

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
October 1, 2019 – December 31, 2019

WMATA's Office of General Counsel 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 web site at <https://www.wmata.com/about/records/public-records.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 <https://www.wmata.com/about/records/> from the link marked "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 as described above.

III. Key Definitions

1. **Appeal** – A written statement requesting reconsideration of the disposition of a PARP request or other decision.
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.

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5. **Exemption** – A category of records that is not subject to release under the PARP.
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 otherwise disseminating information to the general public, to the extent records are requested for a news story.
12. **PARP Request** – A written statement requesting WMATA records under the PARP.
13. **Partial Grant** – A response to a PARP request which excludes information determined to fall under one or more prescribed exemptions.
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.
18. **Working Days** – Excluding weekends and federal holidays.

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IV. Quarterly Overview:

a. Total Requests

Requests Pending at Start of 4Q 2019	117
Requests Received in 4Q 2019	95
Requests Closed in 4Q 2019	100
Requests Pending at End of 4Q 2019	112
Mean Processing Time of Requests Closed in 4Q 2019 (in Working Days)	58
Median Processing Time of Requests Closed in 4Q 2019 (in Working Days)	30

b. Requests for Expedited Processing

Requests for Expedited Processing Received in 4Q 2019	5
Requests for Expedited Processing Granted in 4Q 2019	0
Requests for Expedited Processing Denied in 4Q 2019	4
Requests for Expedited Processing Mooted in 4Q 2019	1
Expedited Requests Pending at Start of 4Q 2019	0
Expedited Requests Pending at End of 4Q 2019	0
Expedited Requests Closed in 4Q 2019	0
Mean Processing Time of Expedited Requests Closed in 4Q 2019 (Working Days)	N/A
Median Processing Time of Expedited Requests Closed in 4Q 2019 (Working Days)	N/A

c. Routine and Complex Requests

Routine Requests Closed in 4Q 2019	44
Complex Requests Closed in 4Q 2019	56
Mean Processing Time of Routine Requests Closed in 4Q 2019 (Working Days)	37
Median Processing Time of Routine Requests Closed in 4Q 2019 (Working Days)	13
Mean Processing Time of Complex Requests Closed in 4Q 2019 (Working Days)	74
Median Processing Time of Complex Requests Closed in 4Q 2019 (Working Days)	53

d. Media Requests

Media Requests Received in 4Q 2019	6
Media Requests Closed in 4Q 2019	10
Mean Processing Time of Media Requests Closed in 4Q 2019 (Working Days)	124
Median Processing Time of Media Requests Closed in 4Q 2019 (Working Days)	107

e. Backlogged Requests

Backlogged PARP Requests at Start of 4Q 2019	86
Backlogged PARP Requests at End of 4Q 2019	88
Backlogged PARP Requests Closed in 4Q 2019	54

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Mean Processing Time of Backlogged Requests Closed in 4Q 2019 (Working Days)	96
Median Processing Time of Backlogged Requests Closed in 4Q 2019 (Working Days)	81

f. Consultations with External Agencies

Consultations Pending at Start of 4Q 2019	1
Consultations Received in 4Q 2019	0
Consultations Closed in 4Q 2019	0
Consultations Pending at End of 4Q 2019	1
Mean Processing Time of Consultations Closed in 4Q 2019 (Working Days)	N/A
Median Processing Time of Consultations Closed in 4Q 2019 (Working Days)	N/A

V. Status of Ten Oldest PARP Requests:

a. Ten Oldest PARP Requests Pending at Start of 4Q 2019

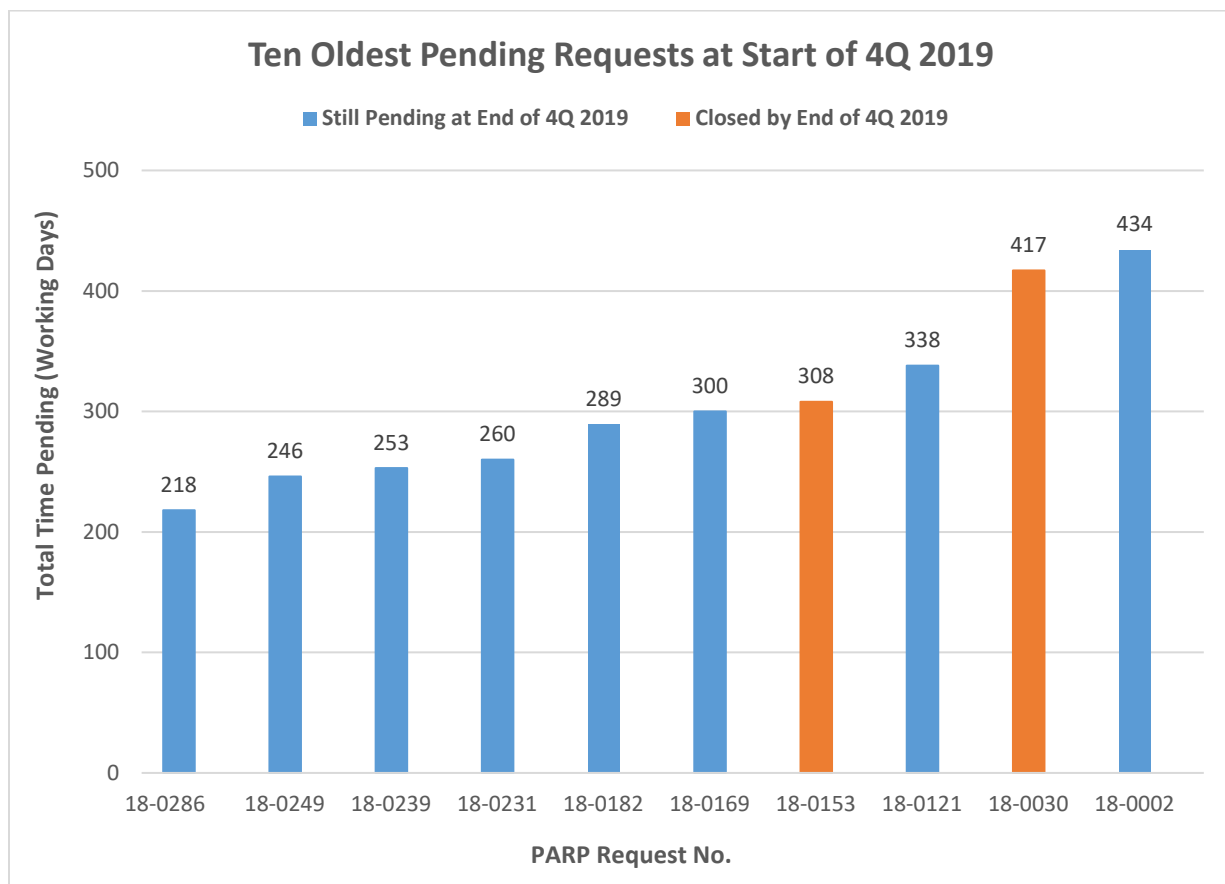
PARP No.	Date of Receipt	Total Time Pending at Start of 4Q
18-0286	11/19/2018	218 working days
18-0249	10/9/2018	246 working days
18-0239	9/27/2018	253 working days
18-0231	9/18/2018	260 working days
18-0182	8/7/2018	289 working days
18-0169	7/23/2018	300 working days
18-0153	7/11/2018	308 working days
18-0121	5/29/2018	338 working days
18-0030	2/5/2018	417 working days
18-0002	1/10/2018	434 working days

b. Ten Oldest PARP Requests Pending at End of 4Q 2019

PARP No.	Date of Receipt	Total Time Pending at End of 4Q
19-0017	1/17/2019	240 working days
19-0003	1/4/2019	249 working days
18-0286	11/19/2018	280 working days

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18-0249	10/9/2018	308 working days
18-0239	9/27/2018	315 working days
18-0231	9/18/2018	322 working days
18-0182	8/7/2018	351 working days
18-0169	7/23/2018	362 working days
18-0121	5/29/2018	400 working days
18-0002	1/10/2018	496 working days



VI. Staffing Levels: ¹

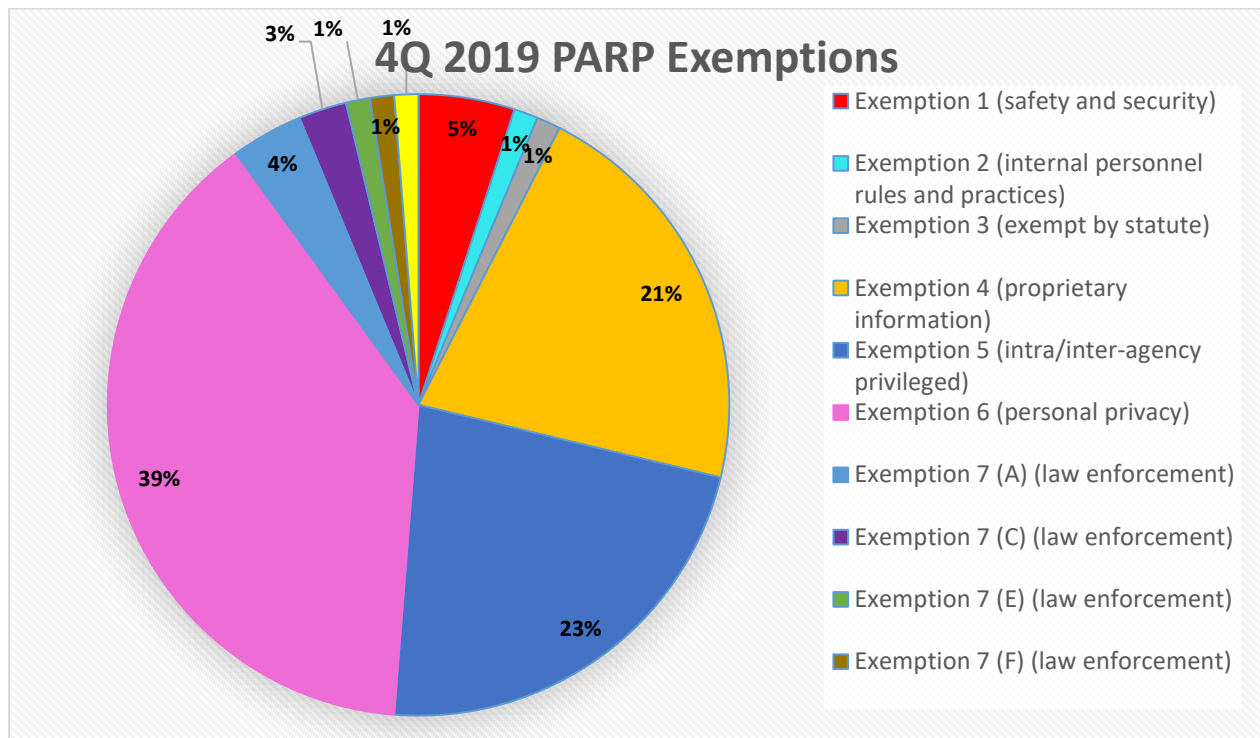
Full-Time Personnel	2
Part-Time Personnel	3
Total	5

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

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VII. PARP Exemptions Applied During 4Q 2019:

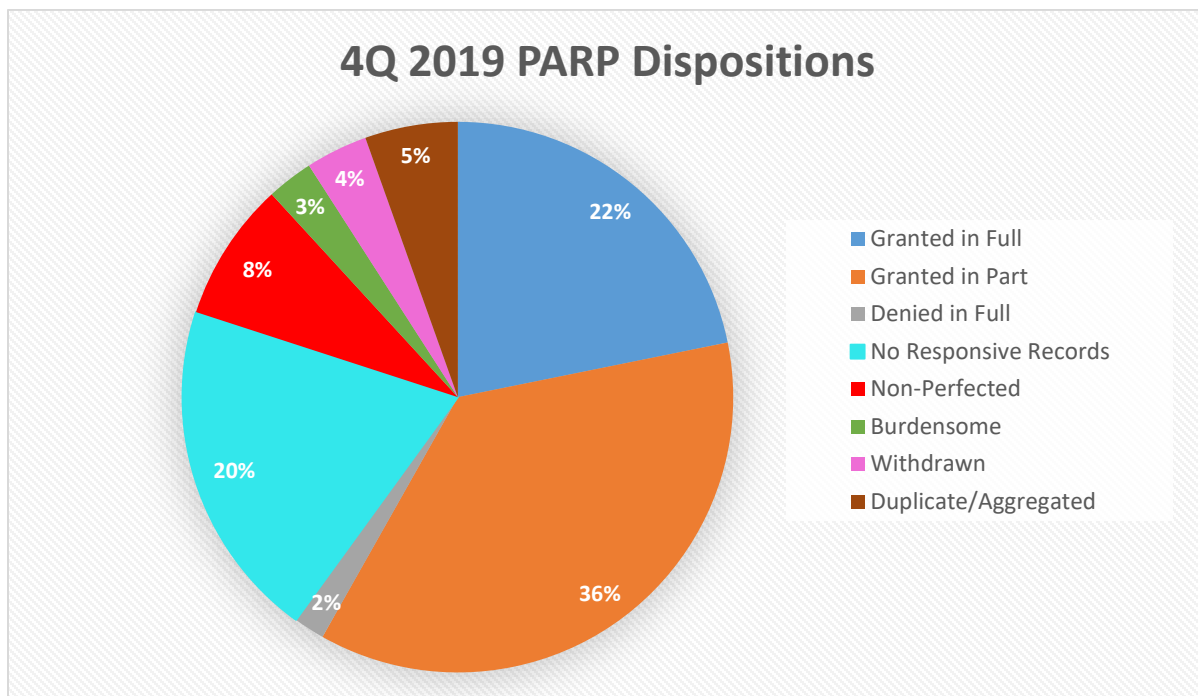
Exemption 1 (safety and security)	4
Exemption 2 (internal personnel rules and practices)	1
Exemption 3 (exempt by statute)	1
Exemption 4 (proprietary information)	17
Exemption 5 (intra/inter-agency privileged)	18
Exemption 6 (personal privacy)	31
Exemption 7 (A) (law enforcement)	3
Exemption 7 (B) (law enforcement)	0
Exemption 7 (C) (law enforcement)	2
Exemption 7 (D) (law enforcement)	0
Exemption 7 (E) (law enforcement)	1
Exemption 7 (F) (law enforcement)	1
Exemption 8 (SmarTrip®)	1
Exemption 9 (customer financial information)	0
Total	80



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VIII. PARP Request Dispositions for 4Q 2019:²

Granted in Full (No Exemptions)	24
Granted in Part (With Exemptions)	40
Denied in Full (With Exemptions)	2
No Responsive Records	22
Non-Perfected	9
Burdensome (Requester Declined to Narrow)	3
Withdrawn	4
Duplicate/Aggregated	6
Total	110



IX. Quarterly Fees:³

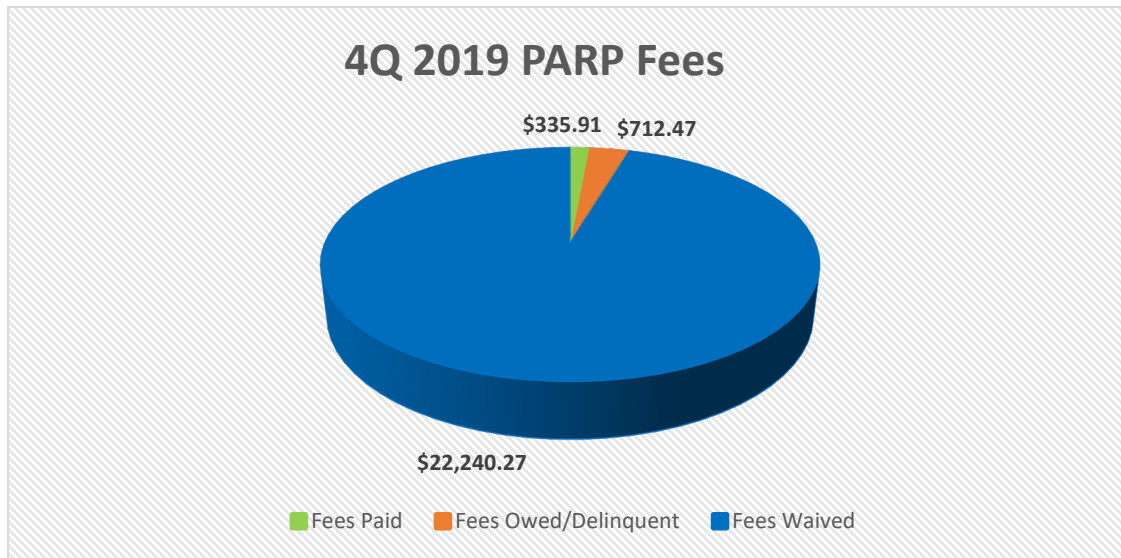
a. All PARP Requests Completed in 4Q 2019

Total Fees	\$23,288.65
Fees Paid	\$335.91
Fees Owed/Delinquent	\$712.47
Fees Waived	\$ 22,240.27

² A request may have multiple applicable dispositions.

³ Fees are charged for search, review, and duplication of records that are requested for commercial use. See PARP § 8.1.

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X. Administrative Appeals:

Pending at Start of 4Q 2019	3
Received in 4Q 2019	4
Completed in 4Q 2019	4
Pending at End of 4Q 2019	3

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

	1Q 2019	2Q 2019	3Q 2019	4Q 2019
Requests Received	107	109	120	95
Requests Closed	91	107	107	100
Appeals Received	4	4	3	4
Appeals Closed	1	5	6	4
Backlog Start of Quarter	64	79	72	86
Backlog End of Quarter	79	72	86	88