

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
July 1, 2008 - September 30, 2008

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 Administrator

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

B. Electronic Address for the Quarterly Report on the Internet

The electronic address for the Quarterly Report is on WMATA's website:
http://www.wmata.com/about/parp_documents.cfm.

C. How to obtain a copy in paper form

A paper copy of this report may be obtained from the address listed above.

II. 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/parp_documents.cfm under PARP § 7.0.

III. Definitions

1. Complex requests - a request for records that generates voluminous records (more than 1000 pages) and/or requires coordination with several offices and/or third parties (e.g. requests for contracts).
2. Denial - an agency decision not to release any part of a record or records in response to a PARP\Privacy Policy request because all the information in the requested records is determined by WMATA to be exempt under one or more of the PARP or Privacy Policy exemptions, or for some procedural reason (e.g. no record is located in response to a PARP\Privacy Policy request).
3. Expedited processing - processing a PARP request on an expedited basis after a requester demonstrates an exceptional need or urgency for the records based on criteria established in PARP § 7.10.2 that warrants prioritization of his or her request over other requests that were made earlier.
4. Grant - a decision to disclose all records without redaction in response to a PARP\Privacy Policy request.
5. Initial request - a request to WMATA for access to records under the PARP\Privacy Policy.

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6. Median number - the middle, not average number. For example, for 1, 5 and 17, the median number is 5.
7. Non-perfected - a request that is not processed because WMATA is waiting on supporting documentation (e.g. notarized release) or payment from the requester.
8. PARP Appeal - a request asking for administrative review of a full or partial denial of a request for records and/or denial of a fee waiver.
9. PARP request - a request for records concerning WMATA, a third party or a particular topic of interest.
10. Partial grant - decision to disclose a record in part in response to a PARP\Privacy Policy request, redacting information determined to be exempt under one or more of the PARP\Privacy Policy exemptions; or a decision to disclose some records completely, but to withhold others in whole or in part.
11. Pending request - a request for which WMATA has not yet taken final action.
12. Privacy Appeal - a request asking for administrative review of a full or partial denial of access to records and/or a refusal to amend records.
13. Privacy Policy request - a request for access to records concerning oneself; such requests are also treated as PARP requests.
14. Processed request - a request for which WMATA has taken a final action.
15. Routine requests - a request for records that requires less than 2 hours of staff time to retrieve and review (e.g. incident reports, crime statistics, or SmarTrip® records).

IV. Initial PARP and Privacy Requests

A. Number of Initial Requests Received During this Quarter

Routine PARP Requests	107
Complex PARP Requests	4
Expedited PARP Requests	0
Privacy Requests	3
Total	114

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B. Requests Pending at the Beginning of this Quarter

Routine PARP Requests	34
Complex PARP Requests	8
Expedited PARP Requests	0
Privacy Requests	2
Total	44

C. Disposition of Initial Requests

Number of total grants	40
Number of partial grants	20
Number of denials	3
Other reasons for non-disclosure (total)	47
No records	6
Non-perfected request	0
Request withdrawn	1
Fee not paid by deadline	0
Pending Requests	39 ¹
Not a PARP	1

¹Thirty-three pending requests were due after September 30, 2008.

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D. Number of times each PARP exemption was applied

Exemption 1 (critical infrastructure or sensitive security information)	4
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	1
Exemption 4 (proprietary information)	4
Exemption 5 (intra/inter-agency privileged)	25
Exemption 6 (personal privacy)	35
Exemption 7(A) (law enforcement)	0
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®)	1
Exemption 9 (customer financial information)	0

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E. Number of times each Privacy exemption was applied

Exemption 6.1 (records that are contained in a System of Records regarding an individual for whom we have not received a written authorization permitting us to release the records)	2
Exemption 9.1(a) (information compiled in reasonable anticipation of a civil action or proceeding where disclosure would violate federal law)	0
Exemption 9.1(b) (investigatory material that would reveal identity of a source who furnished information)	3
Exemption 9.1(c) (testing or examination material used to determine individual qualifications for appointment or promotion in employment)	0
Exemption 9.2 (matching program, by which automated systems of records are compared)	0
Exemption 9.3 (SmarTrip information)	0
Exemption 9.4 (law enforcement records)	0

V. Appeals of PARP/Privacy Decisions

A. Number of Appeals

Number of PARP appeals received	4
Number of Privacy appeals received	0
Number of appeals pending	4 ²

²Two pending appeals were due after September 30, 2008. The appeal panel met for the remaining two appeals and are in the process of gathering additional information before a decision is made.

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VI. Compliance with Time Limits/Status of Pending Requests

A. Median Processing Time for PARP Requests (Business Days)

Number of Requests Processed	107
Routine Requests	16 ³
Complex	49
Expedited	0

B. Status of Pending PARP Requests

Number of requests pending	43 ⁴
Routine	35
Complex	8
Expedited	0

C. Median Number of Days for Pending Requests

Routine	11
Complex	71
Expedited	0

D. Median Processing Time for Privacy Requests (Calendar Days)

Number of Requests Processed	4
Median Processing Time	56 ⁵
Number of Requests Pending	1

³PARP decisions in response to routine requests are due within 20 business days of receipt.

⁴Thirty-three pending requests were due after September 30, 2008. Two pending requests are awaiting contact from the requester and one request is pending litigation.

⁵Privacy decisions in response to access are due within 40 calendar days of receipt.

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Median Number of Days for Pending Requests	1 ⁶
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VII. Costs/PARP Staffing

A. Staffing levels

Number of full-time PARP personnel	1
Number of personnel with part-time or occasional PARP duties	3 ⁷
Total number of personnel	4

B. Total Costs

PARP processing (including appeals)	\$4944.78 ⁸
Litigation-related activities	0
Total costs	\$4944.78

C. Fees

Total amount of fees collected by WMATA for processing requests	\$1268.50
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⁶The pending request was received on September 29, 2008.

⁷Does not include personnel outside of the Office of General Counsel who searched for, retrieved and reviewed records in this quarter.

⁸This amount includes estimated costs (search, review and copying) for requests that have not yet been completed. Also, this amount does not include pending requests that may incur costs, which will be reflected in future reports.