

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
October 1, 2017 – December 31, 2017

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 <https://www.wmata.com/about/records/> 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 <https://www.wmata.com/about/records/>, 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 <https://www.wmata.com/about/records/>.

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III. Key Definitions

1. **Fourth Quarter (4Q) 2017** – the period from October 1, 2017 – December 31, 2017, 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 two hours of staff time to process.
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 or judicial review.

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IV. Quarterly Overview:

a. Total Requests

No. of PARP Requests Pending at Start of 4Q 2017	106
No. of PARP Requests Pending at End of 4Q 2017	75
No. of PARP Requests Received during 4Q 2017	47
No. of PARP Requests Processed during 4Q 2017	78
Avg. Processing Time of PARP Requests Closed in 4Q 2017 (in Working Days)	88

b. Requests for Expedited Processing

No. of Requests for Expedited Processing Received during 4Q 2017	2
No. of Requests for Expedited Processing Granted in 4Q 2017	0
No. of Requests for Expedited Processing Denied in 4Q 2017	2
No. of Expedited Requests Pending at Start of 4Q 2017	0
No. of Expedited Requests Pending at End of 4Q 2017	0
No. of Expedited Requests Processed during 4Q 2017	0
Avg. Processing Time of Expedited Requests during 4Q 2017 (in Working Days)	N/A

c. Routine and Complex Requests

No. of Routine PARP Requests Processed during 4Q 2017	27
No. of Complex PARP Requests Processed during 4Q 2017	51
Avg. Processing Time of Routine PARPs during 4Q 2017 (in Working Days)	68
Avg. Processing Time of Complex PARPs during 4Q 2017 (in Working Days)	98

d. Media Requests

No. of Media PARP Requests Received during 4Q 2017	3
No. of Media PARP Requests Processed during 4Q 2017	16
Avg. Processing time of Media PARPs during 4Q 2017 (in Working Days)	141

e. Backlogged Requests

No. of Backlogged PARP Requests at start of 4Q 2017	83
No. of Backlogged PARP Requests at close of 4Q 2017	58
Avg. Processing Time of Backlog PARPs during 4Q 2017 (in Working Days)	132

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V. Status of Oldest PARP Requests:

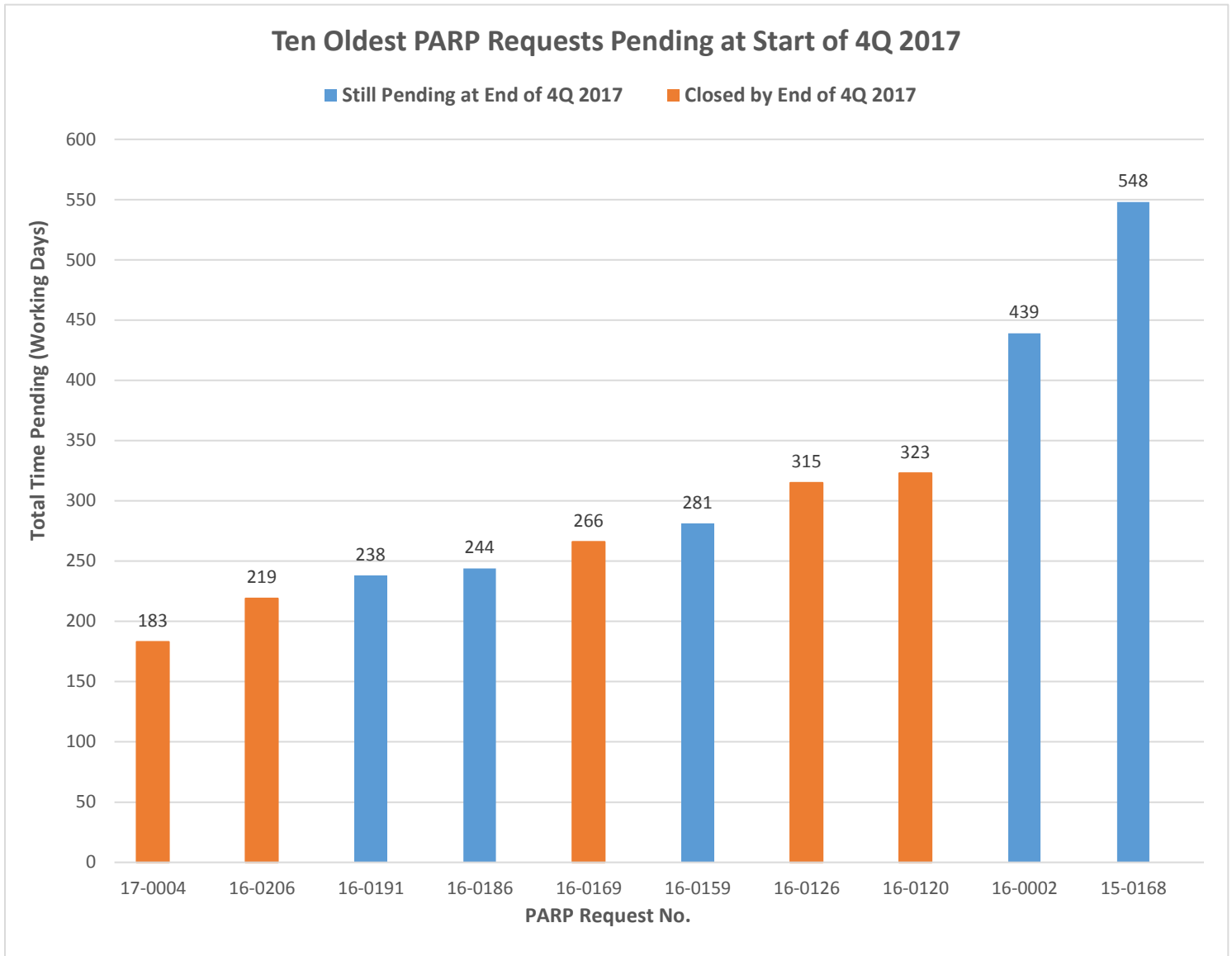
a. Ten Oldest PARP Requests Pending at Start of 4Q 2017

PARP No.	Date of Receipt	Total Time Pending at Start of 4Q
17-0004	1/11/2017	183 Working Days
16-0206	11/7/2016	219 Working Days
16-0191	10/20/2016	238 Working Days
16-0186	10/12/2016	244 Working Days
16-0169	9/9/2016	266 Working Days
16-0159	8/18/2016	281 Working Days
16-0126	6/30/2016	315 Working Days
16-0120	6/20/2016	323 Working Days
16-0002	1/5/2016	439 Working Days
15-0168	7/28/2015	548 Working Days

b. Ten Oldest PARP Requests Pending at end of 4Q 2017:

PARP No.	Date of Receipt	Total Time Pending at end of 4Q
17-0064	3/30/2017	197 working days
17-0047	3/1/2017	218 working days
17-0026	1/31/2017	239 working days
17-0025	1/30/2017	240 working days
17-0015	1/18/2017	248 working days
16-0191	10/20/2016	312 working days
16-0186	10/12/2016	318 working days
16-0159	8/18/2016	357 working days
16-0002	1/5/2016	519 working days
15-0168	7/27/2015	635 working days

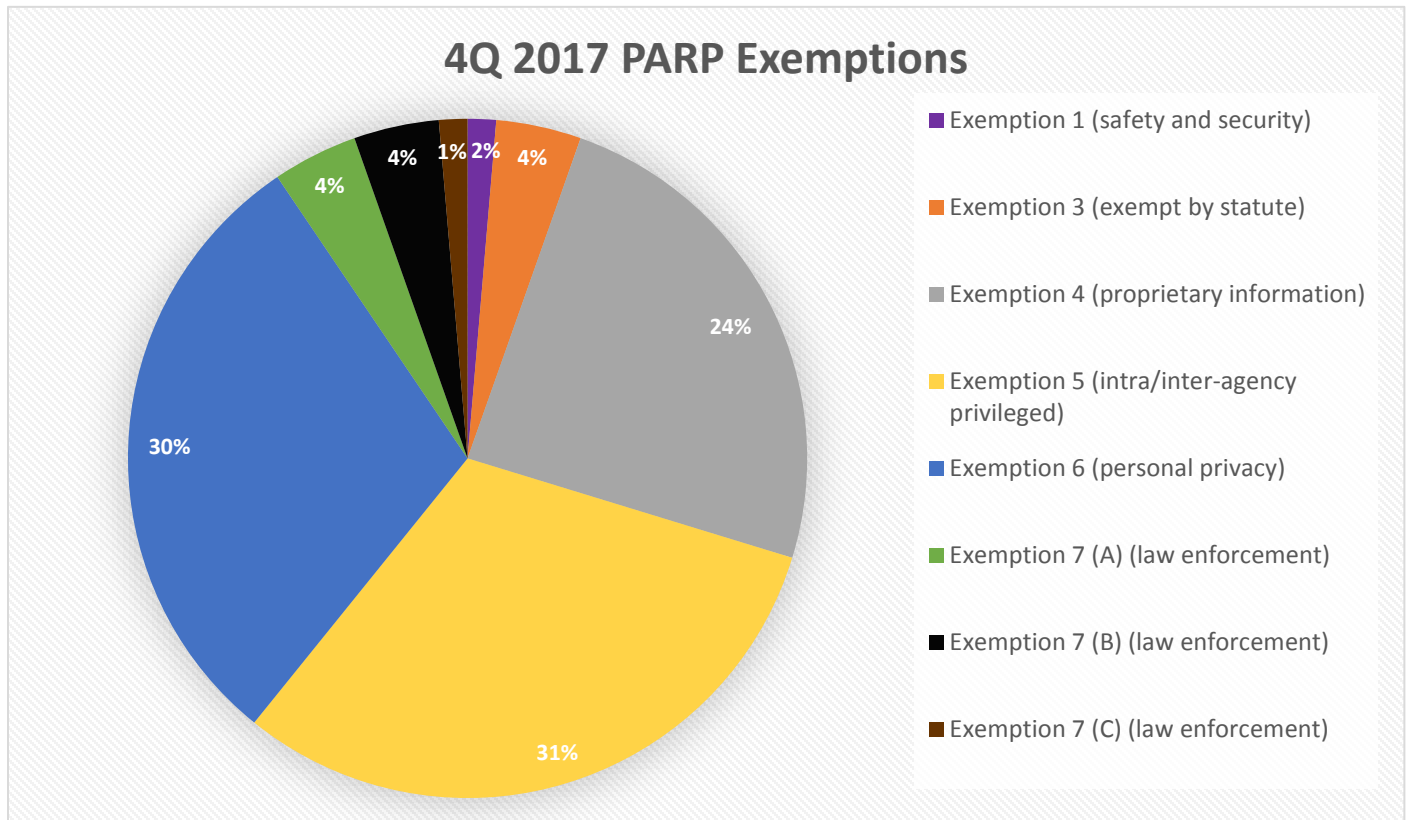
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VI. Breakdown of PARP Exemptions during 4Q 2017:

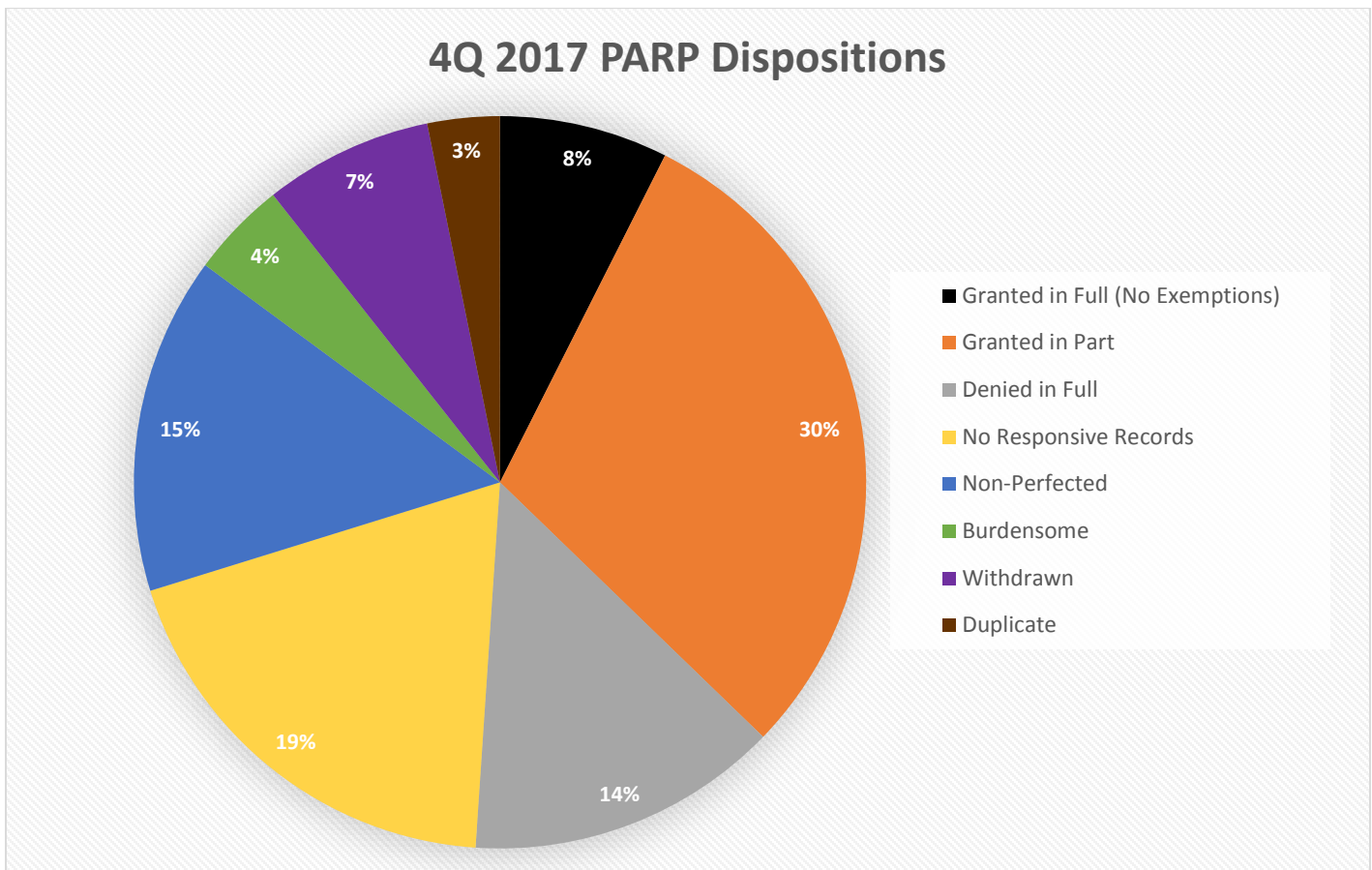
Exemption 1 (safety and security)	1
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	3
Exemption 4 (proprietary information)	18
Exemption 5 (intra/inter-agency privileged)	23
Exemption 6 (personal privacy)	22
Exemption 7 (A) (law enforcement)	3
Exemption 7 (B) (law enforcement)	3
Exemption 7 (C) (law enforcement)	1
Exemption 7 (D) (law enforcement)	0
Exemption 7 (E) (law enforcement)	0
Exemption 7 (F) (law enforcement)	0
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Total	74



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VII. PARP Request & Appeal Dispositions for 4Q 2017:

Granted in Full (No Exemptions)	7
Granted in Part (With Exemptions)	28
Denied in Full (With Exemptions)	13
No Responsive Records	18
Non-Perfected	14
Burdensome (Requester Declined to Narrow)	4
Withdrawn	7
Duplicate	3
Total	94



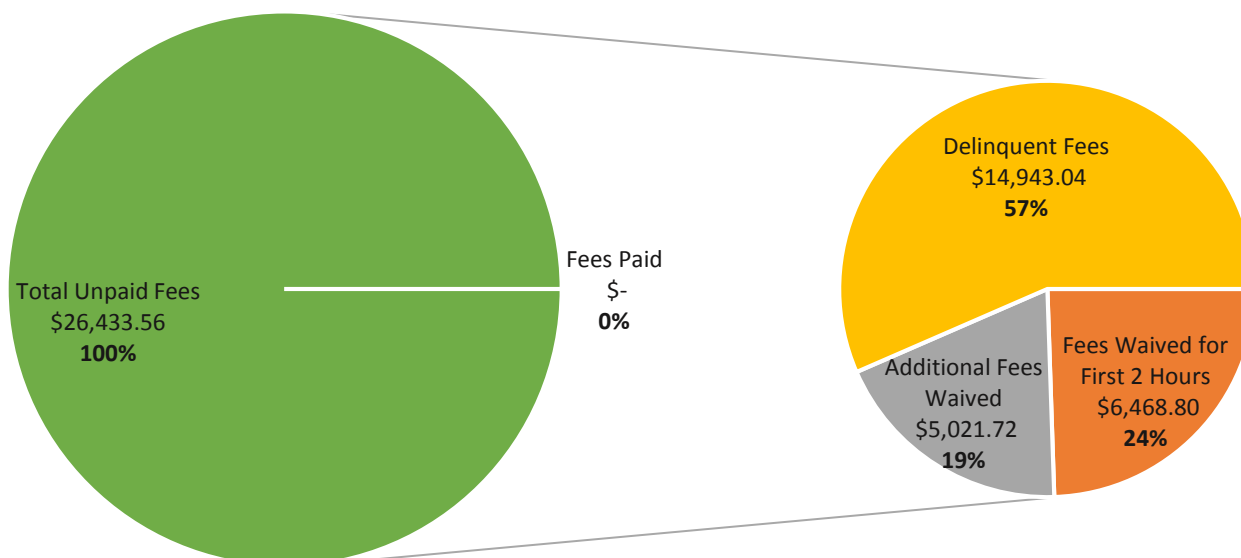
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VIII. Quarterly Fees:¹

a. All PARP Requests Completed in 4Q 2017

Fees Paid	\$0.00
Delinquent Fees ²	\$14,943.04
Fees Waived for First Two Hours of Processing ³	\$6,468.80
Additional Fees Waived ⁴	\$5,021.72
Total Unpaid Fees (Delinquent & Waived)	\$26,433.56
Total Paid and Unpaid Fees	\$26,433.56

4Q 2017 Fees for All PARP Requests



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 (\$14,116.32) were accrued in previous quarters by requesters of records pertaining to WMATA's now-defunct New Electronic Payments Program (NEPP) contract.

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 4Q 2017	4
Submitted during 4Q 2017	0
Completed during 4Q 2017	3
Pending at end of 4Q 2017	1

Judicial⁶

Pending at beginning of 4Q 2017	1
Submitted during 4Q 2017	0
Completed during 4Q 2017	1
Pending at end of 4Q 2017	0

X. Staffing Levels:

Full-time Personnel	3
Part-time Personnel	2 ⁷
Total	5

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 records custodians and subject matter experts from other departments, or personnel in COUN, who occasionally assist with records retrieval and review for specific requests.