

SAMPLE
UIPA RECORD REQUEST LOG
 WITH ENTRY ERRORS

	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	
1	SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time)										COPY/DELIVERY COSTS (Exclude SRS Fees)		TOTAL FEES AND COSTS (All Requests vs. Complex Requests)								
2	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	
3	Actual Search Hours	Actual Review/ Segregation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL GROSS 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	GROSS Copy/Delivery Costs that Agency INCURRED	NET Copy/Delivery Costs CHARGEABLE to Requester	TOTAL Fees & Costs ACTUALLY PAID by Requesters for ALL Requests	TOTAL NET Fees & Costs CHARGEABLE for ALL Requests	TOTAL GROSS Fees & Costs Agency INCURRED for ALL Requests	TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for ALL Requests	TOTAL NET Fees & Costs ACTUALLY PAID for COMPLEX Requests	TOTAL NET Fees & Costs CHARGEABLE for COMPLEX Requests	TOTAL GROSS Fees & Costs INCURRED for COMPLEX Requests	TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for COMPLEX Requests	
4	Enter in 15-minute increments as follows: .25 = 15 minutes; .50 = 30 min.; .75 = 45 min.; 1.0 = 1 hour. Use period, not comma, when entering decimals, or amount will not be counted & #VALUE! will show in Col. Y			Automatically calculated		Estimate	Enter as negative numbers. Only one waiver per request. NO fee waivers for personal record requests in purple cells.		Automatically calculated. Negative number in (\$) does NOT mean that a refund is due.		INCLUDE redacted copy costs. Gross should be greater than or equal to net costs.	EXCLUDE redacted copy costs. Net should be less than or equal to gross costs.	Enter amount paid by requesters, which may be less than Column AI allows	Automatically calculated							
5	0.25			0.25	\$2.50		(\$30.00)			(\$27.50)	\$10.00	\$10.00	\$10.00	\$10.00	\$12.50	\$2.50	\$0.00	\$0.00	\$0.00	\$0.00	
6	0.50	0.25		0.75	\$10.00				(\$10.00)	\$0.00	\$15.00	\$5.00	\$5.00	\$5.00	\$25.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	
7	0.75	3.00		3.75	\$67.50		(\$30.00)			\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$67.50	\$67.50	\$0.00	\$0.00	\$0.00	\$0.00	
8	95.00	20.50	15.50	131.00	\$1,360.00	\$5,000.00		(\$60.00)		\$1,300.00	\$45.00	\$20.00	\$1,315.00	\$1,320.00	\$6,715.00	\$5,400.00	\$1,315.00	\$1,320.00	\$6,715.00	\$5,400.00	
9	# of search hours	# of review & segregation hours	# of non-chargeable legal hours	# of SRS + legal hours	SRS gross fees incurred; excludes nonchargeable personal records	Nonchargeable add'l fees	# of \$30 waivers; no fractions	# of \$60 waivers; no fractions	Nonchargeable PERSONAL records fees; NO positive \$	Net SRS fees chargeable; excludes negative \$, legal review, personal records \$	Gross copy/delivery \$ incurred	Net copy/delivery \$ chargeable	\$ actually paid by requesters	Net \$ chargeable for ALL requests; excludes personal records	Gross \$ incurred for ALL requests; excludes personal records \$, includes gross copy \$	\$ unrecoverable for ALL requests	\$ actually paid for complex requests	Net \$ chargeable for complex requests	Gross \$ incurred for complex requests	\$ unrecoverable for complex requests	
10	96.38	24.10	0.00	#VALUE!	\$1,429.80	\$5,000.00	1.00	2.00	(\$16.00)	\$1,399.80	\$45.00	\$60.00	\$1,390.00	\$1,459.80	\$94.80	\$79.80	\$1,375.00	\$1,345.00	\$0.00	\$0.00	
11	24.10	8.03			\$476.60	\$5,000.00			(\$16.00)	\$466.60	\$15.00	\$20.00	\$463.33	\$364.95	\$31.60	\$26.60	\$1,375.00	\$1,345.00			
12	0.23			0.23	\$2.30					\$2.30	\$10.00	\$10.00	\$10.00	\$12.30	\$12.30	\$2.30	\$0.00	\$0.00	\$0.00	\$0.00	
13	0.40	0.60		1.00	\$0.00		(\$30.00)	(\$60.00)	(\$16.00)	\$0.00	\$15.00	\$5.00	\$5.00	\$5.00	\$15.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	
14	0.75	3.00		3.75	\$67.50		\$30.00			\$97.50	\$0.00	\$0.00	\$0.00	\$97.50	\$67.50	\$67.50	\$0.00	\$0.00	\$0.00	\$0.00	
15	95.00	20.50	15.50	#VALUE!	\$1,360.00	\$5,000.00		(\$60.00)		\$1,300.00	\$20.00	\$45.00	\$1,375.00	\$1,345.00	#VALUE!	#VALUE!	\$1,375.00	\$1,345.00	#VALUE!	#VALUE!	