**CHECKLIST TO ACCOMPANY COMPLETED
FY 2016 UIPA RECORD REQUEST LOG
(June 2016)**

**Instructions:** Before submitting to OIP your agency’s completed UIPA Record Request Log for FY 2016, please review the data entries, correct any inputting errors, and complete this checklist. Please submit your completed Log and checklist to OIP (**oip@hawaii.gov**) by the January 31 and July 31 deadlines each year. OIP will upload your Log totals and routine requests estimate to the Master Log on [***data.hawaii.gov***](https://data.hawaii.gov/). Thank you!

**This checklist was prepared by:
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
My UIPA coordinator is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The attached UIPA Log is for:
State \_\_\_; or County: Honolulu \_\_\_; Hawaii \_\_\_; Kauai \_\_\_; Maui\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
FY: 2016
For requests received from: July 1, 2015 thru June 30, 2016 (due July 31, 2016)**

1. **Routine requests**: Routine requests are oral or written requests that are automatically granted or denied without supervisory review, and may include requests between government agencies. Routine requests do not include subpoenas. Enter the estimated number of **routine** record requests received by your agency for this reporting period: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Check off each box below, after you have reviewed the Log entries for each checklist item.** In Word, just click on the box to add an X to the box. To remove the X, click the box again.

[ ]  **2.** Used the **correct Log form** for FY 2016, which can be found on OIP’s training page ([**http://oip.hawaii.gov/laws-rules-opinions/uipa/uipa-record-request-log/**](http://oip.hawaii.gov/laws-rules-opinions/uipa/uipa-record-request-log/)). Did **not** use the **Sample** Log to enter agency’s data.

[ ]  **3.** Used the drop-down lists to enter **department** **name** and **agency** **name** in columns A & B.

[ ]  **4.** Entered data in the **white cells** only. No data was manually entered in the colored cells, as those cells are automatically calculated by the Log.

[ ]  **5. Requester name**: Requester’s name, initials, file number, or “Anonymous” entered in column D. But for personal record requests, only initials or the file numbers are used, not the full names, and the personal record requesters are individuals, not businesses or nonprofit entities.

[ ]  **6. Personal record request**: Entered one “x” in column F if the request was for a **personal** record “about” the **individual** (not a business or nonprofit organization) requesting the record. (If properly entered, corresponding cells in columns AB and AC turned purple.)

[ ]  **7. Date agency received request**: Entered the date by month/day/year (e.g., 7/1/15) in column G. The date received falls within the period being reported on the Log.

[ ]  **8. Date agency sent notice; initial response sent within 10 work days; initial clarification needed**: Entered the date (by month/day/year) when the agency sent its notice or acknowledgement to requester in column H. Entered one “x” and not dates in column I if the agency sent its initial response within 10 work days. Entered one “x” and not dates in column J if agency needed initial clarification of a request.

[ ]  **9. Complex requests**: Entered one “x” in column K if request involved extenuating circumstances or voluminous records. Also entered one “x” and not dates in column L if agency responded in increments.

[ ]  **10. Date completed**: Entered the date (by month/day/year) that the agency made the records available or gave its final response to a request in column M. Each completed request has a number in column N that was automatically calculated (number of days of complete each request). There are no error messages or unexplainably high numbers in column N.

[ ]  **11. Final resolution of requests**: Each request has **only one** **final outcome**, so there is only one “x” entered between columns O through T.

[ ]  **12. UIPA lawsuits**: Entered one “x” in column U, if a UIPA lawsuit was filed by or against the agency during the reporting period for the Log.

[ ]  **13. Search, review & segregation (SRS), and legal review hours**: Entered the hours in
15-minute increments (columns V, W, X); .25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes,
1.0 = 1 hour. **All SRS numbers end only as .25, .50, .75, or .00.** At a minimum, .25 search hours was entered for every request that is granted in full or denied in part. Used periods, not commas, to enter the hours, so that no error message #VALUE! appears on the Log.

[ ]  **14. Additional response fees**: Entered an estimated amount in column AA if
non-chargeable fees were incurred to respond to a request, such as attorney fees or court costs.

[ ]  **15. Fee waivers**: Waivers are only for fees, not costs. Entered a negative ($30.00) in column AB for a $30 fee waiver OR a negative ($60.00) in column AC if a $60 public interest fee waiver was granted. Nothing was manually entered in the purple colored boxes (indicating personal record requests) in columns AB and AC. “Total” amounts in cells AB10 and AC10 have been automatically calculated as whole numbers, not fractions – if not, a data entry error was made and should be corrected by the agency.

[ ]  **16. Copy/delivery costs**: The **net** **chargeable** copy and delivery costs in column AG do not exceed the **gross** **incurred** copy and delivery costs in column AF.

[ ]  **17. Total fees and costs paid by requester**: The amount actually paid by the Requester in column AH does not exceed the net chargeable fees and costs calculated in column AI.