Office of Information Practices

UIPA Record Request Log

Hawaii's Public Records Law
Chapter 92F, HRS

For detailed UIPA Log Instructions, Frequently Asked Questions, & other training materials:

- visit OIP's website **hawaii.gov/oip**
- click on Laws/Rules/Opinions, then the UIPA page: **http://hawaii.gov/oip/laws-rules-opinions/uipa**

To log in a written request for records…

- **The Excel spreadsheet has pop-up instructions … just mouse over the column heading.**

Hawaii's Public Records Law

HRS § 92F-18 requires each agency to:

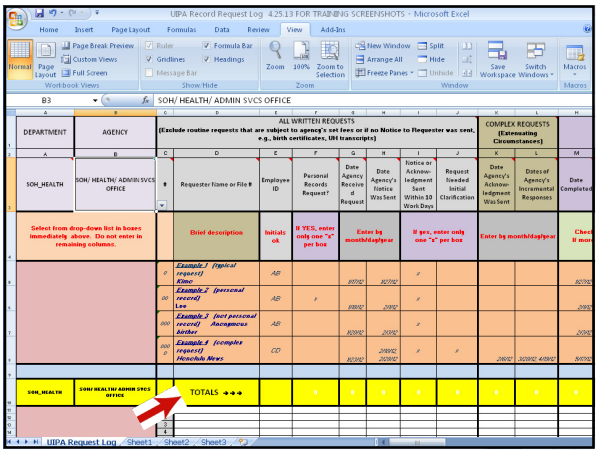
- Inform employees of the UIPA's requirements
- Compile a report using forms prescribed by OIP
- Ensure that the information remains accurate and complete

Benefits! … the UIPA Log helps an agency to:

- **Track** its written requests for records & the agency's response
- **Report** requests & outcomes onto data.hawai.gov
- **Assist** requesters
- **Calculate** fees & costs
- **Keep** government open

The UIPA Log has 3 main parts:

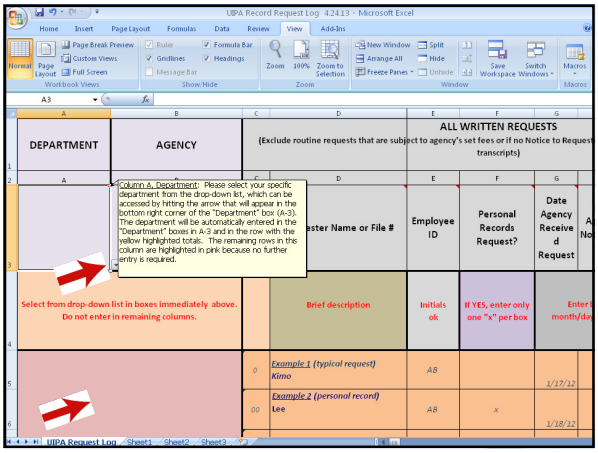
- **Identification**
- **Resolution of requests**
- **Fees & costs**

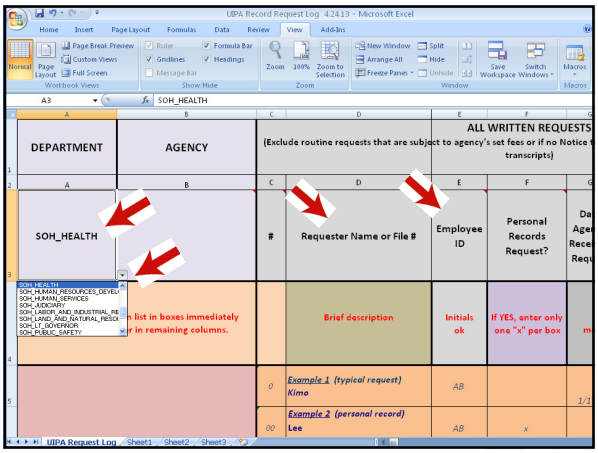


The UIPA Log-- First part is:

1. **Identification**

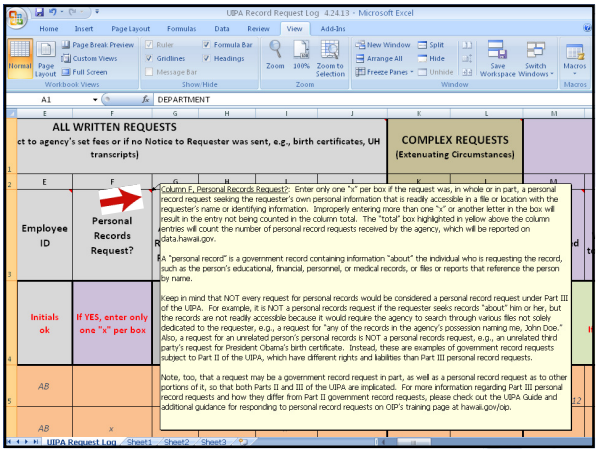
2. Resolution of requests
3. Fees & costs





Columns D & E:
Requester Name or File # and Employee ID

- These are for the agency's benefit to identify the request and who is responsible to work on it.
- The names/ID will be redacted before the log is uploaded to Data.hawaii.gov.



Column F:

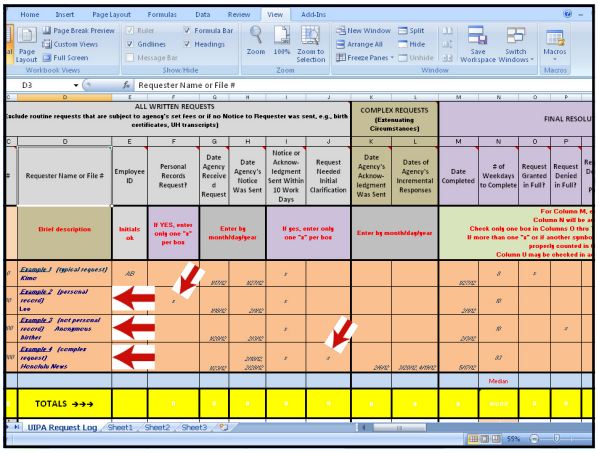
Q. **What is a "personal record?"**

A. **A "personal record" is a government record that contains information "about" the individual who is requesting the record.**

This includes an individual's educational, financial, or medical records, or items that reference the individual by name or otherwise.

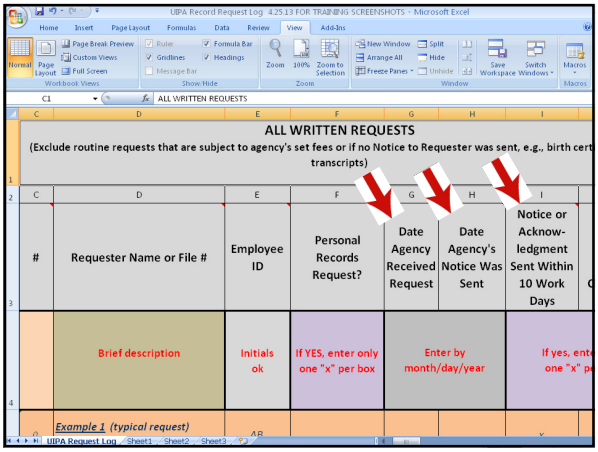
Note: Not every request for personal records would be considered a personal record request under UIPA, Part III.

- For example, it is **not** a personal records request if the requester seeks records "about" him or her, but the records are **not readily accessible** because it would require the agency to search through various files not solely dedicated to the requester.
- Also, a request for an **unrelated person's** personal records is **not** a personal records request.



Columns G thru J:

- Date of agency's **receipt** of request
- Date agency's **notice** to requester was sent
- Was notice or acknowledgment **sent within 10 work days?**
- Did agency need **initial clarification** of the request in order to respond?

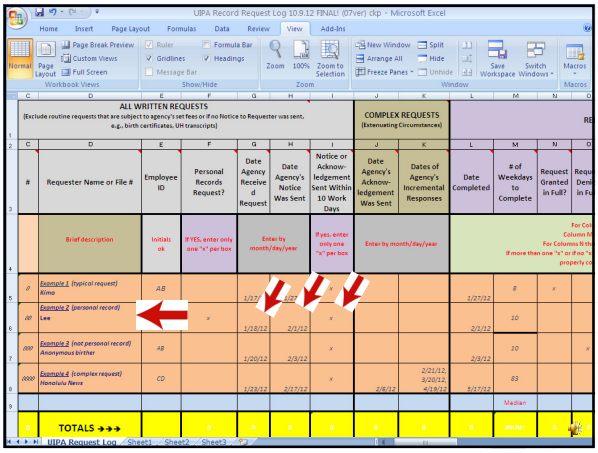


UIPA Record Request Log 4.25.13 FOR TRAINING SCREENSHOTS - Microsoft Excel

ALL WRITTEN REQUESTS

(Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., birth cert transcripts)

#	Requester Name or File #	Employee ID	Personal Records Request?	Date Agency Received Request	Date Agency's Notice Was Sent	Notice or Acknow-ledgment Sent Within 10 Work Days
	Brief description	Initials ok	If YES, enter only one "x" per box	Enter by month/day/year		If yes, ent one "x" p
0	Example 1 (typical request)	AB				

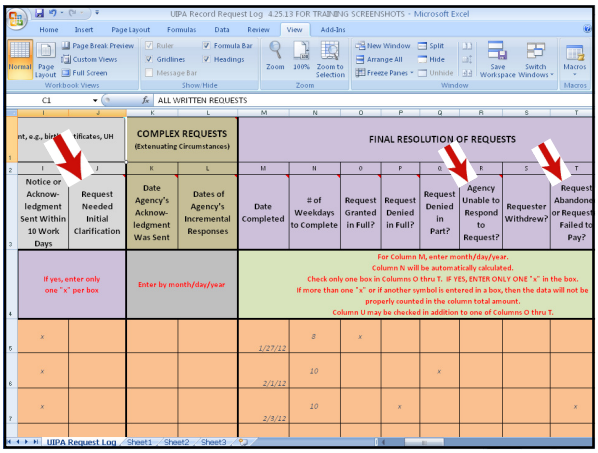


UIPA Record Request Log 10.9.12 FINAL! (07ver) ckp - Microsoft Excel

ALL WRITTEN REQUESTS (Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., birth certificates, UH transcripts)

COMPLEX REQUESTS (Extenuating Circumstances)

#	Requester Name or File #	Employee ID	Personal Records Request?	Date Agency Received Request	Date Agency's Notice Was Sent	Notice or Acknow-ledgement Sent Within 10 Work Days	Date Agency's Acknow-ledgement Was Sent	Dates of Agency's Incremental Responses	Date Completed	# of Weekdays to Complete	Request Granted in Full?
	Brief description	Initials ok	If YES, enter only one "x" per box	Enter by month/day/year		If yes, enter only one "x" per box	Enter by month/day/year				
0	Example 1 (typical request) Kimo	AB		1/17	1/17				1/27/12	8	x
00	Example 2 (personal record) Lee		x	1/18/12	2/1/12	x			2/1/12	10	
000	Example 3 (not personal record) Anonymous birther	AB		1/20/12	2/3/12	x			2/3/12	10	
0000	Example 4 (complex request) Honolulu News	CD		1/23/12	2/27/12	x	2/6/12	2/21/12 3/20/12 4/18/12	5/17/12	83	
										Median	
0	TOTALS →→→		0	0	0	0	0	0	0	#NUM!	0



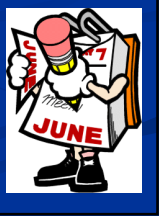
Columns K & L:

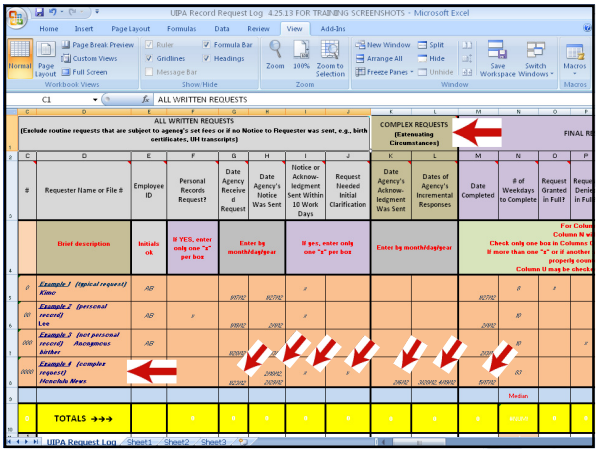
Complex Requests

(voluminous records or extenuating circumstances):

Is it a complex request?

- Date agency's **acknowledgment** was sent
- Dates of agency's **incremental** responses



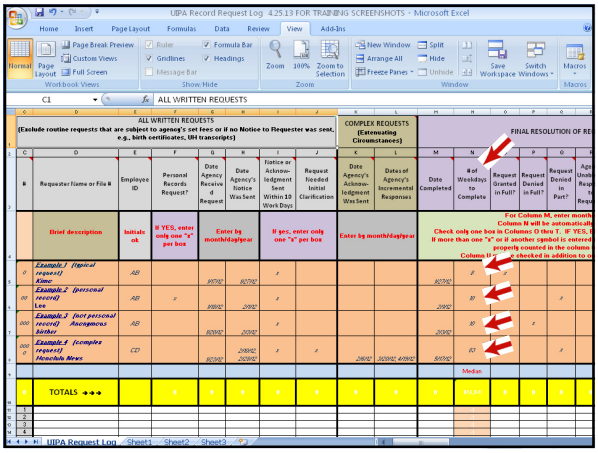


The UIPA Log-- Second part is:

1. Identification
2. **Resolution of requests**
3. Fees & costs

Columns M & N: Final Request Resolution

- Date completed?
- # of weekdays to complete is automatically calculated, based on date the request was received and date of completion.



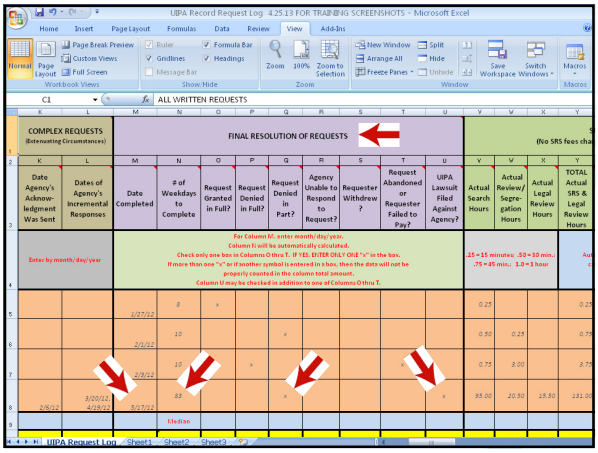
Columns O thru T:
Final Request Resolution

Check only one box in Columns O through T to explain how the request was ultimately resolved.

- Request granted in full?
- Denied in full?
- Denied in part?
- Unable to respond?
- Request withdrawn?
- Requester abandoned or failed to pay fees & costs?

Column U:
Final Request Resolution

- Lawsuit filed?



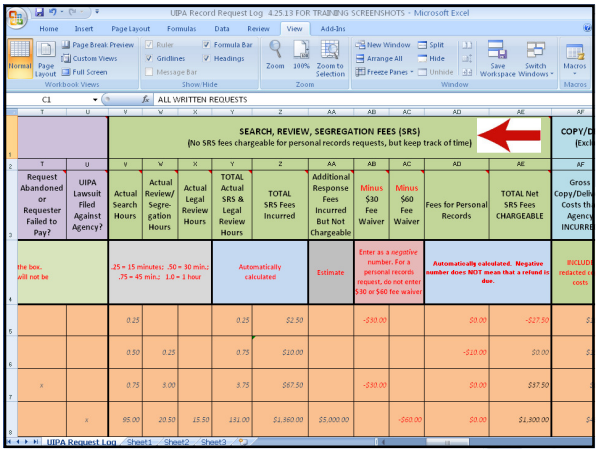
The UIPA Log-- Third part is:

1. Identification
2. Resolution of requests
3. Fees & costs

UIPA Log, Part 3:
Fees & Costs

Automatic Calculations based on agency's input of hours, costs, & fee waivers

- Search, review, segregation fees (SRS)
  -- Fee waivers
- Copy/delivery costs
- Total fees and costs



Search, Review, Segregation Fees (SRS)
Q & A

- **What are SRS fees?**

These are fees that the agency may charge for time spent searching for, reviewing, and segregating government records in response to a request:

$2.50 per fifteen minutes or fraction thereof for **searching** for the record; and

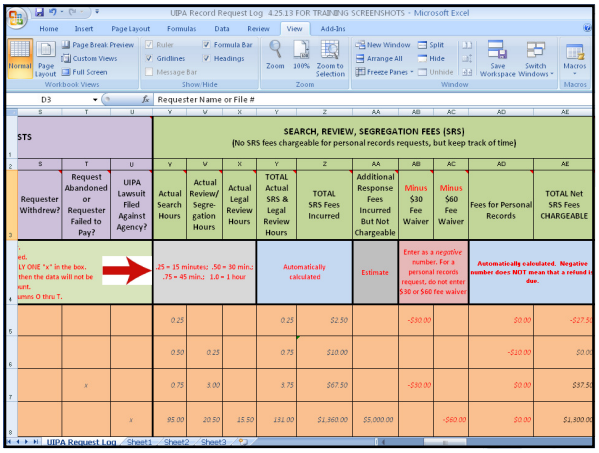
$5.00 per fifteen minutes or fraction thereof for **reviewing and segregating** the record.

Search, Review, Segregation Fees (SRS)
Q & A

- **Are these fees in OIP's administrative rules?**

Yes, at §2-71-31 of "Agency Procedures and Fees for Processing Government Records Requests."

See the rules on OIP's website.



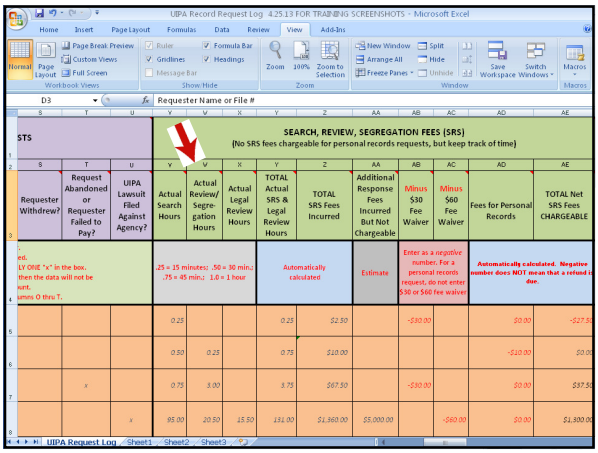
UIPA Record Request Log 4.25.13 FOR TRAINING SCREENSHOTS - Microsoft Excel

Requester Name or File #

SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)

Requester Withdrew?	Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE
ed. LY ONE "x" in the box. then the data will not be urnt. umns O thru T.			.25 = 15 minutes; .50 = 30 min.; .75 = 45 min.; 1.0 = 1 hour			Automatically calculated		Estimate	Enter as a negative number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.	
			0.25			0.25	$2.50		-$30.00		$0.00	-$27.5
			0.50	0.25		0.75	$10.00				-$10.00	$0.0
	x		0.75	3.00		3.75	$67.50		-$30.00		$0.00	$37.5
		x	95.00	20.50	15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,300.0

UIPA Request Log Sheet1 Sheet2 Sheet3


UIPA Record Request Log 4.25.13 FOR TRAINING SCREENSHOTS - Microsoft Excel
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UIPA Request Log
Sheet1
Sheet2
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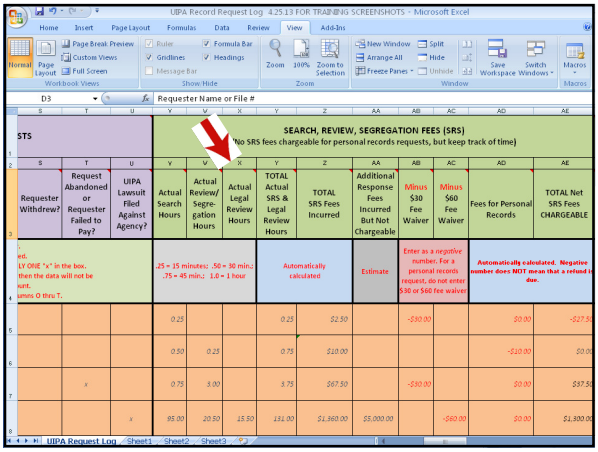
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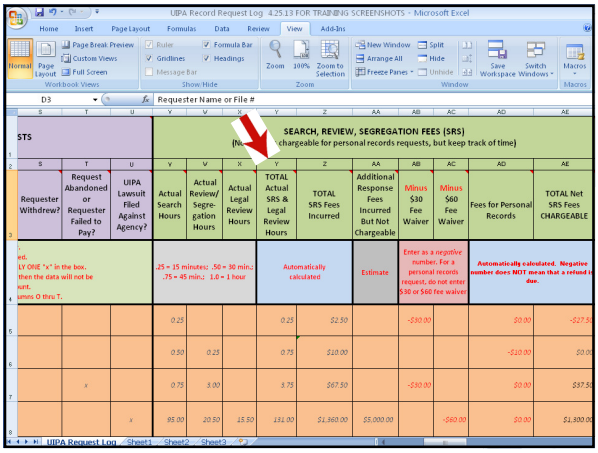
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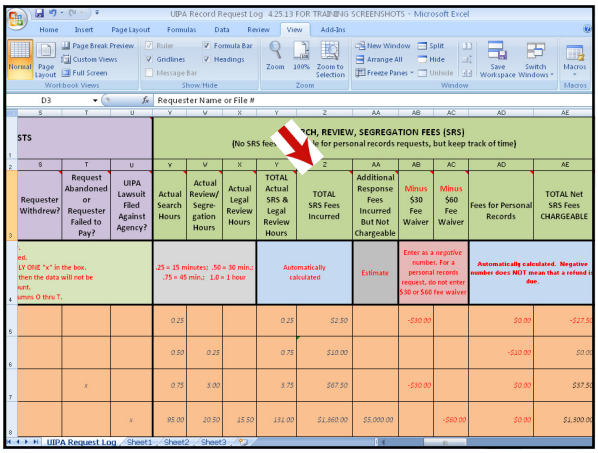
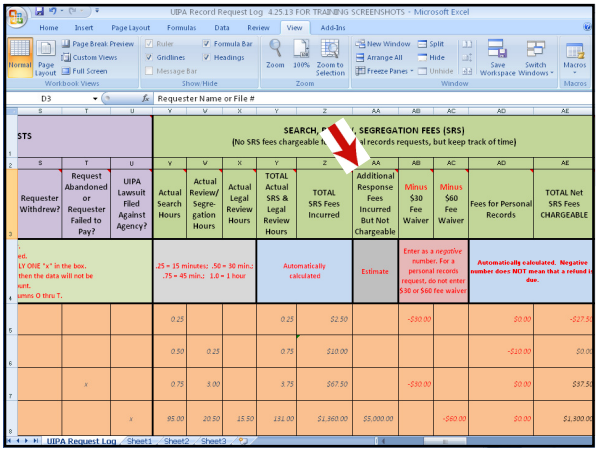




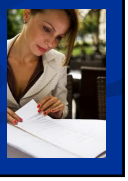
Search, Review, Segregation Fees (SRS)

Q & A

- **What are fee waivers?**

The agency **must** waive **the first $30** in fees for search, review, and segregation …

OR the first $60 where the agency finds that the requester has met the requirements under OIP's administrative rules for a **public interest waiver**.

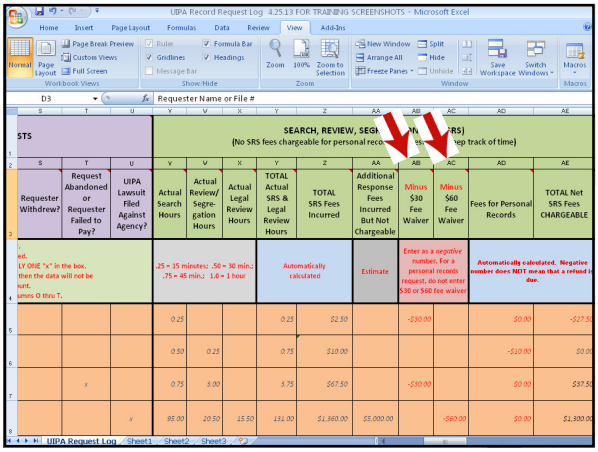


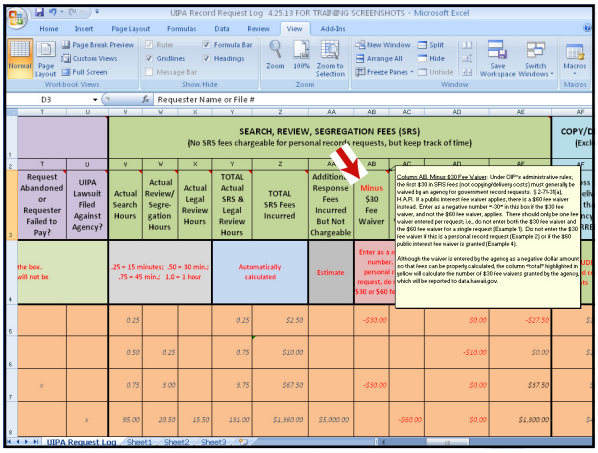
Search, Review, Segregation Fees (SRS)
Q & A

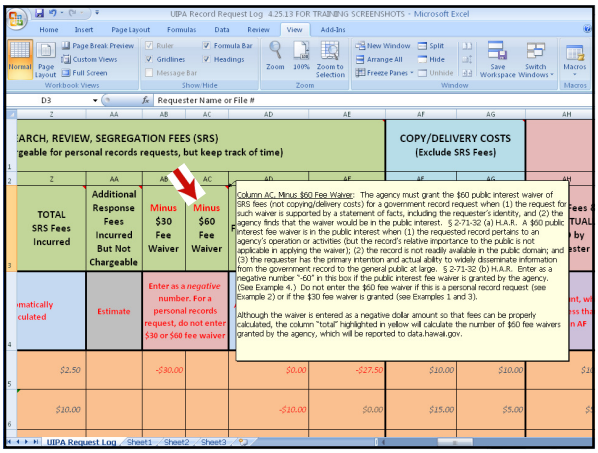
- **How are fee waivers recorded on the log?**

  Enter the waiver as a **negative** number ("-30.00" or "-60.00").

  For a **personal** records request, do **not** enter the $30 or $60 fee waiver because SRS fees may not be charged in the first place.



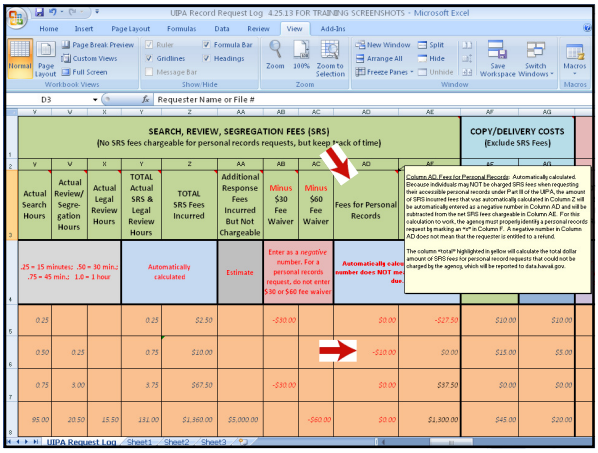


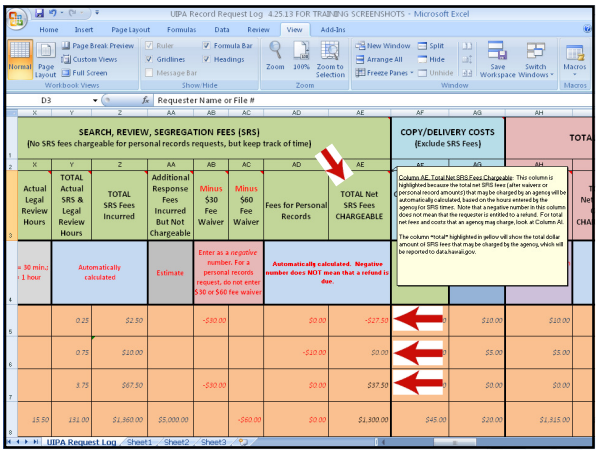


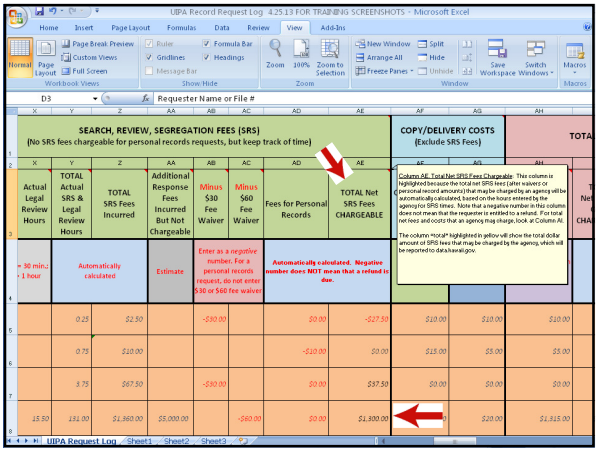
Search, Review, Segregation Fees (SRS)
Q & A

- **What about personal records?**
  No SRS fees are chargeable for **personal** records requests, but keep track of time.

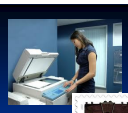
- **What about net SRS fees?**
  Net SRS fees chargeable will be **automatically calculated** (without personal record amounts or fee waivers).



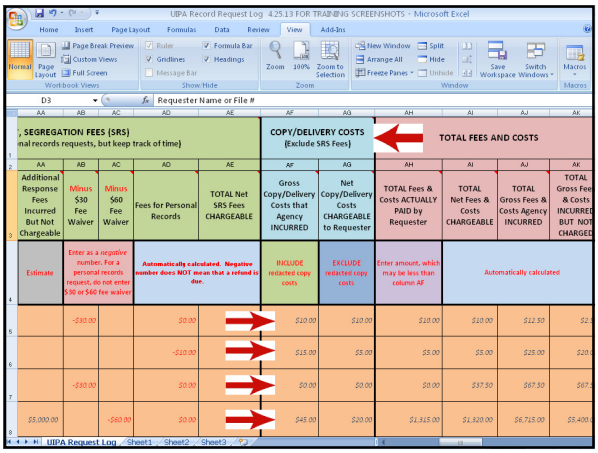




Columns AF & AG:
Copy/Delivery Costs



- **Gross** copy/delivery costs that agency actually **incurred**, but may not have totally recovered
  - -- Include copies made for redaction
- **Net** copy/delivery costs properly **chargeable** to requester
  - -- Exclude copies made for redaction
  - -- Include copies made of electronic record if requester wants them faxed, mailed, or provided in a physical form



AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
, SEGREGATION FEES (SRS) nal records requests, but keep track of time)					COPY/DELIVERY COSTS (Exclude SRS Fees)		TOTAL FEES AND COSTS			
Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE	Gross Copy/Delivery Costs that Agency INCURRED	Net Copy/Delivery Costs CHARGEABLE to Requester	TOTAL Fees & Costs ACTUALLY PAID by Requester	TOTAL Net Fees & Costs CHARGEABLE	TOTAL Gross Fees & Costs Agency INCURRED	TOTAL Gross Fees & Costs INCURRED BUT NOT CHARGED
Estimate	Enter as a negative number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.		INCLUDE redacted copy costs	EXCLUDE redacted copy costs	Enter amount, which may be less than column AF	Automatically calculated		
	-$30.00		$0.00		$10.00	$10.00	$10.00	$10.00	$12.50	$2.5
			-$10.00		$15.00	$5.00	$5.00	$5.00	$25.00	$20.0
	-$30.00		$0.00		$0.00	$0.00	$0.00	$37.50	$67.50	$67.5
$5,000.00		-$60.00	$0.00		$45.00	$20.00	$1,315.00	$1,320.00	$6,715.00	$5,400.0

Columns AH thru AK:

Total Fees & Costs

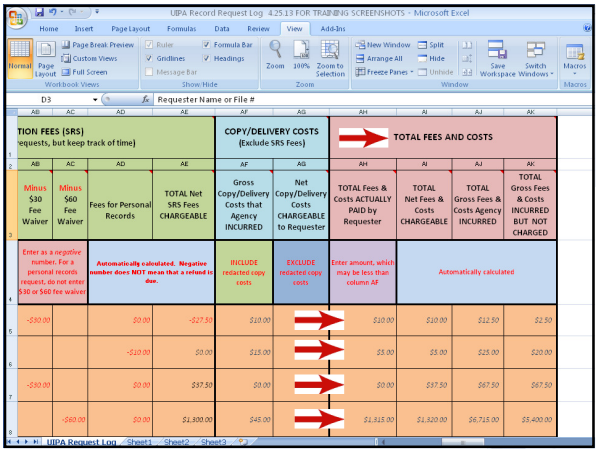
(this last section shows the "bottom line" for agency fees & costs)

Agency to input:

- Total fees & costs **actually paid** by requester

Log automatically calculates (for statistical purposes):

- Total net fees & costs **chargeable**
- Total gross fees & costs **incurred**
- Total gross fees & costs **incurred but not charged**



AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
TION FEES (SRS) equests, but keep track of time)				COPY/DELIVERY COSTS (Exclude SRS Fees)		TOTAL FEES AND COSTS			
Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE	Gross Copy/Delivery Costs that Agency INCURRED	Net Copy/Delivery Costs CHARGEABLE to Requester	TOTAL Fees & Costs ACTUALLY PAID by Requester	TOTAL Net Fees & Costs CHARGEABLE	TOTAL Gross Fees & Costs Agency INCURRED	TOTAL Gross Fees & Costs INCURRED BUT NOT CHARGED
Enter as a negative number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.		INCLUDE redacted copy costs	EXCLUDE redacted copy costs	Enter amount, which may be less than column AF	Automatically calculated		
-$30.00		$0.00	-$27.50	$10.00		$10.00	$10.00	$12.50	$2.50
		-$10.00	$0.00	$15.00		$5.00	$5.00	$25.00	$20.00
-$30.00		$0.00	$37.50	$0.00		$0.00	$37.50	$67.50	$67.50
	-$60.00	$0.00	$1,300.00	$45.00		$1,315.00	$1,320.00	$6,715.00	$5,400.00

Office of Information Practices

UIPA Record Request Log

Mahalo!

For detailed UIPA Log Instructions, Frequently Asked Questions, & other training materials:

- see OIP's website **hawaii.gov/oip**
- click on Laws/Rules/Opinions, then the UIPA page: **http://hawaii.gov/oip/laws-rules-opinions/uipa**

Need Help?

- Call OIP **586-1400**
- E-mail: **oip@hawaii.gov**
- OIP website: **www.hawaii.gov/oip**