

Washington Metropolitan Area Transit Authority  
Public Access to Records Policy ("PARP") Quarterly Report  
July 1, 2015 – September 30, 2015

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 the PARP and the Quarterly Reports**

A close analog of the federal Freedom of Information Act, 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 PARP is available in its entirety on the Authority's website at [http://www.wmata.com/about\\_metro/public\\_rr.cfm](http://www.wmata.com/about_metro/public_rr.cfm) under the section marked, "Legal Affairs."

All quarterly 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](http://www.wmata.com/about_metro/public_rr.cfm), under the section marked "Public Access to Records Quarterly Reports."

To obtain a hard copy of any quarterly report, please submit a written request to:

Washington Metropolitan Area Transit Authority  
Office of General Counsel  
600 Fifth Street NW  
Washington, DC 20001

RE: PARP 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/Privacy Policy Request

B. **By email at:** [PARPPrivReq@wmata.com](mailto:PARPPrivReq@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](http://www.wmata.com/about_metro/public_rr.cfm).

### III. Key Definitions

1. **Third Quarter (3Q) 2015** – the period from July 1, 2015, to September 30, 2015, inclusive.
2. **Pending PARP Request** – a PARP request that is awaiting final action by WMATA.
3. **Processed PARP Request** – a PARP request for which WMATA has taken final action.
4. **Backlogged Request** – a pending PARP request that has exceeded the prescribed time period for a response.
5. **Media Request** – a PARP request submitted on behalf of an entity whose primary activity involves publishing or otherwise disseminating information to the general public.
6. **Routine Request** – a PARP request that requires 2 hours or less of staff time to process (e.g., a request for incident reports, crime statistics, or SmarTrip® records).
7. **Complex Request** – a PARP request that generates voluminous records -- totaling more than 1,000 pages -- or that requires coordination with multiple stakeholders, either within or outside the Authority.
8. **Processing Time** – the duration that a PARP request has remained pending within WMATA.
9. **External Stakeholder** – an entity outside WMATA (generally a requester or third-party contractor) involved in processing PARP requests.
10. **Critical Interim Action** – a condition that must be met by an external stakeholder before a PARP request can be processed.
11. **Exemption** – a category of records that is subject to exclusion from release under the PARP.
12. **Full Grant** – a completely favorable response to a PARP request, culminating in the release of all requested records without redaction.
13. **Partial Grant** – a less than completely favorable response to a PARP request, culminating in the release of a portion of requested records, which excludes information determined to be fall under one or more prescribed exemptions.
14. **Denial** – an unfavorable response to a PARP request, which does not culminate in the release of any requested records.
15. **PARP Appeal** – a written expression of disagreement with the disposition of a PARP request or fee waiver, accompanied by a petition for administrative or judicial review.

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**IV. Quarterly Overview**

|                                                                           |     |
|---------------------------------------------------------------------------|-----|
| Total # of PARP Requests Pending at Start of 3Q 2015                      | 114 |
| Total # of PARP Requests Pending at End of 3Q 2015                        | 113 |
| Total # of PARP Requests Received during 3Q 2015                          | 72  |
| Total # of PARP Requests Processed during 3Q 2015                         | 73  |
| Average Processing time of PARP Requests during 3Q 2015 (in days)         | 66  |
| Total # of Media PARP Requests Received during 3Q 2015                    | 9   |
| Total # of Media PARP Requests Processed during 3Q 2015                   | 8   |
| Average Processing time of Media PARP Requests during 3Q 2015 (in days)   | 82  |
| Total # of Backlogged PARP Requests at start of 3Q 2015                   | 27  |
| Total # of Backlogged PARP Requests at close of 3Q 2015                   | 20  |
| Average Processing Time of Backlog PARP Requests during 3Q 2015 (in days) | 134 |

**V. Ten Oldest Pending Requests at Start of 3Q 2015**

|                                           |
|-------------------------------------------|
| 10. Received 06/26/14 (255 Business Days) |
| 9. Received 06/26/14 (255 Business Days)  |
| 8. Received 06/18/14 (261 Business Days)  |
| 7. Received 04/22/14 (301 Business Days)  |
| 6. Received 04/22/14 (301 Business Days)  |
| 5. Received 03/27/14 (182 Business Days)  |
| 4. Received 03/25/14 (321 Business Days)  |
| 3. Received 01/13/14 (368 Business Days)  |
| 2. Received 01/09/14 (372 Business Days)  |
| 1. Received 07/01/13 (503 Business Days)  |

**VI. Ten Oldest Pending Requests at Close of 3Q 2015**

|                                           |
|-------------------------------------------|
| 10. Received 11/12/14 (224 Business Days) |
| 9. Received 10/20/14 (240 Business Days)  |
| 8. Received 08/19/14 (282 Business Days)  |
| 7. Received 07/22/14 (302 Business Days)  |
| 6. Received 07/01/14 (316 Business Days)  |
| 5. Received 06/30/14 (317 Business Days)  |
| 4. Received 06/18/14 (325 Business Days)  |
| 3. Received 01/13/14 (433 Business Days)  |
| 2. Received 01/09/14 (435 Business Days)  |
| 1. Received 07/01/13 (566 Business Days)  |

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**VII. PARP Request Dispositions**

|                                 |    |
|---------------------------------|----|
| Granted in Full (No Exemptions) | 7  |
| Granted in Part                 | 45 |
| Denied in Full                  | 13 |
| No Responsive Records           | 2  |
| Withdrawn                       | 6  |
| Total                           | 73 |

**VIII. Breakdown of PARP Exemptions during 3Q 2015**

|                                                      |     |
|------------------------------------------------------|-----|
| Exemption 1 (safety and security)                    | 9   |
| Exemption 2 (internal personnel rules and practices) | 4   |
| Exemption 3 (exempt by statute)                      | 5   |
| Exemption 4 (proprietary information)                | 21  |
| Exemption 5 (intra/inter-agency privileged)          | 19  |
| Exemption 6 (personal privacy)                       | 35  |
| Exemption 7 (A) (law enforcement)                    | 0   |
| Exemption 7 (B) (law enforcement)                    | 0   |
| Exemption 7 (C) (law enforcement)                    | 6   |
| Exemption 7 (D) (law enforcement)                    | 0   |
| Exemption 7 (E) (law enforcement)                    | 0   |
| Exemption 7 (F) (law enforcement)                    | 0   |
| Exemption 8 (SmarTrip®)                              | 3   |
| Exemption 9 (customer financial information)         | 0   |
| Total                                                | 102 |

**IX. Appeals**

|                                                                     |   |
|---------------------------------------------------------------------|---|
| Administrative <sup>1</sup> Appeals Pending at beginning of 3Q 2015 | 0 |
| Administrative Appeals Submitted during 3Q 2015                     | 1 |
| Administrative Appeals Pending at end of 3Q 2015                    | 1 |

|                                                               |   |
|---------------------------------------------------------------|---|
| Judicial <sup>2</sup> Appeals Pending at beginning of 3Q 2015 | 1 |
| Judicial Appeals Submitted during 3Q 2015                     | 1 |
| Judicial Appeals Pending at end of 3Q 2015                    | 1 |

<sup>1</sup> The partial grant or denial of a PARP request is subject to administrative appeal. See PARP § 9.1.

<sup>2</sup> Similarly, the partial grant or denial of an administrative appeal is subject to judicial review. See PARP §§ 9.1, 9.3.