UIPA RECORD REQUEST LOG

June 1, 2016
Questions?
Call OIP 586-1400
Email oip@hawaii.gov
oip.hawaii.gov/training

	A	B	C	D	E	F	G	H	I	J	K	L
1	**DEPT.**	**AGENCY**	**ALL WRITTEN REQUESTS** (Exclude routine requests are automatically granted/denied without supervisory review, such as agency brochures/forms, school transcripts, birth/marriage certificates, police accident or theft reports. Exclude subpoenas.)								**COMPLEX REQUESTS** (Extenuating Circumstances)	
2	A	B	C	D	E	F	G	H	I	J	K	L
3			**#**	**Requester Name or File #**	**Employee ID**	**Personal Records Request?**	**Date Agency Received Request**	**Date Agency's Notice Was Sent**	**Agency 's Initial Response Sent Within 10 Work Days**	**Request Needed Initial Clarification**	**Complex Request?**	**Agency Gave Incremental Responses?**
4	**DESCRIPTION** of data to be entered in each column	**Start Log by selecting the department and agency from the drop-down list in boxes A3 and B3 in row above. Do this only once; do not enter data into the highlighted rows below.**		**If request is on behalf of a for-profit or non-profit organization, business, law firm, insurance company, newspaper/TV/radio station, or other commercial entity, place an asterisk * before name of requester. At Requester's request, name can be "Anonymous." For personal records, use initials or file #.**	**Initials ok**	**If YES, enter ONLY ONE "x" per cell**	**Enter ONLY ONE date by month/day/year**	**If yes, enter ONLY ONE "x" per cell. If more than one "x" or if another symbol is entered in a cell, then data will not be properly counted in the column total amount.**				
9	**DESCRIPTION** of yellow "Totals" found below in row 10 ➜		# of all requests	# of businesses/organizations represented by requesters with an * BEFORE names		# of personal records	# of requests	# of notices sent (exclude Acknowledg-ments)	# of Notices, Acknowledg-ments, or completions w/in 10 workdays	# needed initial clarification	# of complex requests	# of requests with incremental responses
10	**TOTALS** in this row ➜		0	0		0	0	0	0	0	0	0
11	**AVERAGES** in this row ➜											
12	**ENTER AGENCY DATA IN WHITE CELLS ONLY**		1									
13			2									
14			3									
15			4									

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	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 Granted/ Denied in Part**	**Agency Ultimately Unable to Respond**	**Requester Withdrew**	**Requester Abandoned or Failed to Pay**	**UIPA Lawsuit Filed Against Agency?**
4	**Enter ONLY ONE date by mo/day/year**	**Automatically Calculated**	**Check only ONE cell in Columns O thru T. If YES, enter ONLY ONE "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. Only Column U may be checked in addition to one of Columns O through T.**						
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	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
11									
12									
13									
14									
15									

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	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
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**			
2	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
3	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL GROSS SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	$30 Fee Waiver	$60 Public Interest 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
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 and elsewhere			Automatically calculated		Estimate	Enter only one "x" in Col. AC if public interest waiver is granted. Do not enter anything in purple cells indicating personal record request, or in blue Col. AB		Automatically calculated. Negative red amount does NOT mean that a refund is due.		INCLUDE agency's copying costs to review & redact. Gross should be greater than or equal to net costs.	EXCLUDE agency's copying costs to review & redact. Include costs only for requesters', not agencies', copies. 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		
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 addt'l fees	# of $30 waivers when SRS hours are entered; no fractions	# of $60 public interest fee waivers when SRS hours are entered; 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 fees and costs for ALL requests; includes nonchargeable legal and personal records costs, but not fees	Gross $ incurred for ALL requests; includes nonchargeable legal and other fees, personal records costs, and gross copy costs	$ unrecoverable for ALL requests
10	0.00	0.00	0.00	0.00	$0.00	$0.00	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11																
12				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00
13				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00
14				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00
15				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00

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	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1	**TOTAL FEES AND COSTS** Complex Requests Only				**ACTUAL PAYMENTS BY REQUESTERS**						
2	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
3	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	$ .01-4.99	$5-49.99	$50-99.99	$100-499.99	$500-999.99	$1000 - 9999.99	10,000+
4	**Automatically calculated**				**Automatically calculated**						
9	$ actually paid for complex requests	Net $ chargeable for complex requests	Gross $ incurred for complex requests	$ unrecoverable for complex requests	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11
10	$0.00	$0.00	$0.00	$0.00	0	0	0	0	0	0	0
11											
12	$0.00	$0.00	$0.00	$0.00							
13	$0.00	$0.00	$0.00	$0.00							
14	$0.00	$0.00	$0.00	$0.00							
15	$0.00	$0.00	$0.00	$0.00							

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	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
1	**DAYS TO COMPLETE REQUESTS**				**SEARCH, REVIEW & SEGREGATION HOURS INCURRED**							
2	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
3	**# of Workdays to Complete ALL Requests**	**# of Workdays to Complete COMPLEX Requests**	**# of Workdays to Complete NONCOMPLEX, NONPERSONAL RECORD Requests**	**# of Workdays to Complete PERSONAL RECORD Requests**	**# of Search Hours Incurred for ALL Requests**	**# of Search Hours Incurred for COMPLEX Requests**	**# of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests**	**# of Search Hours Incurred for PERSONAL RECORD Requests**	**# of Review & Segregation Hours Incurred for ALL Requests**	**# of Review & Segregation Hours Incurred for COMPLEX Requests**	**# of Review & Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests**	**# of Review & Segregation Hours Incurred for PERSONAL RECORD Requests**
4	**Automatically calculated**				**Automatically calculated**							
9	**# of days** to complete; **ALL** requests	**Days** to complete; **COMPLEX** requests only	**Days** to complete; **NONCOMPLEX** requests	**Days** to complete; **PERSONAL RECORD** requests	**Search hours; ALL** requests	**Search hours; COMPLEX** requests	**Search hours; NONCOMPLEX, NONPERSONAL RECORD** requests	**Search hours; PERSONAL RECORD** requests	**Review & segregation hours; ALL** requests	**Review & segregation hours; COMPLEX** requests	**Review & segregation hours; NONCOMPLEX, NONPERSONAL RECORD** requests	**Review & segregation hours; PERSONAL RECORD** requests
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11												
12												
13												
14												
15												