

UIPA Record Request Log 2016 Update



**Hawaii's Public Records Law
Chapter 92F, HRS**

Today's training is not basic training on UIPA or Log. Will:

- Update on changes made to the Log and procedures, effective June 2016
- Summary of OIP's Reports of the State and Counties' FY 2015 year-end results



Overview



What's New?

First, to improve and streamline the reporting process for agencies, **OIP will be uploading** the totals from all agency Logs to the Master Log on data.hawaii.gov, relieving the agencies of this task.

- Beginning in July 2016, agencies will submit their UIPA Logs to OIP.
- OIP will review and upload the totals onto data.hawaii.gov



Overview



What's New?

Second, OIP has created a new 2-page **Checklist to accompany agencies' Logs:**

- Lists 17 Log items and tips to review and check off before submitting to OIP with the Log.
- **Different Checklists** for FY 16 vs. FY 17



Overview

What's New?

Third, OIP has revised the FY 2017 Log:

- **Routine requests have been clarified**
- **Enter * before name of business or nonprofit organization**
- **Use initials or file number for personal record requester names**
- **Enter "x" in column U if a lawsuit is filed by or against the agency**

Columns remain in same order & collect same data.



Overview

What's New?

Fourth, OIP has made **other changes** to the FY 2017 Log's format, formulas, and later columns that **do not affect data entry** by agencies.

- Since you don't need to enter data after Column AH, the **Sample Training Log** worksheet and printable version have been **shortened** and do not show all columns.
- Log form itself is an Excel spreadsheet with **all** columns that contain necessary statistical information for OIP – **do not eliminate columns from agency's Log that will be submitted to OIP**
- Remember: **Enter data only in white cells** up to Column AH



Overview

•OIP's reports on the FY 2015 UIPA Logs:
highlights of how the state and county agencies
are reporting their UIPA record requests:

- Numbers and types of requests
- Time to complete
- Outcomes
- Fees and costs



Checklist



•Using the Checklist

- Begins in July 2016.
- Can be found on OIP's Forms or Training pages at oip.hawaii.gov.
- Two forms:
 - FY 2016:** For reporting FY 2016 in July 2016, use the FY 2016 Checklist and the FY 2016 Log form.
 - FY 2017:** For requests received in FY 2017, use the FY 2017 Log form and the FY 2017 Checklist.



Checklist



•Agency contact information

This checklist was prepared by:

Name: _____

Tel.: _____

E-mail: _____

My UIPA coordinator is: _____



Checklist



•Department & agency

The attached UIPA Log is for:

State ___; or County: Honolulu ___; Hawaii ___; Kauai ___;

Maui ___

Department: _____

Agency: _____

FY: _____

For requests received from July 1 thru June 30, 20__
(due July 31), or July 1 through December 31, 20__
(due January 31).



Checklist



•#1 Routine requests

Enter the estimated number of **routine** record requests received by your agency:

_____.

Routine requests are requests that were made orally or in writing and were **automatically granted or denied without supervisory review.**



•#1 Routine requests

Requests between government agencies may be routine if they are frequently or typically granted as part of a process or requirement for a contract, grant, appropriation, or statute.

But infrequent or atypical government requests should be logged.

Subpoenas or discovery of records in court cases are not logged or counted as routine requests



•#1 Routine requests

Agencies have their own methods of tracking or estimating routine requests.

Enter estimated number of routine requests in question one of the Checklist.



Checklist

DEPT.	AGENCY	Request Category	Request Type	Request Status	Request Date	Request Description	Request Location	Request Contact	Request Phone	Request Email	Request Fax	Request Website

•#2 Used the correct Log form

Used the correct Log form for the correct FY, which can be found on OIP's training page (<http://oip.hawaii.gov/laws-rules-opinions/uipa/uipa-record-request-log/>).

Did not use the Sample Log.



Checklist

DEPT.	AGENCY	(Ex)
SOH_HEALTH		

Start Log by selecting the department name from the dropdown list in column A and the agency name from the dropdown list in column B. Enter data into the highlighted rows below.

•#3 Department name & agency name

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



Checklist

• #4 Entered data in the white cells only

• Data was not manually entered in the colored cells, which are instructions, headings, or automatically calculated by the Log.



Checklist

• #5 Requester's Name:

- Entered Requester's name, initials or file number in column D.
- Name can be "Anonymous" at Requester's request.



Checklist

• Note: New in FY 2017 (for record requests received July 1, 2016 to June 30, 2017):

• Requester's Name:
One asterisk (*) was added before the name, initials or file number in column D if it could be determined that the request was made on behalf of a for-profit or non-profit organization, business, law firm, insurance company, newspaper/TV/radio station, or other commercial entity.



Checklist

#9 Complex requests

- Entered **one** "x" in column K if request involved extenuating circumstances or voluminous records.
- Also entered **one** "x" in column L if agency responded in increments.

COMPLEX REQUESTS (Extenuating Circumstances)	
K	L
Complex Request?	Agency Gave Incremental Responses?
Enter call. If only "x" then one "x" if in a cell, then data will not be column total amount.	
# of complex requests	# of requests with incremental responses
0	0



Checklist

#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 to complete each request).
- There are no error messages or unexplainably high numbers in column N.

M	N
Date Completed	# of Workdays to Complete
Enter ONLY ONE date by month/day/year	
Automatically Calculated	
# of completed requests	# of workdays to complete ALL requests
0	0



Checklist

#11 Final resolution of requests:

- Each request has **only one final outcome**, so there is **only one** "x" entered between columns O through T.

FINAL RESOLUTION OF REQUESTS					
O	P	Q	R	S	T
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
Check only ONE cell in Columns O thru T. If YES, enter ONLY ONE "x" in 1 if more than one "x" or if another symbol is entered in a cell, then the data properly counted in the column total amount. Only Column U may be checked in addition to one of Columns O thru T.					
# granted	# denied due to exception	# partially granted due to exception	# agency unable to respond due to voluminous records	# withdrawn by requester	# abandoned by requester or no payment
0	0	0	0	0	0



Checklist

#15 Fee waivers

- Waivers 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 manually entered in the purple colored boxes (indicating personal record requests)
- "Total" amounts in cells AB10 and AC10 have been automatically calculated as whole numbers, not fractions

Checklist

Note: NEW in FY 2017 (for requests received 7/1/16 on)

#15 Fee waivers:

- \$30 fee waivers automatically displayed in column AB when SRS hours have been entered.
- Log automatically shows \$0.00 in the purple colored boxes in columns AB and AC because no fee waivers are granted for personal record requests.
- Entered one "x" in column AC if a \$60 public interest fee waiver was granted and SRS was conducted.

Checklist

#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.

Checklist

• #17 Total fees and costs paid by requester:

- The amount **actually paid** by the Requester in column **AH** does not exceed the **net fees and costs chargeable** that the Log automatically calculated in Column **AI**.

AH	AI
TOTAL Fees & Costs ACTUALLY PAID by Requesters for ALL Requests	
Enter amount paid by requesters, which may be less than Column AI allows	
\$ actually paid by requesters	
\$0.00	



Checklist

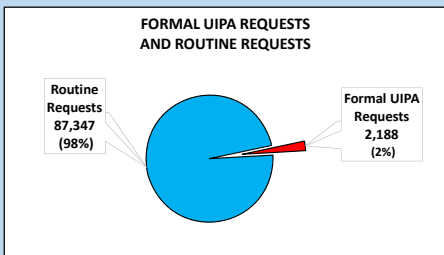
• Instructions

- **Before** submitting to OIP your agency's completed UIPA Record Request Log for FY 2016, please review the data entries, **correct any data entry 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.



Log Results – FY 2015

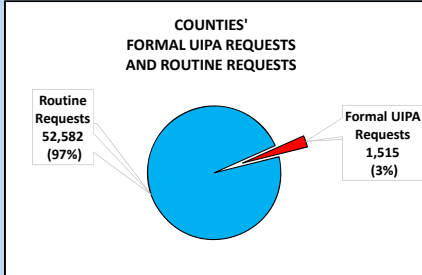
Chart 1:
Number of Requests to **State** Agencies:



Log Results – FY 2015

Chart 1:

Number of Requests to County Agencies:



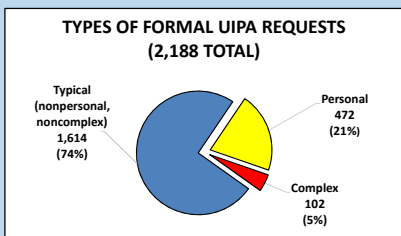
Log Results – FY 2015

Table 1: Requests to County Agencies:

	Formal Requests	Routine Requests	ALL
Honolulu	1,026 (3%)	30,975 (97%)	32,001
Hawaii	243 (1%)	19,017 (99%)	19,260
Kauai	183 (7%)	2,590 (93%)	2,773
Maui	63 (100%)	0 (0%)	63
All Counties	1,515 (3%)	52,582 (97%)	54,097

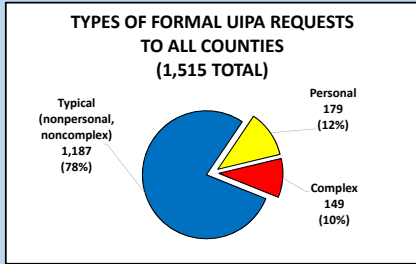
Log Results – FY 2015

Chart 2: State agencies



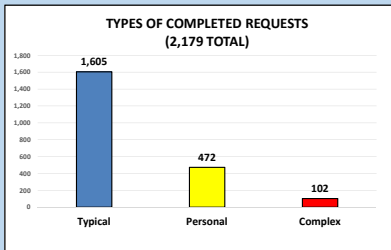
Log Results – FY 2015

Chart 2: County agencies



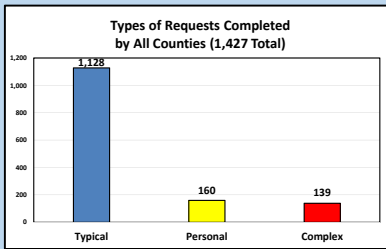
Log Results – FY 2015

Chart 3A: State agencies



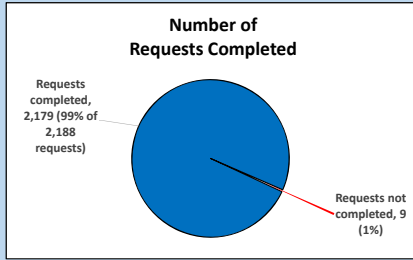
Log Results – FY 2015

Chart 3A: County agencies



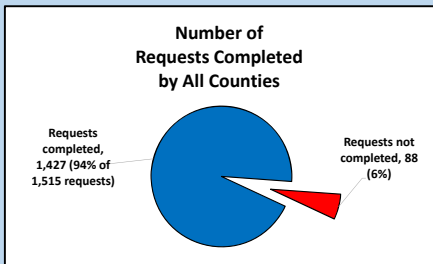
Log Results – FY 2015

Chart 3B: State agencies



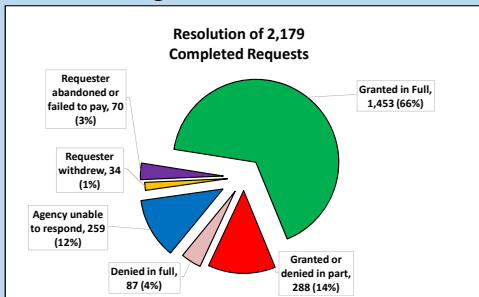
Log Results – FY 2015

Chart 3B: County agencies



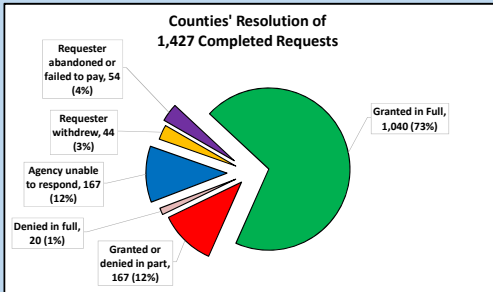
Log Results – FY 2015

Chart 4: State agencies



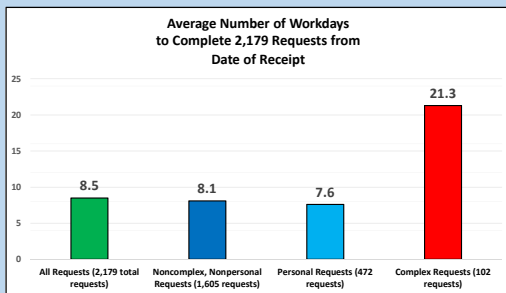
Log Results – FY 2015

Chart 4: County agencies



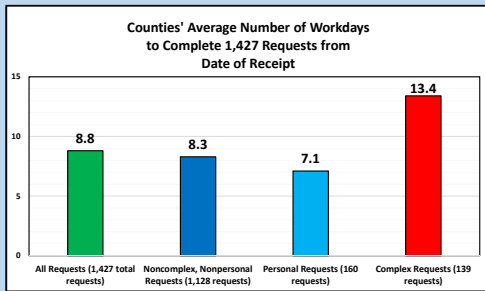
Log Results – FY 2015

Chart 5: State agencies



Log Results – FY 2015

Chart 5: County agencies



Log Results – FY 2015

Table 5: Each County's agencies

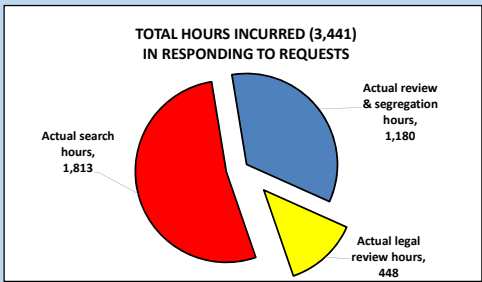
Average Number of Workdays to Complete 1,427 Requests from Date of Receipt – by County

	All Requests	"Typical" Requests	Personal Requests	Complex Requests
Honolulu	9.7	9.1	6.7	33.3
Hawaii	5.6	4.4	15.8	6.7
Kauai	6.1	2.5	6.3	12.8
Maui	12.9	13.1	4.0	(none)
All Counties	8.8	8.3	7.1	13.4



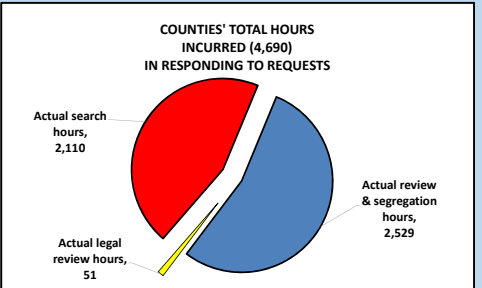
Log Results – FY 2015

Chart 6: State agencies



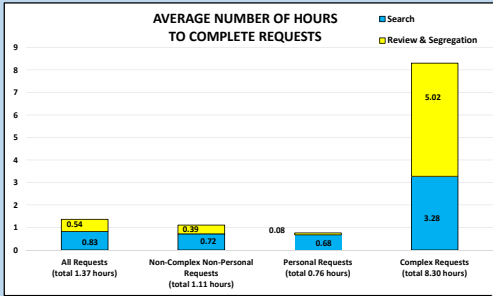
Log Results – FY 2015

Chart 6: County agencies



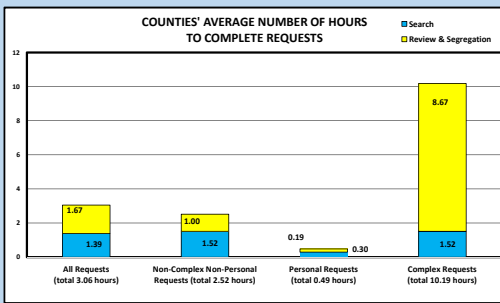
Log Results – FY 2015

Chart 7: State agencies



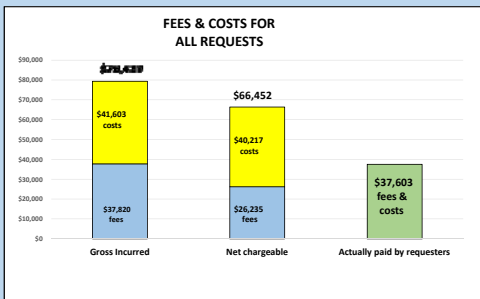
Log Results – FY 2015

Chart 7: County agencies



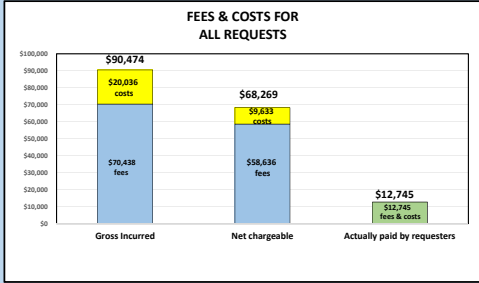
Log Results – FY 2015

Chart 8A: State agencies



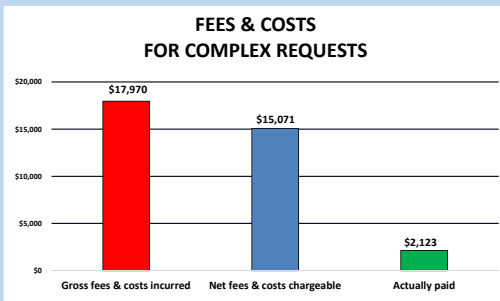
Log Results – FY 2015

Chart 8A: County agencies



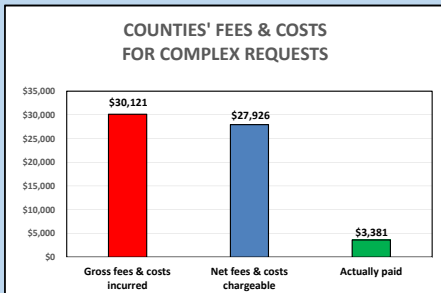
Log Results – FY 2015

Chart 8B: State agencies



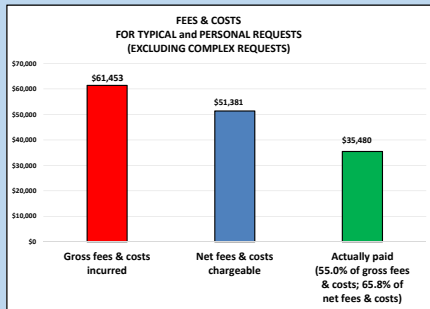
Log Results – FY 2015

Chart 8B: County agencies



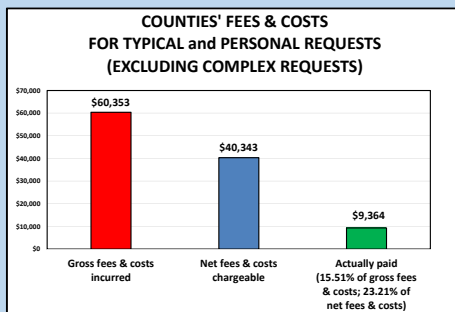
Log Results – FY 2015

Chart 8C: State agencies



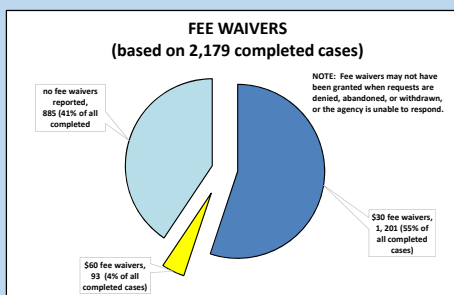
Log Results – FY 2015

Chart 8C: County agencies



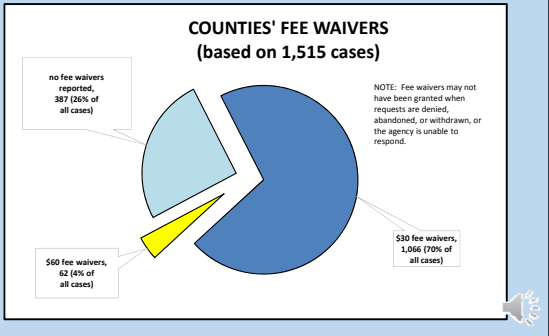
Log Results – FY 2015

Chart 9: State agencies



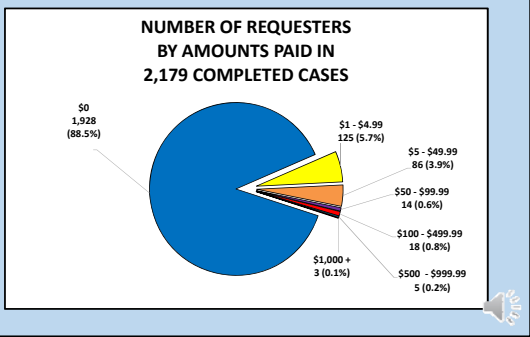
Log Results – FY 2015

Chart 9: County agencies



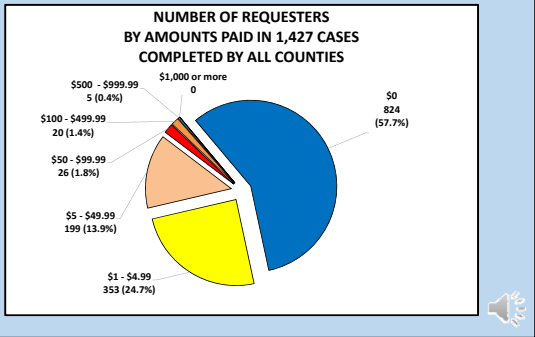
Log Results – FY 2015

Chart 11: State agencies



Log Results – FY 2015

Chart 11: County agencies



Log Results – FY 2015

Table 10: State agencies

\$0	Under \$5	Amt	\$5 to \$49.99	Amt	\$50 to \$99.99	\$100 to \$499.99	\$500 to \$999.99	\$1,000 & over
9								
6			1	\$12.50		1		
6								
27								
3			1	\$5.49				



Log Results – FY 2015

Table 10: County agencies

TABLE 10: FY 2015 FEES & COSTS COLLECTED (by agency for completed requests)

COUNTY	DEPARTMENT	PERSONAL	AMOUNT COLLECTED	COMPLEX	AMOUNT COLLECTED	TYPICAL	AMOUNT COLLECTED
HAWAII TOTALS		11	\$0	101	\$ 700.15	112	\$ 1,560.15

ALL COUNTIES TOTALS	160	\$1,572.51	139	\$3,381.33	1,128	\$7,778.97
Percentage of 1,427 requests	11%		10%		79%	
TOTAL PAID \$12,745						



Log Results – FY 2015

Table 10 Supplement: Summary of Fees and Costs Paid by Requesters – State agencies

Over \$10,000:

- * 1. DOT/ HIWAYS – Experian Information Solutions - \$12,796.96
- * 2. DOT/ HIWAYS – RL Polk - \$12,796.96

TOTAL = \$25,593.92

\$1,000 - \$9,999.99

- * 1. OHA – Andrew Walden (media) - \$1,647.75

TOTAL = \$1,647.75

* Appears to be a request from an attorney, media, commercial or non-profit organization.



Log Results – FY 2015

Table 10 Supplement: Summary of Fees and Costs Paid by Requesters – State agencies

TOTAL paid by requesters \$50+	=	36,075.67
Plus total paid by requesters \$5 to \$49.99	=	1,324.86
<u>Plus total paid by requesters under \$5</u>	=	<u>203.34</u>
TOTAL paid for all requests	=	\$37,603.87



Log Results – FY 2015

Table 10 Supplement: Summary of Fees and Costs Paid by Requesters - Counties

TOTAL paid by requesters \$50+	=	\$ 9,336.93
Plus total paid by requesters \$5 to \$49.99	=	2,754.63
<u>Plus total paid by requesters under \$5</u>	=	<u>653.75</u>
TOTAL paid for all requests	=	\$12,745.31



MAHALO!



Need Help?

• Call OIP **(808) 586-1400**



• E-mail: **oiip@hawaii.gov**

• OIP website:
oiip.hawaii.gov