

SAMPLE
UIPA RECORD REQUEST LOG
 WITH ENTRY ERRORS

December 2013
 Questions?
 Call OIP 586-1400
 Email oip@hawaii.gov
 oip.hawaii.gov/training

	M	N	O	P	Q	R	S	T	U
1	FINAL RESOLUTION OF REQUESTS								
2	M	N	O	P	Q	R	S	T	U
3	Date Completed	# of Workdays to Complete	Request Granted in Full	Request Denied in Full	Request Denied in Part	Agency Ultimately Unable to Respond	Requester Withdrew	Requester Abandoned or Failed to Pay	UIPA Lawsuit Filed Against Agency?
4	Enter <u>ONLY ONE</u> date by mo/day/year	Automatically Calculated	Check only <u>ONE</u> cell in Columns O thru T. If YES, enter <u>ONLY ONE</u> "x" in the cell. If more than one "x" or if another symbol is entered in a cell, then the data will not be properly counted in the column total amount. Column U may be checked in addition to one of Columns O thru T.						
5	1/17/12	1	x						
6	2/10/12	18		x					
7	2/17/12	22						x	
8	5/17/12	84			x				x
9	# of completed requests	# of workdays to complete ALL requests	# granted	# denied due to exception	# partially denied due to exception	# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits
10	4	125	1	1	1	1	0	0	1
11		31.25							
12	1/17/12	1	x						
13	2/10/12	18		x		x			
14	2/17/12	22						z	
15	5/17/12	84			x				x