

TIP SHEET FOR UIPA LOG USERS (February 2016)

Helpful tips for completing the UIPA Record Request Log and uploading agency Log totals to the Master Log at data.hawaii.gov, based on users' experiences.

USING THE LOG (basic tips):

1. Follow the training guides closely.

Don't skip steps. To have a handy reference guide by your keyboard, print the two training guides that are marked with *** on the OIP's training page:

*** UIPA Record Request Log TRAINING with NOTES (12jun14) (pdf)

*** How to Upload UIPA Log to DHG effective 1.1.2014 with NOTES (pdf)

2. To view the UIPA Log, use Excel "View" to zoom in and out.

To adjust your view of the Log spreadsheet, change the zoom view to about 65% (click on View, then Zoom, and select a zoom level). This allows you to see the white data entry rows at the bottom. To view any part of the Log more closely, zoom in. For example, select 100% to zoom in on the pop-up instructions or the list of departments and agencies in the drop-down menus for columns A and B. If you need to print the spreadsheet, try using "print view" and then print only the pages that have column headings and data. The spreadsheet can be printed on larger paper, too.

3. Use the pop-up instructions on the UIPA Log.

Just mouse over a column heading to see the pop-up instructions.

4. Learn from the four examples on the Sample UIPA Request Log.

The four examples (the highlighted rows above the "Totals" row) illustrate how to report different requests, like a typical request, a personal record request, and a complex request. **The Sample Log is for practice only. DO NOT use it to upload to the Master Log on data.hawaii.gov.**

5. To expand the agency drop-down list on the UIPA Log:

Place the cursor on the vertical line between Col. B and Col. C in the very top row, then click and drag to the right. (After selecting the agency from the drop-down list, you can click and drag the line back to narrow the column.)

USING THE LOG (DOs and DON'Ts):

- 1. Use the correct Log form:** DO use the form on the OIP's training page (<http://oip.hawaii.gov/laws-rules-opinions/uiipa/uiipa-record-request-log/>), currently UIPA Record Request Log FORM FY 2016 (Excel). **DO NOT use the Sample Log.**
- 2. Where to enter data:** DO enter data in the white cells only. DO NOT enter data in colored cells. Colored cells are for the log's automatic calculations. Other than the white cells, the UIPA Record Request Log form is locked. DO NOT attempt to change column headings and formulas.
- 3. Date agency received request** (Col. G): DO enter the one date received, by month/day/year (e.g., 7/1/14). DO NOT enter any requests received outside the

reporting period. For example, a request received 6/30/15 should be reported on the agency's FY 2015 log, but a report received 7/1/15 should be reported on the agency's FY 2016 log. The log uses this column to total the number of requests received.

4. **Fee Waivers** (Col. AB and AC): DO enter a **\$30 fee waiver** (normal waiver) OR a \$60 fee waiver (if request meets the public interest requirements) for each request, unless the request is a personal record request. Fee waivers are an important part of the record request process and statistics. Even if no fees are incurred or charged, or the fees are less than the \$30 or \$60 waiver, do enter the waiver.
5. **Outcomes** (final resolution of requests; Col. O thru Col. T): Each request has only one final outcome. DO enter an "x" in the appropriate column. DO NOT enter an "x" in more than one of these columns. If the agency is ultimately unable to respond to the request (Col. R; read the pop-up instructions), that is the one final outcome. If the requester withdrew (Col. S), or if the requester abandoned or failed to pay (Col. T), that is the one final outcome.
6. **Date Completed** (Col. M): Carefully follow the Log Instructions for Col. M to determine the completion date ("Instructions" July 2014, page 8).
7. **Search, Review and Segregation Hours** (Col. V, W, X): DO enter the hours in **15-minute increments** only (.25 = 15 minutes; .50 = 30 minutes; .75 = 45 minutes; 1.0 = 1 hour). DO NOT use any other way of showing time.
8. **Copy/Delivery Costs** (Col. AF and AG). If there are copy/delivery costs for a request, DO enter amounts in both columns (GROSS Copy/Delivery Costs INCURRED and NET Copy/Delivery Costs CHARGEABLE). DO NOT enter costs in only one column.

UPLOADING AGENCY TOTALS TO THE MASTER LOG (at data.hawaii.gov):

1. **Request PUBLISHER rights when you request a login from ICSD.** You will need publisher rights to append your agency totals to the Master Log and publish.
2. **Make sure you are in the correct Master Log.** Select the appropriate fiscal year and semiannual or year-end.
3. **Follow the training guides closely. After you sign in to data.hawaii.gov to upload your Log totals, be sure to click on "Home" at the top of the page.**
After that, you can use the search box at the top to search for the Master Log dataset. If you use the keyword "UIPA 2016" in the search box, this will bring up the FY 2016 Master Log. Add your totals to the OIP Master Log (**not** to the "more views" list of individual department logs, like "HEALTH").

- 4. When uploading your Log totals to data.hawaii.gov, select “APPEND.”
DO NOT SELECT “REPLACE.”**

You are adding your totals to the Master Log on data.hawaii.gov. If you select “Replace,” you will **replace all the existing data from other agencies**. If you have revised data or any changes to make, **contact Michael Little at OIP: 586-1400 or oiip@hawaii.gov for assistance.**

- 5. To view just one department’s agencies and totals, select the OIP Master Log, then **click on the purple “More Views” button.****

This feature filters out all other agencies, so you can see each agency within your department, and also the department totals.

- 6. If you have questions, or need to correct your data on data.hawaii.gov, contact Michael Little at OIP: 586-1400 or oiip@hawaii.gov.**

OIP can correct the data in a single cell (such as number of routine requests) or cells or row.

RESPONDING TO REQUESTS FOR LOG COPIES:

- 1. Name of Requester (Col. D):** Follow the guidance in the Log [Instructions](#) (“Instructions” July 2014, page 5): “... if the Log itself must be produced in response to a records request, the requester’s name is generally not considered confidential information and should not be redacted, except possibly for personal records requesters’ names. See OIP Op. Ltr. No. 90- 37, or contact OIP for guidance regarding redactions.”

To redact a requester’s name, replace the name with “xxxxxxxxxx.” If the requester does not want the requester names, however, the agency can delete all of the requester names in the column.

- 2. Producing the Log as an Excel spreadsheet:** In response to a request, the agency should respond with the Log as an Excel spreadsheet, unless the requester asks for the Log as a pdf. If the agency wants to first remove any hidden data or personal information or notes that may be stored in the Excel spreadsheet, follow the Microsoft support instructions: “[Remove hidden data and personal information by inspecting workbooks.](#)”