

Washington Metropolitan Area Transit Authority  
PARP Quarterly Report: January 1, 2016– March 31, 2016

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, 5 U.S.C. § 522, 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 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, "Legal Affairs."

All quarterly PARP 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 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. **First Quarter (1Q) 2016** – the period of January 1, 2016 - March 31, 2016, 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. **Processing Time** – the duration that a PARP request has remained pending.
5. **Backlog PARP Request**– a pending PARP request that has exceeded the prescribed time period for a response.
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 be reasonably 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.<sup>1</sup>
7. **Media Request** – a PARP request submitted on behalf of an entity whose primary activity involves publishing or otherwise disseminating information to the general public.
8. **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).
9. **Complex Request** – a PARP request that generates voluminous records (totaling more than 1,000 pages), or requires coordination with multiple stakeholders within or outside WMATA.
10. **Business Days** – excluding weekends and federal holidays.
11. **External Stakeholder** – an entity outside WMATA (requester or third party) involved in processing PARP requests.
12. **Critical Interim Action** – an action that must be taken by an external stakeholder before processing of a PARP request can commence or continue.
13. **Exemption** – a category of records that is subject to exclusion from release under the PARP.
14. **Full Grant** – a completely favorable response to a PARP request, culminating in the release of all requested records without redaction.
15. **Partial Grant** – a less than completely favorable response to a PARP request, which excludes information determined to be fall under one or more prescribed exemptions.
16. **Denial** – an unfavorable response to a PARP request, which does not culminate in the release of any requested records.
17. **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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<sup>1</sup> See PARP § 7.10.2 b (ii).

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**IV. Quarterly Overview:**

**a. Total Requests**

No. of PARP Requests Pending at Start of 1Q 2016	80
No. of PARP Requests Pending at End of 1Q 2016	92
No. of PARP Requests Received during 1Q 2016	67
No. of PARP Requests Processed during 1Q 2016	55
Avg. Processing time of PARP Requests during 1Q 2016 (in Business Days)	36

**b. Expedited Requests**

No. of Requests for Expedited Processing Received during 1Q 2016	3
No. of Requests for Expedited Processing Granted in 1Q 2016	2
No. of Requests for Expedited Processing Denied in 1Q 2016	1
No. of Expedited Requests Pending at Start of 1Q 2016	1
No. of Expedited Requests Pending at End of 1Q 2016	1
No. of Expedited Requests Processed during 1Q 2016	2
Avg. Processing Time of Expedited Requests during 1Q 2016 (in Business Days)	14

**c. Routine and Complex Requests**

No. of Routine PARP Requests Processed during 1Q 2016	37
No. of Complex PARP Requests Processed during 1Q 2016	18
Avg. Processing Time of Routine PARPs during 1Q 2016 (in Business Days)	30
Avg. Processing Time of Complex PARPs during 1Q 2016 (in Business Days)	64

**d. Media Requests**

No. of Media PARP Requests Received during 1Q 2016	15
No. of Media PARP Requests Processed during 1Q 2016	11
Avg. Processing time of Media PARPs during 1Q 2016 (in Business Days)	52

**e. Backlog Requests**

No. of Backlogged PARP Requests at start of 1Q 2016	65
No. of Backlogged PARP Requests at close of 1Q 2016	59
Avg. Processing Time of Backlog PARPs during 1Q 2016 (in Business Days)	98

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**V. Status of Oldest PARP Requests:**

**a. Ten Oldest Pending Requests at start of 1Q 2016**

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)

**b. Ten Oldest Pending Requests at close of 1Q 2016**

10. Received 01/15/15 (302 Business Days)
9. Received 01/15/15 (302 Business Days)
8. Received 12/29/14 (314 Business Days)
7. Received 11/17/14 (342 Business Days)
6. Received 10/20/14 (361 Business Days)
5. Received 08/19/14 (403 Business Days)
4. Received 06/18/14 (446 Business Days)
3. Received 01/13/14 (554 Business Days)
2. Received 01/09/14 (556 Business Days)
1. Received 07/01/13 (687 Business Days)

**VI. Staffing Levels**

Full-time Personnel	3
Part-time or Occasional	1 <sup>2</sup>
Total	4

**VII. Quarterly Fees<sup>3</sup>**

Total Processing Costs	\$3,459.18
Fees Paid	\$1,346.87
Fees Waived	\$2,112.31

<sup>2</sup> Does not include personnel outside of COUN who assist with retrieval and review of records.

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

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**VIII. PARP Request Dispositions**

Granted in Full (No Exemptions)	2
Granted in Part	34
Denied in Full	3
No Responsive Records	6
Withdrawn	10
Total	55

**IX. Breakdown of PARP Exemptions during 1Q 2016**

Exemption 1 (safety and security)	3
Exemption 2 (internal personnel rules and practices)	5
Exemption 3 (exempt by statute)	2
Exemption 4 (proprietary information)	8
Exemption 5 (intra/inter-agency privileged)	18
Exemption 6 (personal privacy)	22
Exemption 7 (A) (law enforcement)	1
Exemption 7 (B) (law enforcement)	1
Exemption 7 (C) (law enforcement)	2
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	62

**X. Appeals**

**Administrative<sup>4</sup>**

Pending at beginning of 1Q 2016	1
Submitted during 1Q 2016	2
Pending at end of 1Q 2016	1

**Judicial<sup>5</sup>**

Pending at beginning of 1Q 2016	1
Submitted during 1Q 2016	0
Pending at end of 1Q 2016	1

<sup>4</sup> The partial grant or denial of a PARP request is subject to administrative appeal. See PARP § 9.1.

<sup>5</sup> Similarly, the partial grant or denial of an administrative appeal is subject to judicial review. See PARP §§ 9.1, 9.3.