

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
April 1, 2014 – June 30, 2014

WMATA's Office of General Counsel submits the following information to the GM/CEO in accordance with the requirements of the PARP § 11.1.

I. Basic Information Regarding Report

A. Name, title, address and telephone number of the PARP/Privacy Policy Administrator:

Keysia A. Thom, PARP/Privacy Policy Administrator
Office of General Counsel
Washington Metropolitan Area Transit Authority
600 Fifth Street, NW
Washington, DC 20001
Telephone: (202) 962-2058
Facsimile: (202) 962-2550

B. Electronic address for the Quarterly Report on the Internet

http://www.wmata.com/about_metro/public_rr.cfm

C. How To Make A PARP Request:

The procedure for making a PARP request can be located on our website at http://www.wmata.com/about_metro/public_rr.cfm under PARP § 7.0.

D. Definitions

1. Average Number – the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8 ($3+7+14=24$ and $24/3$).
2. Backlog – the number of requests or administrative appeals pending at the end of the quarter that have exceeded the statutory time period for a response.
3. Complex Requests – a request for records that generates voluminous records (more than 1,000 pages) and/or requires coordination with several office and/or third parties (e.g., requests for contracts).
4. Denial – an agency decision not to release any part of a record or records in response to a PARP request because all of the information in the requested records is determined by WMATA to be exempt under one or more of the PARP exemptions, or for some procedural reason (e.g., no responsive records are located, confidential commercial information).
5. Expedited Processing – processing a PARP request on an expedited basis after a requester demonstrates an exceptional need or urgency for the records based on

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criteria established in PARP § 7.10.2 that warrants prioritization of the request over other earlier requests.

6. Grant – a decision to disclose records without redaction in response to a PARP request.
7. Initial Request – a request to WMATA for access to records under the PARP.
8. Median Number – the middle number, not an average number. For example, for 1, 5, and 17, the median number is 5.
9. Non-perfected – a request that is not processed because WMATA is waiting for supporting documentation (e.g., a notarized release) or payment from the requester.
10. PARP Appeal – a request asking for administrative review of a full or partial denial of a request for records and/or denial of a request for fee waiver.
11. PARP Request – a request for records concerning WMATA, a third party, or a particular topic.
12. Partial Grant – a decision to disclose part of a record in response to a PARP request, redacting information determined to be exempt under one or more of the PARP exemptions; or a decision to disclose some records completely, but to withhold others in whole or in part.
13. Pending Request – a request for which WMATA has not yet taken final action.
14. Perfected Request – a request for records meeting all the published criteria (i.e., record description, fees, etc.) so that WMATA can respond.
15. Processed Request Or Appeal – a request for which WMATA has taken final action.
16. Routine Request – a request for records that requires less than 2 hours of staff time to retrieve and review (e.g., incident reports, crime statistics, SmarTrip® records).

II. PARP Requests

A. Received

Routine	40
Complex	19
Expedited	3
Total	62

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B. Pending Requests

1. Pending At Beginning of Quarter

Routine	38
Complex	48
Expedited	0
Total	86

2. Pending At the End of the Quarter

Routine	24
Complex	32
Expedited	0
Total	56

3. Pending Routine Requests At the End of the Quarter (Business Days)

Pending	24
Median Number Of Days	21
Average Number Of Days	59
Lowest Number Of Days	1
Highest Number Of Days	289

4. Pending Complex Requests At the End of the Quarter (Business Days)

Pending	32
Median Number Of Days	61
Average Number Of Days	123
Lowest Number Of Days	1
Highest Number Of Days	648

5. Pending Expedited Requests At the End of the Quarter (Business Days)

Pending	0
Median Number Of Days	0
Average Number Of Days	0
Lowest Number Of Days	0
Highest Number Of Days	0

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6. Pending Requests – Ten Oldest (Business Days)

10. Received 08/12/13 (231 Days)
9. Received 08/06/13 (235 Days)
8. Received 07/01/13 (261 Days)
7. Received 06/07/13 (277 Days)
6. Received 05/30/13 (283 Days)
5. Received 05/22/13 (289 Days)
4. Received 02/08/13 (362 Days)
3. Received 02/07/13 (363 Days)
2. Received 11/08/12 (428 Days)
1. Received 01/05/12 (648 Days)

III. Processing and Response Times

A. Processing Time For Routine Requests

Processed	62
Median Number Of Days	46
Average Number Of Days	66
Lowest Number Of Days	1
Highest Number Of Days	522
1-20 Business Days	11
21-40 Business Days	16
41-60 Business Days	15
61-80 Business Days	9
81-100 Business Days	5
101-120 Business Days	2
121 – 140 Business Days	1
141 – 160 Business Days	1
161 – 180 Business Days	1
181 – 200 Business Days	1

B. Processing Time For Complex Requests (Business Days)

Processed	16
Median Number Of Days	54
Average Number Of Days	210
Lowest Number Of Days	16
Highest Number Of Days	1170
1-20 Business Days	2
21-40 Business Days	6

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41-60 Business Days	0
61-80 Business Days	2
81-100 Business Days	0
101-120 Business Days	0
121-140 Business Days	0
141 - 160 Business Days	1
375 Business Days	1
376 Business Days	1
462 Business Days	1
468 Business Days	1
1170 Business Days	1

C. Disposition

Granted	4
Partially Granted	57
Denied	4
No records	13
Non-perfected request (other than fee not paid)	3
Request withdrawn	4
Fee not paid by deadline	14
Pending	56 ¹
Not a PARP	2
Total	157

D. Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	18
Exemption 2 (internal personnel rules and practices)	11
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	2
Exemption 5 (intra/inter-agency privileged)	36
Exemption 6 (personal privacy)	53
Exemption 7 (A) (law enforcement)	1
Exemption 7 (B) (law enforcement)	0
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	122

¹ Eighteen pending requests are due after June 30, 2014.

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IV. Requests for Expedited Processing

Received	3 ²
Granted	0
Denied	2
Median Number Of Days To Adjudicate	13
Average Number Of Days To Adjudicate	13

V. Requests for Fee Waiver

Received	1 ³
Granted	0
Denied	0
Median Number Of Days To Decide Fee Waiver	0
Average Number Of Days To Decide Fee Waiver	0

VI. Appeals

Pending At Beginning Of Quarter	6
Received During Quarter	0
Processed During Quarter	3
Pending At End Of Quarter	0 ⁴

A. Disposition Of Appeals

Granted in Part	1
Denied	2
Remanded	0
Granted	0
Withdrawn	3
Total	6

B. Denials

Exemption 1 (critical infrastructure or sensitive security information)	0
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	3
Exemption 5 (intra/inter-agency privileged)	3

²A decision has not been made for one request.

³Our decision regarding the request for a fee waiver is pending (we do not anticipate that a fee will be associated with this request).

⁴Three appeals were withdrawn and processed outside of the appeals process.

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Exemption 6 (personal privacy)	3
Exemption 7 (A) (law enforcement)	N/A
Exemption 7 (B) (law enforcement)	N/A
Exemption 7 (C) (law enforcement)	N/A
Exemption 7 (D) (law enforcement)	N/A
Exemption 7 (E) (law enforcement)	N/A
Exemption 7 (F) (law enforcement)	N/A
Exemption 8 (SmarTrip®)	N/A
Exemption 9 (customer financial information)	N/A
Other	N/A
Total	9

C. Response Times

Median Number Of Days	48
Average Number Of Days	56
Lowest Number Of Days	48
Highest Number Of Days	71

VII. Costs/PARP Staffing

A. Staffing Levels

Full Time Personnel	3 ⁵
Part-time Or Occasional	2 ⁶
Total	5

B. Costs

PARP Processing (including appeals)	\$5,629.31
Litigation-related Activities	0
Total	\$5,629.31

C. Fees

Total Collected	\$49.39
Total Waived	\$5,579.92
Total Outstanding	0

⁵The most recent staff person is a full-time attorney who started in May 2014.

⁶This does not include costs associated with personnel outside the Office of General Counsel who are responsible for retrieval and review of responsive records.

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VIII. Backlogs

A. PARP Requests and Administrative Appeals

Pending Requests	34
Pending Appeals	0

B. Processed Requests

Requests Processed In Prior Quarter	67
Requests Processed In Current Quarter	60

C. Pending Requests

Pending Requests At The End Of Prior Quarter	60
Pending Requests At The End Of Current Quarter	34

D. Pending Appeals

Pending At The End Of Prior Quarter	2
Pending At The End Of The Current Quarter	0