |
| Backlogged PARP Requests at End of 4Q 2023                      | 80  |
| Mean Processing Time of Backlogged Requests Closed in 4Q 2023   | 162 |
| Median Processing Time of Backlogged Requests Closed in 4Q 2023 | 121 |

**f. Consultations from External Agencies**

|                                                           |     |
|-----------------------------------------------------------|-----|
| Consultations Pending at Start of 4Q 2023                 | 0   |
| Consultations Received in 4Q 2023                         | 0   |
| Consultations Closed in 4Q 2023                           | 0   |
| Consultations Pending at End of 4Q 2023                   | 0   |
| Mean Processing Time of Consultations Closed in 4Q 2023   | N/A |
| Median Processing Time of Consultations Closed in 4Q 2023 | N/A |

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

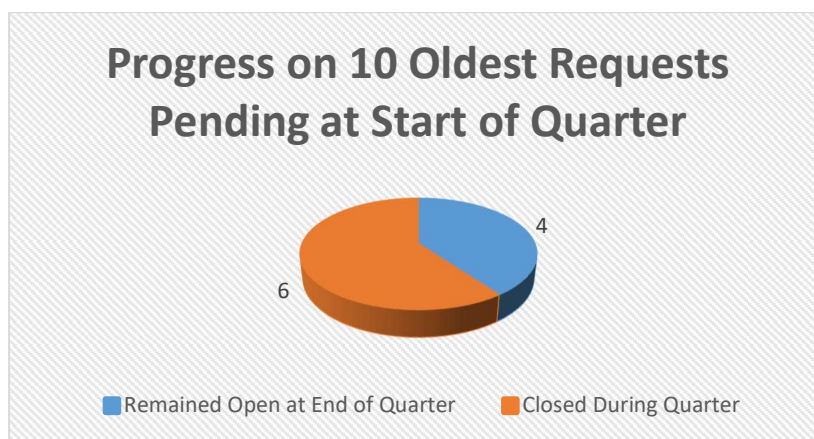
**a. Ten Oldest PARP Requests Pending at Start of 4Q 2023**

| PARP No. | Date of Receipt | Total Time Pending at Start of 4Q |
|----------|-----------------|-----------------------------------|
| 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                  |

Washington Metropolitan Area Transit Authority  
PARP Quarterly Report: October 1, 2023 to December 31, 2023

**b. Ten Oldest PARP Requests Pending at End of 4Q 2023**

| PARP No. | Date of Receipt | Total Time Pending at End of 4Q |
|----------|-----------------|---------------------------------|
| 22-0300  | 11/18/2022      | 278 working days                |
| 22-0289  | 11/9/2022       | 284 working days                |
| 22-0288  | 11/8/2022       | 285 working days                |
| 22-0287  | 11/7/2022       | 286 working days                |
| 22-0285  | 11/7/2022       | 286 working days                |
| 22-0257  | 10/3/2022       | 310 working days                |
| 22-0117  | 5/16/2022       | 406 working days                |
| 22-0036  | 2/7/2022        | 475 working days                |
| 22-0002  | 1/7/2022        | 495 working days                |
| 20-0130  | 6/18/2020       | 882 working days                |



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

| Personnel Type      | Number of Staffed Personnel | Full Time Equivalent |
|---------------------|-----------------------------|----------------------|
| Full-Time Personnel | 3                           | 3                    |
| Part-Time Personnel | 2                           | 1                    |
| Total               | 5                           | 4                    |

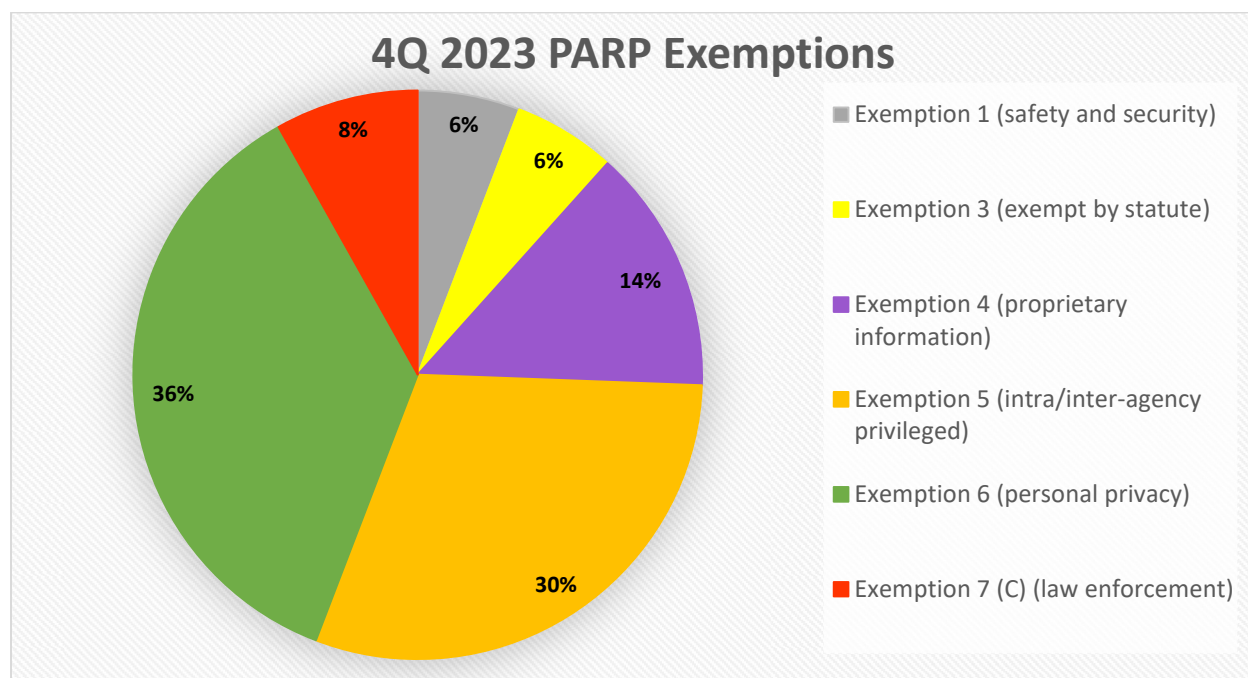
<sup>1</sup> Does not include records custodians and subject matter experts, or personnel who occasionally assist with records retrieval and review for specific requests.

<sup>2</sup> Full-time personnel are calculated as 1 full-time-equivalent, while part-time personnel are calculated as ½ full-time-equivalent.

Washington Metropolitan Area Transit Authority  
PARP Quarterly Report: October 1, 2023 to December 31, 2023

**VII. PARP Exemptions Applied During 4Q 2023:**

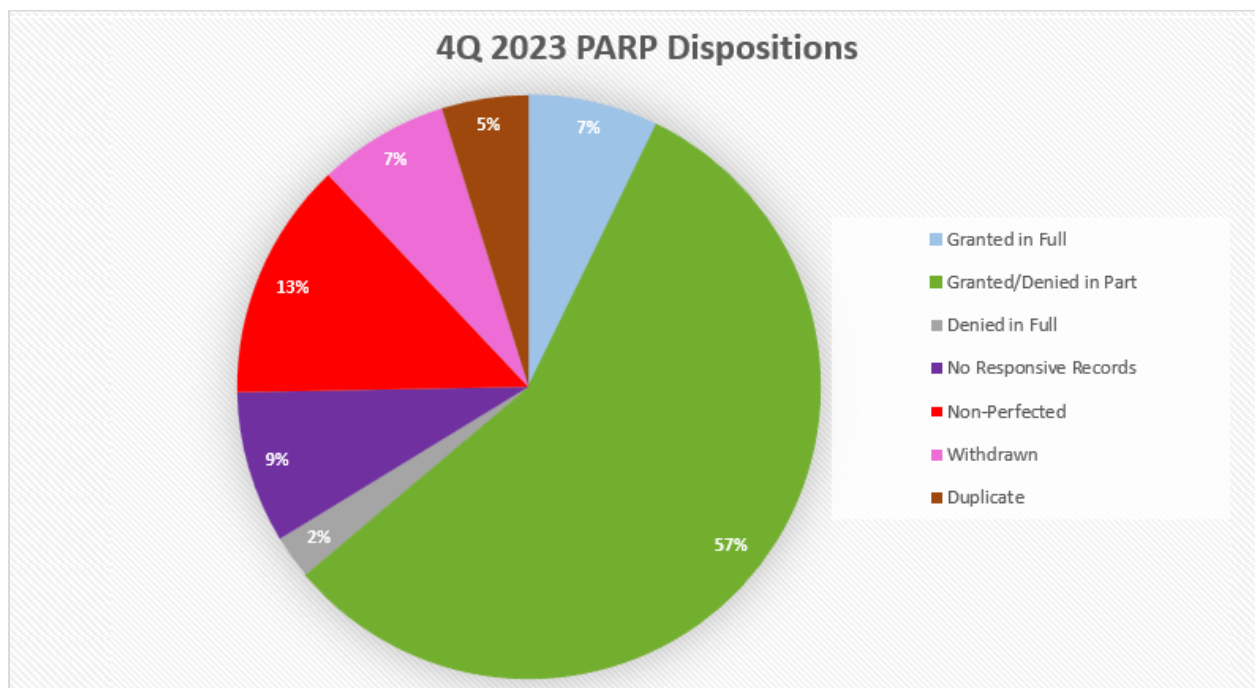
|                                                             |     |
|-------------------------------------------------------------|-----|
| Exemption 1 (safety and security)                           | 3   |
| Exemption 2 (internal personnel rules and practices)        | 0   |
| Exemption 3 (exempt by statute)                             | 8   |
| Exemption 4 (proprietary information)                       | 19  |
| Exemption 5 (intra/inter-agency privileged)                 | 36  |
| Exemption 6 (personal privacy)                              | 39  |
| Exemption 7 (A) (law enforcement – enforcement proceedings) | 0   |
| Exemption 7 (B) (law enforcement – impartial adjudication)  | 0   |
| Exemption 7 (C) (law enforcement – personal privacy)        | 4   |
| 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                                                       | 109 |



Washington Metropolitan Area Transit Authority  
PARP Quarterly Report: October 1, 2023 to December 31, 2023

**VIII. PARP Request Dispositions for 4Q 2023:<sup>3</sup>**

|                                           |    |
|-------------------------------------------|----|
| Granted in Full (No Exemptions)           | 6  |
| Granted/Denied in Part                    | 47 |
| Denied in Full                            | 2  |
| No Responsive Records                     | 7  |
| Non-Perfected                             | 11 |
| Burdensome (Requester Declined to Narrow) | 0  |
| Withdrawn                                 | 6  |
| Duplicate/Aggregated                      | 4  |
| Total                                     | 83 |



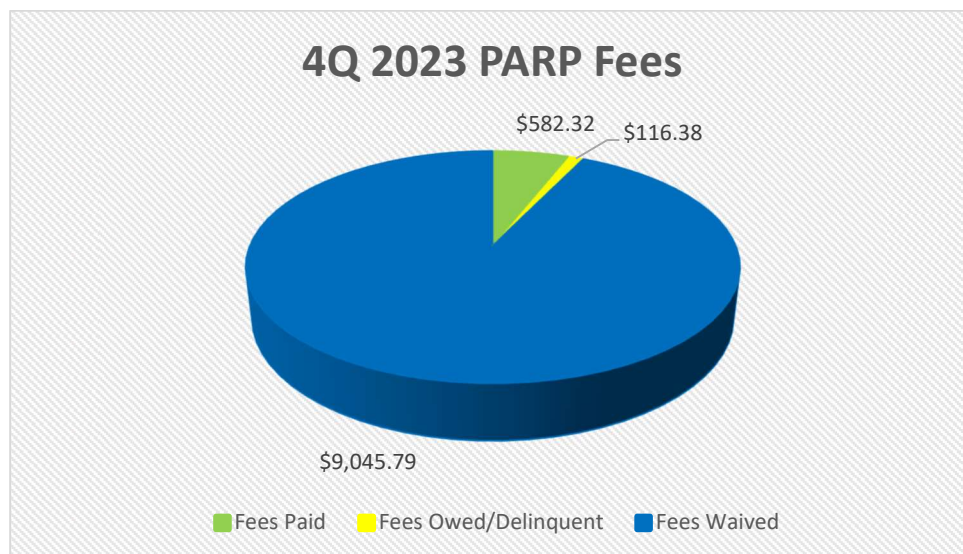
<sup>3</sup> A request may have multiple applicable dispositions.

Washington Metropolitan Area Transit Authority  
PARP Quarterly Report: October 1, 2023 to December 31, 2023

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

**a. All PARP Requests Completed in 4Q 2023**

|                      |            |
|----------------------|------------|
| Fees Paid            | \$582.32   |
| Fees Owed/Delinquent | \$116.38   |
| Fees Waived          | \$9,045.79 |
| Total Fees           | \$9,744.49 |



**X. Administrative Appeals:**

|                                     |   |
|-------------------------------------|---|
| Appeals Pending at Start of 4Q 2023 | 0 |
| Appeals Received in 4Q 2023         | 3 |
| Appeals Closed in 4Q 2023           | 1 |
| Appeals Pending at End of 4Q 2023   | 2 |

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

|                          | 1Q 2023 | 2Q 2023 | 3Q 2023 | 4Q 2023 |
|--------------------------|---------|---------|---------|---------|
| Requests Received        | 84      | 65      | 65      | 58      |
| Requests Closed          | 55      | 76      | 71      | 76      |
| Appeals Received         | 1       | 2       | 0       | 3       |
| Appeals Closed           | 0       | 2       | 3       | 1       |
| Backlog Start of Quarter | 82      | 92      | 97      | 87      |
| Backlog End of Quarter   | 92      | 97      | 87      | 80      |

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