

Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
October 1, 2015 – December 31, 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 text of the PARP is available in its entirety on the Authority's website at 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, 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

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.

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III. Key Definitions

1. **Fourth Quarter (4Q) 2015** – the period of October 1, 2015 - December 31, 2015, inclusive.
2. **Initial PARP Request** – a written statement requesting WMATA records under the PARP.
3. **Processed PARP Request** – a PARP request for which WMATA has taken final action.
4. **Backlog 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 less than 2 hours 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 with a particular office at 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 4Q 2015	113
Total # of PARP Requests Pending at End of 4Q 2015	80
Total # of PARP Requests Received during 4Q 2015	53
Total # of PARP Requests Processed during 4Q 2015	73
Average Processing time of PARP Requests during 4Q 2015 (in days)	139
Total # of Media PARP Requests Received during 4Q 2015	11
Total # of Media PARP Requests Processed during 4Q 2015	10
Average Processing time of Media PARP Requests during 4Q 2015 (in days)	195
Total # of Backlogged PARP Requests at start of 4Q 2015	20
Total # of Backlogged PARP Requests at close of 4Q 2015	15
Average Processing Time of Backlog PARP Requests during 4Q 2015 (in days)	174

V. Status of Oldest PARP Requests:

a. Ten Oldest Pending Requests at start of 4Q 2015

10. Received 11/12/14 (224 Business Days)
9. Received 10/20/14 (240 Business Days)
8. Received 08/19/14 (281 Business Days)
7. Received 08/14/14 (284 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)

b. Ten Oldest Pending Requests at close of 4Q 2015

10. Received 01/06/15 (247 Business Days)
9. Received 12/29/14 (252 Business Days)
8. Received 11/17/14 (279 Business Days)
7. Received 11/12/14 (282 Business Days)
6. Received 10/20/14 (297 Business Days)
5. Received 08/19/14 (339 Business Days)
4. Received 06/18/14 (382 Business Days)
3. Received 01/13/14 (491 Business Days)
2. Received 01/09/14 (493 Business Days)
1. Received 07/01/13 (623 Business Days)

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VI. Quarterly Fees¹

Total Processing Costs	\$2,232.86
Fees Paid	\$753.41
Fees Waived	\$1,479.45

VII. PARP Request Dispositions

Granted in Full (No Exemptions)	4
Granted in Part	39
Denied in Full	1
No Responsive Records	12
Withdrawn	17
Total	73

VIII. Breakdown of PARP Exemptions during 4Q 2015

Exemption 1 (safety and security)	2
Exemption 2 (internal personnel rules and practices)	0
Exemption 3 (exempt by statute)	3
Exemption 4 (proprietary information)	25
Exemption 5 (intra/inter-agency privileged)	21
Exemption 6 (personal privacy)	31
Exemption 7 (A) (law enforcement)	0
Exemption 7 (B) (law enforcement)	0
Exemption 7 (C) (law enforcement)	4
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	82

¹ Fees are charged for search, review, and duplication of records that are requested for commercial use. See PARP § 8.1.

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IX. Appeals

Administrative²

Pending at beginning of 4Q 2015	0
Submitted during 4Q 2015	1
Pending at end of 4Q 2015	1

Judicial³

Pending at beginning of 4Q 2015	1
Submitted during 4Q 2015	0
Pending at end of 4Q 2015	1

X. Staffing Levels

Full-time Personnel	3
Part-time or Occasional	1 ⁴
Total	4

² The partial grant or denial of a PARP request is subject to administrative appeal. See PARP § 9.1.

³ Similarly, the partial grant or denial of an administrative appeal is subject to judicial review. See PARP §§ 9.1, 9.3.

⁴ Does not include personnel outside of COUN who assist with retrieval and review of records.