

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
July 1, 2016 – September 30, 2016

WMATA's Office of General Counsel submits the following information to the General Manager/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, as such, 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 web site at http://www.wmata.com/about_metro/public_rr.cfm under the section marked, "Legal Affairs."

All quarterly PARP reports dated from October 1, 2005, to the present are available on WMATA's web site at http://www.wmata.com/about_metro/public_rr.cfm, under the section marked "Public Access to Records Quarterly Reports."

II. How To Submit a PARP Request

A. **By mail at:** Washington Metropolitan Area Transit Authority
Office of General Counsel
600 Fifth Street NW
Washington, DC 20001

RE: PARP Request

B. **By email at:** PARP@wmata.com

C. **By facsimile (fax) at:** (202) 962-2550

For complete information regarding filing requirements, please see PARP § 7.0, which is available on WMATA's web site at http://www.wmata.com/about_metro/public_rr.cfm.

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III. Key Definitions

1. **Third Quarter (3Q) 2016** – the period of July 1, 2016, to September 30, 2016, inclusive.
2. **PARP Request** – a written statement requesting WMATA records under the PARP.
3. **Processed Request** – a PARP request for which WMATA has taken final action.
4. **Processing Time** – the duration that a PARP request has remained pending.
5. **Backlog Request** – a pending PARP request that has exceeded the prescribed time for a response.
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 be reasonably 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 § 7.10.2 b (ii).
7. **Media Request** – a PARP request submitted on behalf of an entity whose primary activity involves publishing or otherwise disseminating information to the general public to the extent records are requested for a news story.
8. **Routine Request** – a PARP request that requires less than 2 hours of staff time to process (e.g., a request for an incident report or SmarTrip® data).
9. **Complex Request** – a PARP request that generates voluminous records (totaling more than 200 pages), or requires coordination with multiple stakeholders within or outside WMATA.
10. **Working Days** – excluding weekends and federal holidays.
11. **Component** – an internal WMATA department or office involved in processing PARP requests.
12. **External Stakeholder** – an entity outside WMATA (generally a requester or third-party contractor) involved in processing PARP requests.
13. **Critical Interim Action** – a condition that must be met by an external stakeholder before processing of a PARP request can commence or continue.
14. **Exemption** – a category of records that is not subject to release under the PARP.
15. **Full Grant** – a completely favorable response to a PARP request, culminating in the release of all requested records without redaction.
16. **Partial Grant** – a less than completely favorable response to a PARP request, which excludes information determined to be fall under one or more prescribed exemptions.
17. **Denial** – an unfavorable response to a PARP request, which does not culminate in the release of any requested records.
18. **PARP Appeal** – a written expression of disagreement with the disposition of a PARP request or a fee waiver decision, accompanied by a petition for administrative review.

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IV. Quarterly Overview:

a. Total Requests

No. of PARP Requests Pending at Start of 3Q 2016	81
No. of PARP Requests Pending at End of 3Q 2016	65
No. of PARP Requests Received during 3Q 2016	55
No. of PARP Requests Processed during 3Q 2016	71
Avg. Processing Time of PARP Requests closed in 3Q 2016 (in Working Days)	95

b. Requests for Expedited Processing

No. of Requests for Expedited Processing Received during 3Q 2016	3
No. of Requests for Expedited Processing Granted in 3Q 2016	0
No. of Requests for Expedited Processing Denied in 3Q 2016	3
No. of Expedited Requests Pending at Start of 3Q 2016	0
No. of Expedited Requests Pending at End of 3Q 2016	0
No. of Expedited Requests Processed during 3Q 2016	0
Avg. Processing Time of Expedited Requests during 3Q 2016 (in Working Days)	N/A

c. Routine and Complex Requests

No. of Routine PARP Requests Processed during 3Q 2016	45
No. of Complex PARP Requests Processed during 3Q 2016	36
Avg. Processing Time of Routine PARPs during 3Q 2016 (in Working Days)	47
Avg. Processing Time of Complex PARPs during 3Q 2016 (in Working Days)	166

d. Media Requests

No. of Media PARP Requests Received during 3Q 2016	10
No. of Media PARP Requests Processed during 3Q 2016	12
Avg. Processing time of Media PARPs during 3Q 2016 (in Working Days)	106

e. Backlog Requests

No. of Backlogged PARP Requests at start of 3Q 2016	44
No. of Backlogged PARP Requests at close of 3Q 2016	29
Avg. Processing Time of Backlog PARPs during 3Q 2016 (in Working Days)	207

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V. Status of Oldest PARP Requests:

a. Ten Oldest Pending Requests at start of 3Q 2016

PARP No.	Date of Receipt	Total Time Pending
15-0180	8/17/15	230 Working Days
15-0168	7/27/15	245 Working Days
15-0166	7/22/15	248 Working Days
15-0148	6/29/15	265 Working Days
15-0097	4/13/15	320 Working Days
15-0095	4/13/15	320 Working Days
15-0058	3/3/15	349 Working Days
15-0049	2/24/15	354 Working Days
15-0048	2/24/15	354 Working Days
13-0156	07/01/13	753 Working Days

b. Ten Oldest Pending Requests at end of 3Q 2016

PARP No.	Date of Receipt	Total Time Pending
16-0013	1/13/2016	188 Working Days
16-0002	1/5/2015	194 Working Days
15-0233	10/22/2015	247 Working Days
15-0196	9/2/2015	294 Working Days
15-0181	8/18/2015	307 Working Days
15-0168	7/27/2015	310 Working Days
15-0097	4/13/2015	385 Working Days
15-0049	2/24/2015	419 Working Days
15-0048	2/24/15	419 Working Days
13-0156	07/01/13	850 Working Days

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VII. PARP Request Dispositions for 3Q 2016:

Granted in Full (No Exemptions)	8
Granted in Part	26
Denied in Full	15
No Responsive Records	6
Non-Perfected	8
Withdrawn	8
Total	71

VIII. Quarterly Fees:¹

a. All PARP Requests (including Media and other Requests for which Fees are Waived)

Fees Paid	\$6,735.04
Delinquent Fees ²	\$17,560.22
Fees Waived for First Two Hours of Processing ³	\$5,376.08
Additional Fees Waived ⁴	\$2,328.92
Total Unpaid Fees (Delinquent & Waived)	\$25,265.22
Total Paid and Unpaid Fees	\$32,000.26

¹ Fees are charged for search, review, and duplication of records that are requested for commercial use. See PARP § 8.1.

² Refers to fees that have been charged to the requester but remain unpaid; note that the vast majority of these fees (\$17,429.44) were accrued in previous quarters by requesters of records pertaining to the now-defunct NEPP contract. See note *supra* at 1.

³ Fees for the initial two hours of processing are waived pursuant to PARP § 8.5.

⁴ Refers to additional costs not charged to the requester beyond the initial two hours of processing.

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IX. Appeals:

Administrative⁵

Pending at beginning of 3Q 2016	1
Submitted during 3Q 2016	1
Completed during 3Q 2016	2
Pending at end of 3Q 2016	0

Judicial⁶

Pending at beginning of 3Q 2016	1
Submitted during 3Q 2016	1
Pending at end of 3Q 2016	2

X. Staffing Levels:

Full-time Personnel	2
Part-time or Occasional	1 ⁷
Total	3

⁵ The partial grant or denial of a PARP request is subject to administrative appeal. See PARP § 9.1.

⁶ Similarly, the partial grant or denial of an administrative appeal is subject to judicial review. See PARP §§ 9.1, 9.3.

⁷ Does not include personnel outside of COUN who assist with retrieval and review of records.