Washington Metropolitan Area Transit Authority
Public Access to Records Policy ("PARP") Quarterly Report
April 1, 2012 – June 30, 2012

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 obtain a paper copy of the Quarterly Report

A paper copy of this report may be requested from the Administrator 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_metro/public_rr.cfm under PARP § 7.0.

III.   Definitions

1.   Average Number – the number obtained by dividing the sum of a group or numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8 (3+7 and 14/3).

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).

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 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).

IV. **Exemption 3 Statutes (Any instances during this quarter in which WMATA redacted information in accordance with a statute under PARP section 6.1.3).**

Statute	Type of Information Withheld	Case Citation	No. Of Times Relied Upon
None.	None.	None.	None.

V. PARP Requests

Received

Routine	68
Complex	30
Expedited	0
Total	98

VI. Pending Requests

Pending At Beginning of Quarter

Routine	21
Complex	47
Expedited	0
Total	68

Pending At the End of the Quarter

Routine	35
Complex	52
Expedited	0
Total	87

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

Pending	35
Median Number Of Days	17
Average Number Of Days	26
Lowest Number Of Days	1
Highest Number Of Days	112

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

Pending	52
Median Number Of Days	57
Average Number Of Days	142
Lowest Number Of Days	4
Highest Number Of Days	818

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

Pending Requests – Ten Oldest (Business Days)

10. Received 4/7/11 (322 Days)
9. Received 2/17/11 (357 Days)
8. Received 12/16/10 (402 Days)
7. Received 10/28/10 (437 Days)
6. Received 9/9/10 (472 Days)
5. Received 8/31/10 (479 Days)
4. Received 8/31/10 (479 Days)
3. Received 8/31/10 (479 Days)
2. Received 12/10/09 (667 Days)
1. Received 5/13/09 (818 Days)

VII.   Appeals

Pending At Beginning Of Quarter	2
Received During Quarter	4
Processed During Quarter	2
Pending At End Of Quarter	4

Disposition Of Appeals

Granted in Part	1
Denied	1
Remanded	0
Closed For Other Reasons	0
Total	2

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)	0
Exemption 5 (intra/inter-agency privileged)	1
Exemption 6 (personal privacy)	1
Exemption 7 (A) (law enforcement)	0
Exemption 7 (B) (law enforcement)	0
Exemption 7 (C) (law enforcement)	0
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
Other (non-WMATA documents)	1
Total	3

Response Times

Median Number Of Days	65
Average Number Of Days	65
Lowest Number Of Days	42
Highest Number Of Days	82

VIII.   Processing and Response Times

Processing Time For Routine Requests

Processed	78
Median Number Of Days	29
Average Number Of Days	37
Lowest Number Of Days	1
Highest Number Of Days	430
1-20 Business Days	24
21-40 Business Days	31
41-60 Business Days	14
61-80 Business Days	8
81-100 Business Days	0
101-120 Business Days	0
121-140 Business Days	0
141-160 Business Days	0
161-180 Business Days	0
161-200 Business Days	0
201-220 Business Days	0
221-240 Business Days	0
241-260 Business Days	0
261-280 Business Days	0
281-300 Business Days	0
301-320 Business Days	0
321 - 340 Business Days	0
341-360 Business Days	0
361-380 Business Days	0
381-400 Business Days	0
401-420 Business Days	0
421 - 440 Business Days	1

Processing Time For Complex Requests (Business Days)

Processed	27
Median Number Of Days	65
Average Number Of Days	95
Lowest Number Of Days	11
Highest Number Of Days	354
1-20 Business Days	1
21-40 Business Days	4
41-60 Business Days	8
61-80 Business Days	6
81-100 Business Days	2
101-120 Business Days	0
121-140 Business Days	0
141-160 Business Days	0
161-180 Business Days	2
161-200 Business Days	3
201-220 Business Days	1
221-240 Business Days	0
241-260 Business Days	0
261-280 Business Days	0
281-300 Business Days	0
301-320 Business Days	1
321 - 340 Business Days	0
341-360 Business Days	1

Processing Time For Expedited Requests (Business Days)

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

Disposition

Granted	21
Partially Granted	58
Denied	9
No records	10
Non-perfected request (other than fee not paid)	1
Request withdrawn	4
Fee not paid by deadline	2
Pending	87[1]
Not a PARP	0
Total	192

Basis for Partial Grants

Exemption 1 (critical infrastructure or sensitive security information)	26
Exemption 2 (internal personnel rules and practices)	6
Exemption 3 (exempt by statute)	0
Exemption 4 (proprietary information)	6
Exemption 5 (intra/inter-agency privileged)	26
Exemption 6 (personal privacy)	55
Exemption 7 (A) (law enforcement)	1
Exemption 7 (B) (law enforcement)	1
Exemption 7 (C) (law enforcement)	1
Exemption 7 (D) (law enforcement)	1
Exemption 7 (E) (law enforcement)	1
Exemption 7 (F) (law enforcement)	1
Exemption 8 (SmarTrip®)	0
Exemption 9 (customer financial information)	0
Total	125

IX. Requests For Expedited Processing

Expedited Processing

Received	0
Granted	0
Denied	0
Median Number Of Days To Adjudicate	0
Average Number Of Days To Adjudicate	0

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[1] 14 pending requests are due after June 30, 2012.

X. Requests For Fee Waiver

Fee Waiver

Received	13[2]
Granted	1
Denied	2[3]
Median Number Of Days To Decide Fee Waiver	14
Average Number Of Days To Decide Fee Waiver	14

XI. Costs/PARP Staffing

Staffing Levels

Full Time Personnel	2
Part-time Or Occasional	4[4]
Total	6

Costs

PARP Processing (including appeals)	$819.11
Litigation-related Activities	0
Total	$819.11

Fees Collected

Total	$415.77

XII. Backlogs

PARP Requests and Administrative Appeals

Pending Requests	87
Pending Appeals	4

Previous vs. Current Quarter

Requests Received In Prior Quarter	117
Requests Received In Current Quarter	98
Requests Processed In Prior Quarter	74
Requests Processed In Current Quarter	105

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[2] 4 requests did not generate a fee. 6 Requests are pending and we do not anticipate that there will be any fees.

[3] 2 requesters did not provide additional information to determine fee waiver eligibility.

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

Pending Requests

Pending Requests At The End Of Prior Quarter	68
Pending Requests At The End Of Current Quarter	87

Appeals Previous vs. Current Quarter

Received In Prior Quarter	2
Received In Current Quarter	4
Processed In Prior Quarter	0
Processed In Current Quarter	2

Pending Appeals

Pending At The End Of Prior Quarter	2
Pending At The End Of The Current Quarter	4