

SAMPLE  
**UIPA RECORD REQUEST LOG**  
 WITH ENTRY ERRORS

	A	B	C	D	E	F	G	H	I	J	K	L
1	DEPT.	AGENCY	ALL WRITTEN REQUESTS (Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., birth certificates, UH transcripts)								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	Start Log by selecting the department and agency from the drop-down list in boxes immediately above. Do this only once; do not enter data into the highlighted rows below.			Description of data to be entered in each column →	Initials ok	If YES, enter <u>ONLY ONE</u> "x" per cell	Enter <u>ONLY ONE</u> date by month/day/year	If yes, enter <u>ONLY ONE</u> "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.				
5			0	<i>Example 1 (typical request)</i> Kimo	AB		1/17/12		x			
6			00	<i>Example 2 (personal record)</i> Lee	AB	x	1/18/12	2/10/12				
7			000	<i>Example 3 (not personal record)</i> Anonymous birther	AB		1/19/12	1/22/12	x			
8			0000	<i>Example 4 (complex request)</i> Honolulu News	CD		1/23/12	2/17/12	x	x	x	x
9			# of requests	Description of "Totals" →	Initials ok	# of personal records	# of requests	# of notices sent (exclude Acknowledgments)	# of Notices, Acknowledgments, or completions w/in 10 workdays	# needed initial clarification	# of complex requests	# of requests with incremental responses
10			4	<b>TOTALS to upload →</b>		1	4	3	2	1	1	0
11				<b>AVERAGES →</b>								
12			1	Kimo	AB		1/17/12		x			
13			2	Lee	AB	x	1/18/12	2/10/12				
14			3	Anonymous	AB	yes	1/19/12	1/22/12	xx	?		
15			4	Honolulu News	CD		1/23/12	2/17/12	x	x	x	3