

Washington Metropolitan Area Transit Authority
Public Access to Records Policy (“PARP”) Quarterly Report
October 1, 2025 to December 31, 2025

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 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 4Q 2025	198
Requests Received in 4Q 2025	76
Requests Closed in 4Q 2025	95
Requests Pending at End of 4Q 2025	179
Mean Processing Time of Requests Closed in 4Q 2025	152
Median Processing Time of Requests Closed in 4Q 2025	90

b. Requests for Expedited Processing

Expedited Granted Requests Pending at Start of 4Q 2025	0
Requests for Expedited Processing Received in 4Q 2025	0
Requests for Expedited Processing Granted in 4Q 2025	0
Requests for Expedited Processing Denied in 4Q 2025	0
Requests for Expedited Processing Mooted in 4Q 2025	0
Expedited Granted Requests Closed in 4Q 2025	0
Expedited Granted Requests Pending at End of 4Q 2025	0
Mean Processing Time of Expedited Granted Requests Closed in 4Q 2025	N/A
Median Processing Time of Expedited Granted Requests Closed in 4Q 2025	N/A

c. Routine and Complex Requests

Routine Requests Closed in 4Q 2025	76
Complex Requests Closed in 4Q 2025	19
Mean Processing Time of Routine Requests Closed in 4Q 2025	126
Median Processing Time of Routine Requests Closed in 4Q 2025	71
Mean Processing Time of Complex Requests Closed in 4Q 2025	259
Median Processing Time of Complex Requests Closed in 4Q 2025	205

d. Media Requests

Media Requests Received in 4Q 2025	4
Media Requests Closed in 4Q 2025	4
Mean Processing Time of Media Requests Closed in 4Q 2025	125
Median Processing Time of Media Requests Closed in 4Q 2025	108

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e. Backlogged Requests

Backlogged PARP Requests at Start of 4Q 2025	175
Backlogged PARP Requests Closed in 4Q 2025	74
Backlogged PARP Requests at End of 4Q 2025	162
Mean Processing Time of Backlogged Requests Closed in 4Q 2025	191
Median Processing Time of Backlogged Requests Closed in 4Q 2025	148

f. Consultations from External Agencies

Consultations Pending at Start of 4Q 2025	0
Consultations Received in 4Q 2025	0
Consultations Closed in 4Q 2025	0
Consultations Pending at End of 4Q 2025	0
Mean Processing Time of Consultations Closed in 4Q 2025	N/A
Median Processing Time of Consultations Closed in 4Q 2025	N/A

V. Status of Ten Oldest PARP Requests:

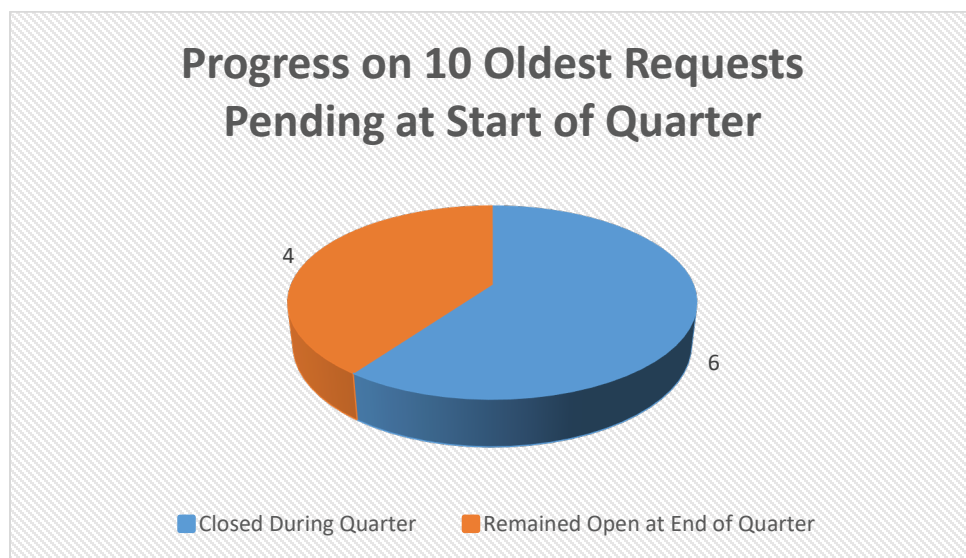
a. Ten Oldest PARP Requests Pending at Start of 4Q 2025

PARP No.	Date of Receipt	Total Time Pending at Start of 4Q 2025
23-0174	8/4/2023	476 working days
23-0160	7/18/2023	489 working days
23-0155	7/12/2023	493 working days
23-0143	6/20/2023	508 working days
23-0134	6/7/2023	516 working days
23-0126	5/22/2023	527 working days
23-0109	5/3/2023	540 working days
23-0094	4/18/2023	551 working days
23-0055	2/28/2023	586 working days
23-0028	1/24/2023	610 working days

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b. Ten Oldest PARP Requests Pending at End of 4Q 2025

PARP No.	Date of Receipt	Total Time Pending at End of 4Q 2025
24-0093	4/24/2024	423 working days
24-0091	4/19/2024	426 working days
24-0087	4/16/2024	429 working days
24-0079	4/3/2024	438 working days
24-0034	2/9/2024	475 working days
23-0223	10/10/2023	558 working days
23-0174	8/4/2023	603 working days
23-0143	6/20/2023	635 working days
23-0134	6/7/2023	643 working days
23-0094	4/18/2023	678 working days



VI. Staffing Levels: ^{1,2}

Full-Time Personnel	4
Part-Time Personnel	1
Total	4.5

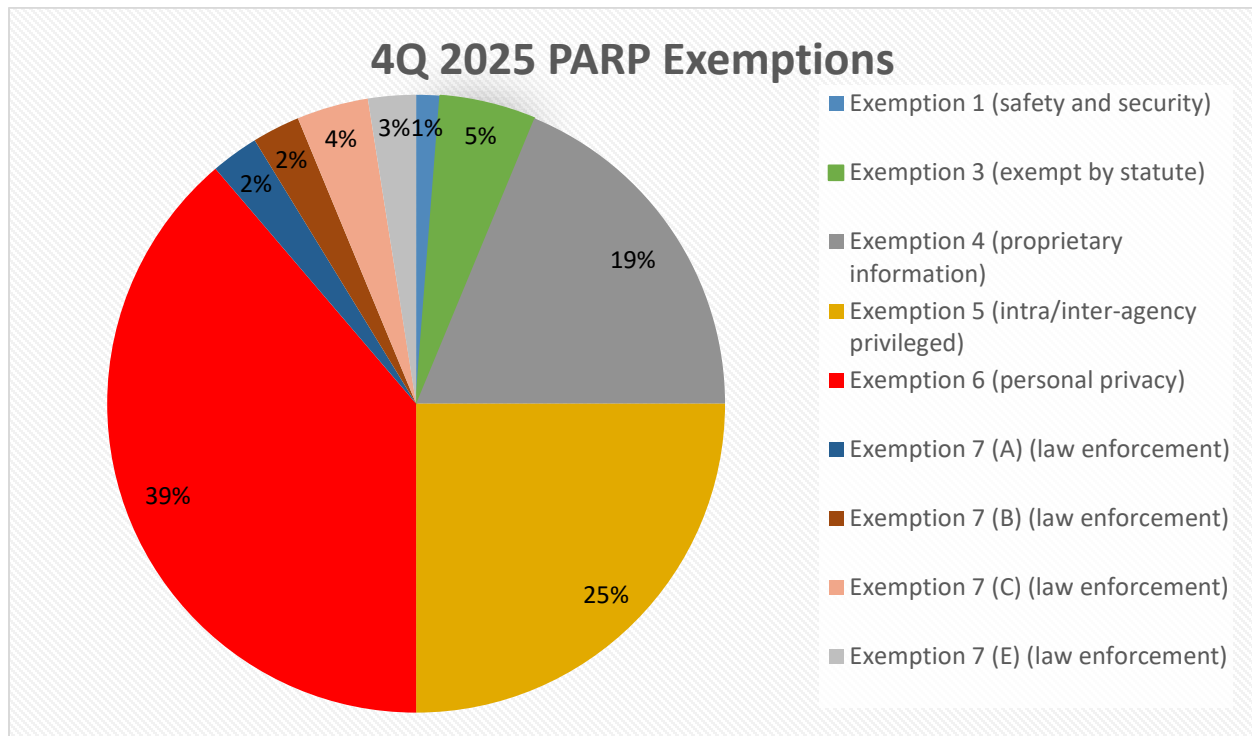
¹ Does not include records custodians and subject matter experts, or personnel who occasionally assist with records retrieval and review for specific requests.

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 2025:

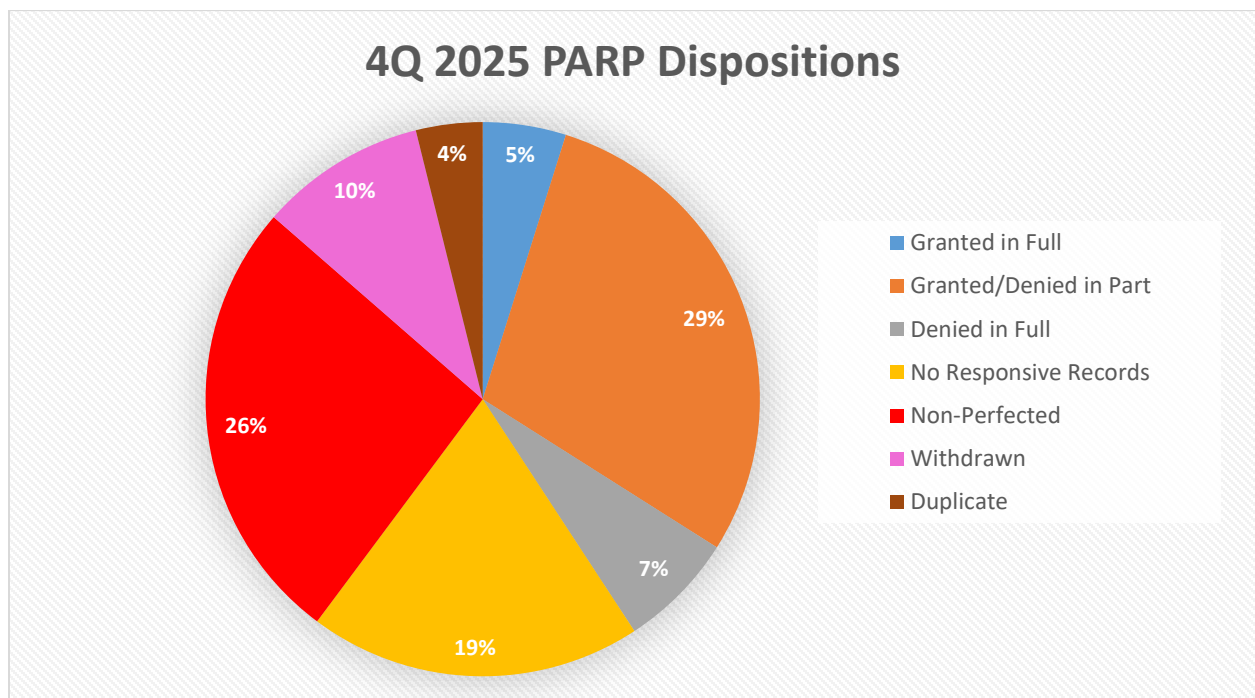
Exemption 1 (safety and security)	1
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	4
Exemption 4 (proprietary information)	15
Exemption 5 (intra/inter-agency privileged)	20
Exemption 6 (personal privacy)	31
Exemption 7 (A) (law enforcement – enforcement proceedings)	2
Exemption 7 (B) (law enforcement – impartial adjudication)	2
Exemption 7 (C) (law enforcement – personal privacy)	3
Exemption 7 (D) (law enforcement – confidential source)	0
Exemption 7 (E) (law enforcement – techniques/procedures)	2
Exemption 7 (F) (law enforcement – endanger life/safety)	0
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Total	80



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VIII. PARP Request Dispositions for 4Q 2025:³

Granted in Full (No Exemptions)	5
Granted/Denied in Part	30
Denied in Full	7
No Responsive Records	20
Non-Perfected	27
Burdensome (Requester Declined to Narrow)	0
Withdrawn	10
Duplicate/Aggregated	4
Total	103



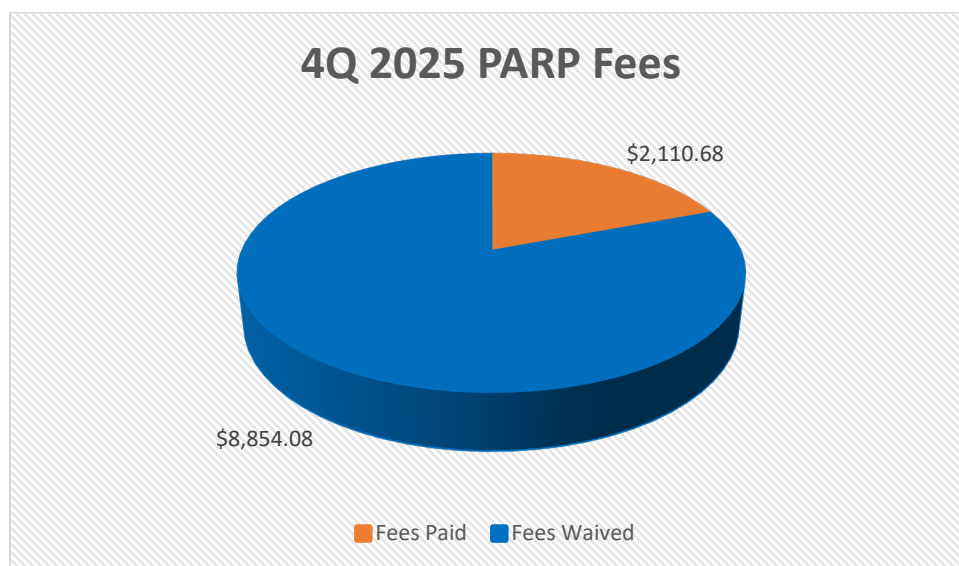
³ A request may have multiple applicable dispositions.

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IX. Quarterly Processing Fees:⁴

a. All PARP Requests Completed in 4Q 2025

Fees Paid	\$2,110.68
Fees Owed/Delinquent	\$0
Fees Waived	\$8,854.08
Total Fees	\$10,964.76



X. Administrative Appeals:

Appeals Pending at Start of 4Q 2025	3
Appeals Received in 4Q 2025	2
Appeals Closed in 4Q 2025	0
Appeals Pending at End of 4Q 2025	5

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

	1Q 2025	2Q 2025	3Q 2025	4Q 2025
Requests Received	89	65	89	76
Requests Closed	64	62	51	95
Appeals Received	1	0	2	2
Appeals Closed	0	1	2	0
Backlog Start of Quarter	106	133	136	175
Backlog End of Quarter	133	136	175	162

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