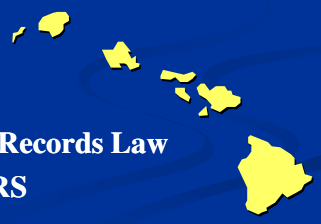
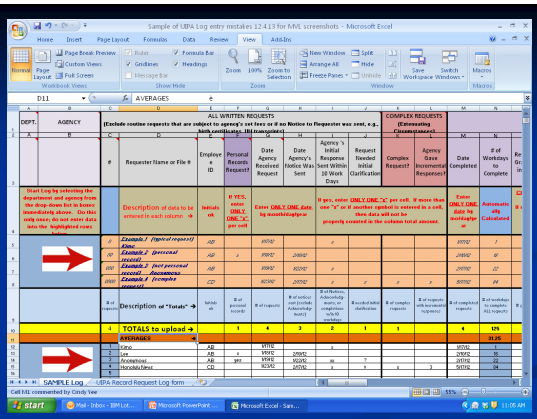
Office of Information Practices

UIPA Record Request Log



Hawaii's Public Records Law
Chapter 92F, HRS



For detailed UIPA Log Instructions, Frequently Asked Questions, & other training materials:

- visit OIP's website oip.hawaii.gov
- click on Laws/Rules/Opinions, then the UIPA page: http://oip.hawaii.gov/laws-rules-opinions/uipa/uipa-record-request-log/

To log in a written request for records…

- **The Excel spreadsheet has pop-up instructions … just mouse over the column heading.**

Hawaii's Public Records Law

HRS § 92F-18 requires each agency to:

- Inform employees of the UIPA's requirements
- Compile a report using forms prescribed by OIP
- Ensure that the information remains accurate and complete

Benefits! … the UIPA Log helps an agency to:

- **Track** written UIPA requests for records & the agency's response
- **Report** requests & outcomes onto data.hawaii.gov
- **Assist** & **account** to the public
- **Calculate** fees & costs
- **Keep** government open

Semi-annual reports due

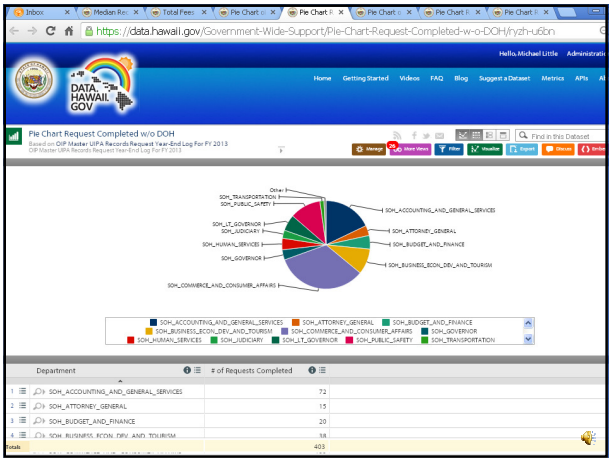
Upload to UIPA Master Record Request Log on data.hawaii.gov by:

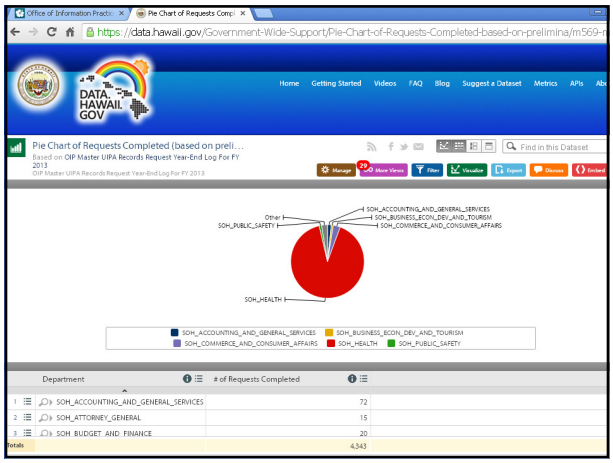
January 31: for requests received from July 1 through December 31

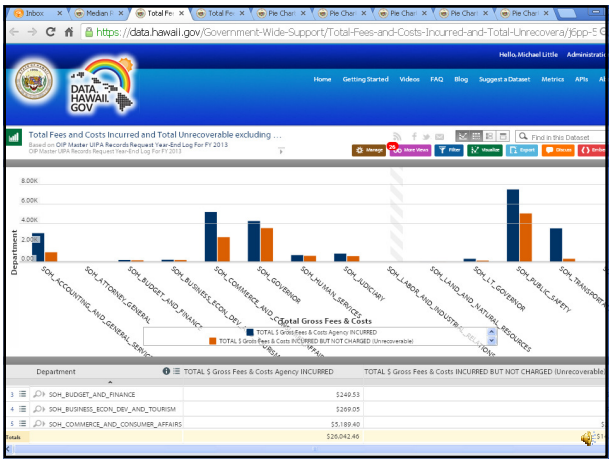
August 31: for requests received from July 1 through June 30

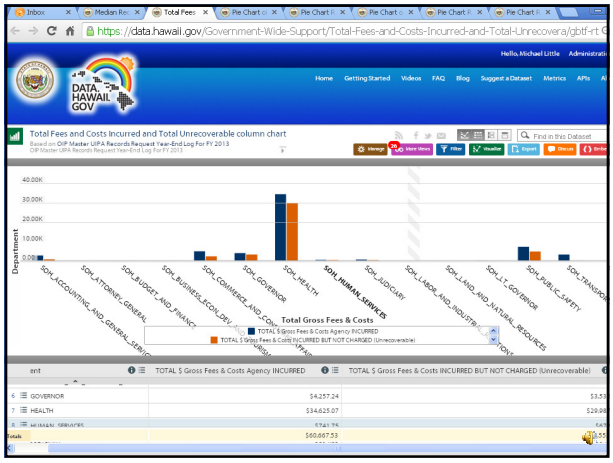
Start a new agency Log each July 1

For the first part of FY 2014, please cut & paste agency's old data onto new Log and **report "Totals" on new Log by January 31, 2014**



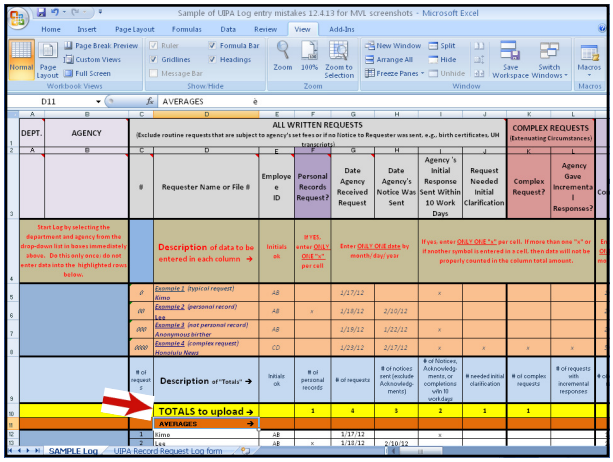


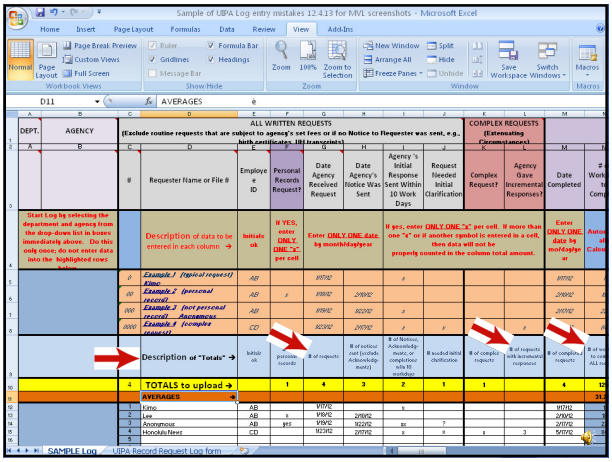


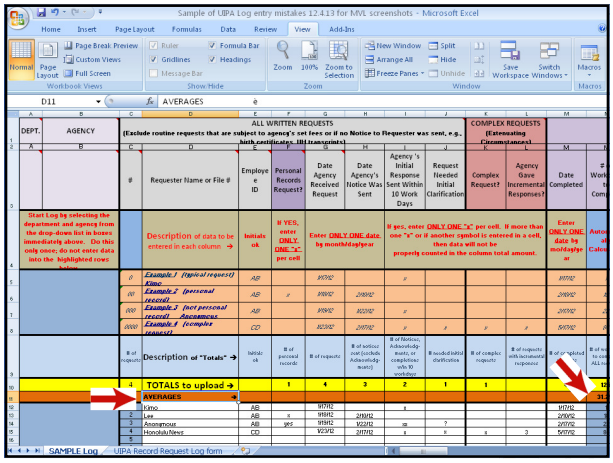


The UIPA Log has 4 main parts:

1. Identification
2. Resolution of requests
3. Fees & costs
4. Time to respond

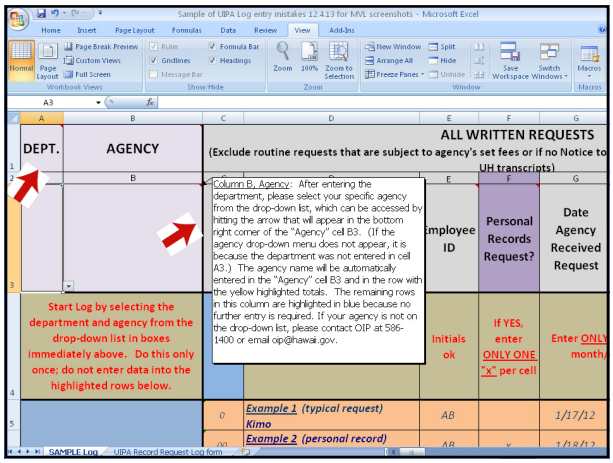


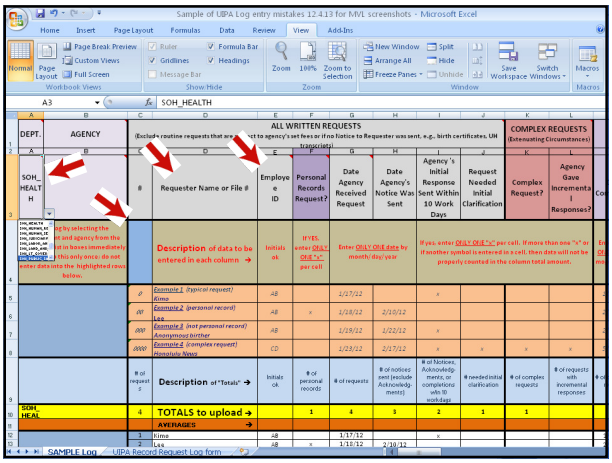




The UIPA Log--
First part is:

1. **Identification**





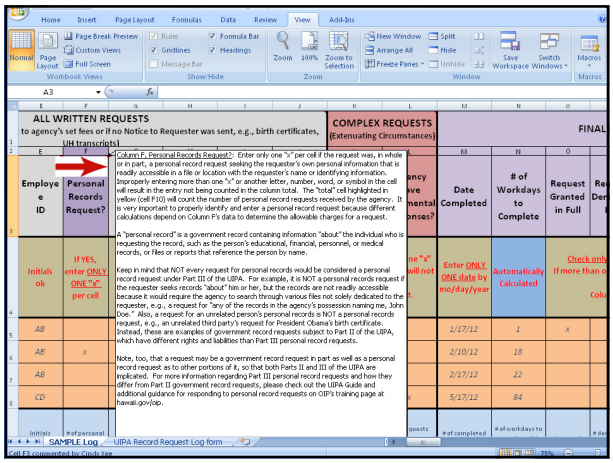
Columns C, D, & E:
will be deleted before uploading

Columns F on must not be altered

Agency can change only Columns C, D, and E.

Requesters' names on the UIPA Log

- Column D will be deleted before the agency's Log is uploaded onto the Master Log at data.hawaii.gov
- If the Log itself must be provided in response to a government records request, requesters' names are usually not redacted
- But if the Log itself contains mostly personal records requests, then requesters' names might have to be redacted – call OIP for help



Column F:

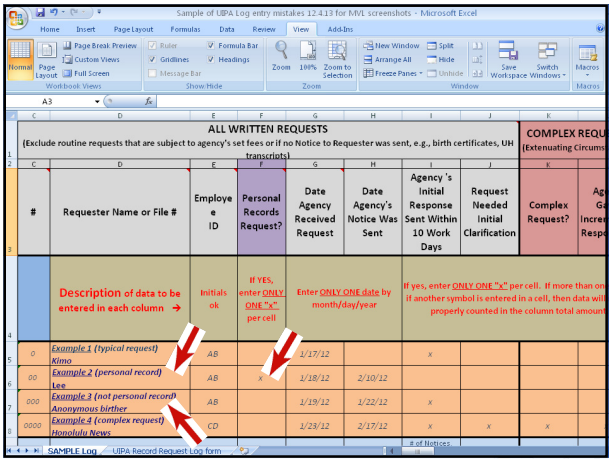
Q. **What is a "personal record?"**

A. **A "personal record" is a government record that contains information "about" the individual who is requesting the record.**

This includes an individual's educational, financial, or medical records, or items that reference the individual by name or otherwise.

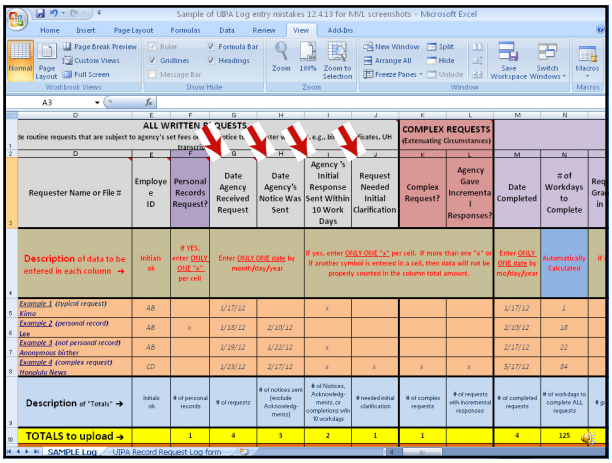
Note: Not every request for personal records would be considered a personal record request under UIPA, Part III.

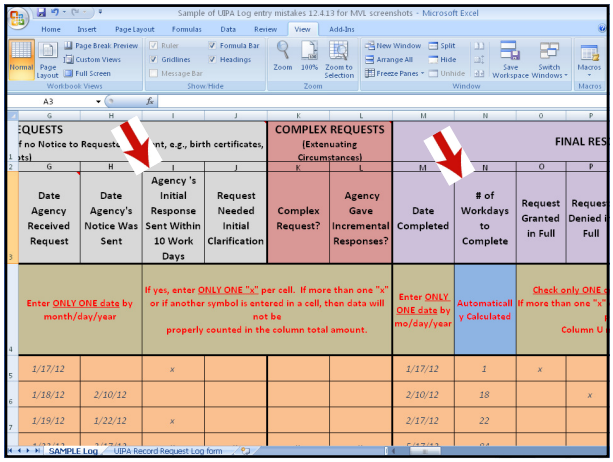
- For example, it is **not** a personal records request if the requester seeks records "about" him or her, but the records are not readily accessible because it would require the agency to search through various files not solely dedicated to the requester.
- Also, a request for an **unrelated person's** personal records is **not** a personal records request.



Columns G thru J:

- Date of agency's **receipt** of request
- Date agency sent its **Notice to Requester**
- Did agency initially **respond within 10 work days?**
- Did request need **initial clarification?**

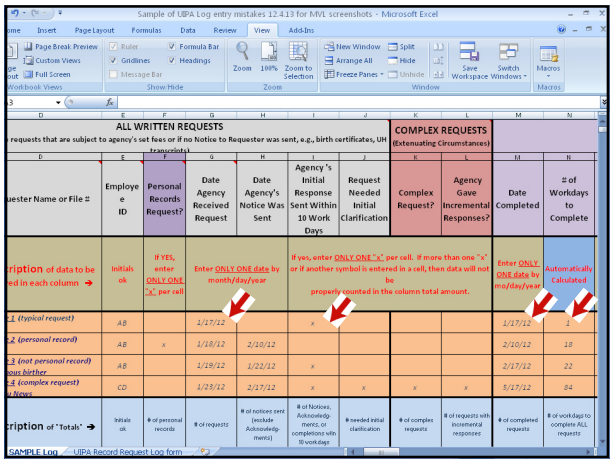




Columns K & L:
Complex Requests

Enter only one "x" if this is:

- Column K: COMPLEX request involving extenuating circumstances or voluminous records
- Column L: Incremental responses were sent

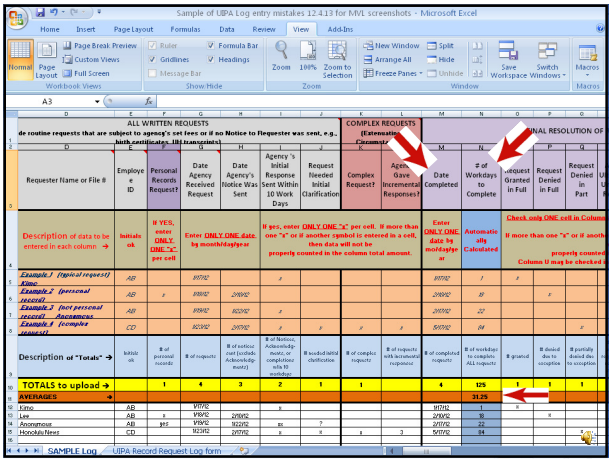


The UIPA Log-- Second part is:

1. Identification
2. **Resolution of requests**

Columns M & N: Request Resolution

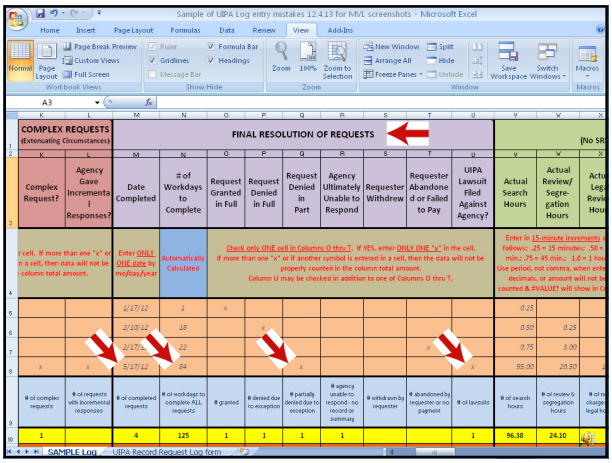
- Col. M = Date completed
- Col. N = # of workdays to complete is automatically calculated, based on date the request was received and date of completion. (Holidays are included as a "workday.")



Columns O thru U:
Request Resolution

- Request granted in full?
- Request withdrawn?
- Denied in full?
- Denied in part?
- Agency unable to respond?
- Requester abandoned or failed to pay fees & costs?
- Lawsuit filed?

An agency should check ONLY ONE CELL in Columns O through T, but can additionally check Column U. See Example 4.



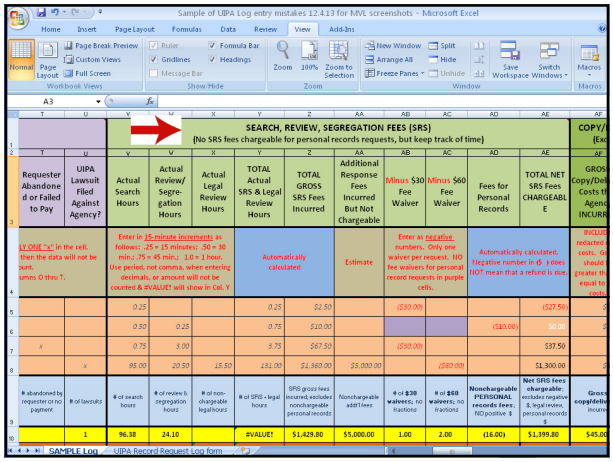
The UIPA Log--
Third part is:

1. **Identification**
2. **Resolution of requests**
3. **Fees & costs**

UIPA Log, Part 3:
Fees & Costs

Automatic Calculations based on agency's input of hours, costs, & fee waivers

- Search, review, segregation **fees** (SRS)
  -- Fee waivers
- Copy/delivery **costs**
- Total fees and costs – ALL compared to COMPLEX requests



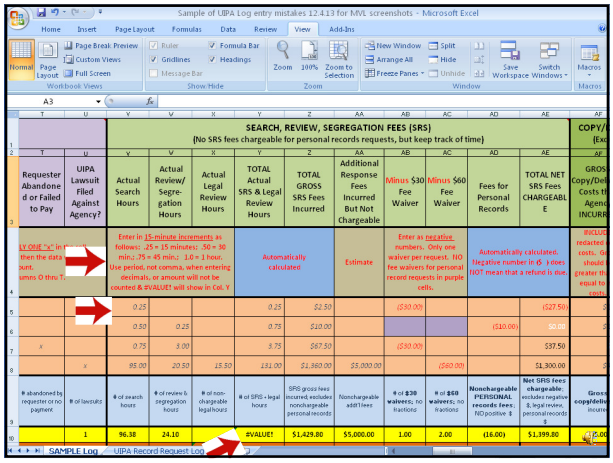
Search, Review, Segregation Fees (SRS)
Q & A

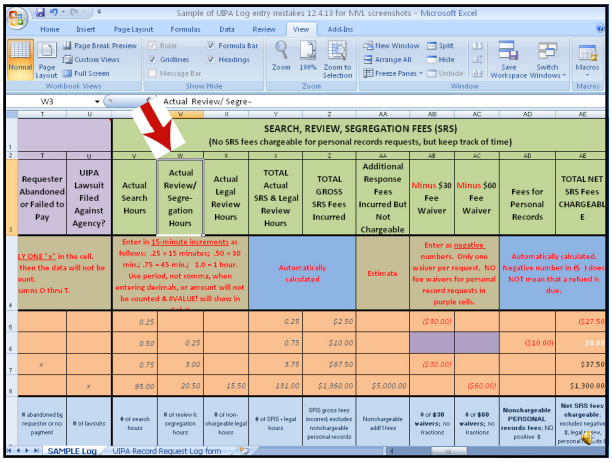
- **What are SRS fees?**

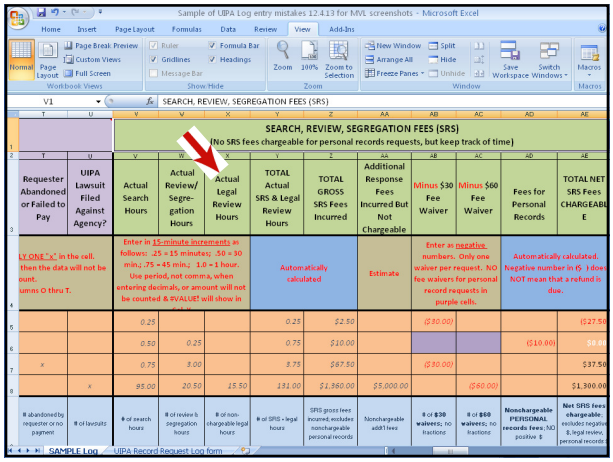
These are fees that the agency may charge for time spent searching for, reviewing, and segregating government records in response to a request:

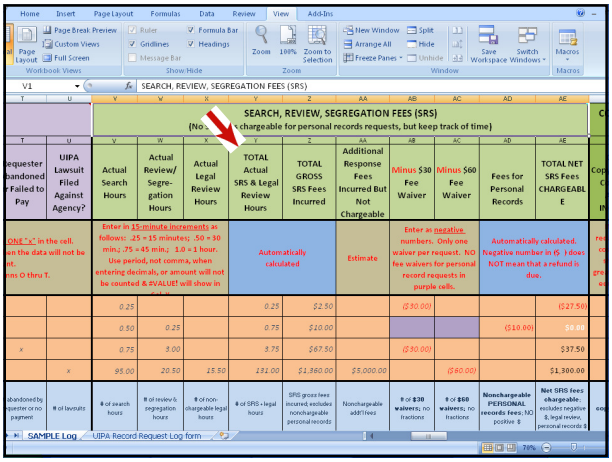
$2.50 per fifteen minutes or fraction thereof for **searching** for the record; and

$5.00 per fifteen minutes or fraction thereof for **reviewing and segregating** the record.






Sample of UIPA Log entry mistakes 12.4.13 for MVL screenshots - Microsoft Excel
V1
SEARCH, REVIEW, SEGREGATION FEES (SRS)
SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)
Requester Abandoned or Failed to Pay
UIPA Lawsuit Filed Against Agency?
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
Minus $30 Fee Waiver
Minus $60 Fee Waiver
Fees for Personal Records
TOTAL NET SRS Fees CHARGEABLE
Enter in 15-minute increments as follows: .25 = 15 minutes; .50 = 30 min.; .75 = 45 min.; 1.0 = 1 hour. Use period, not comma, when entering decimals, or amount will not be counted & #VALUE! will show in
Automatically calculated
Estimate
Enter as negative numbers. Only one waiver per request. NO fee waivers for personal record requests in purple cells.
Automatically calculated. Negative number in ($) does NOT mean that a refund is due.
SAMPLE Log
UIPA Record Request Log form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SEARCH, REVIEW, SEGREGATION FEES (SRS)
SEARCH, REVIEW, SEGREGATION FEES (SRS)
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UIPA Lawsuit Filed Against Agency?
Actual Search Hours
Actual Review/ Segre-gation Hours
Actual Legal Review Hours
TOTAL Actual SRS & Legal Review Hours
TOTAL GROSS SRS Fees Incurred
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Minus $30 Fee Waiver
Minus $60 Fee Waiver
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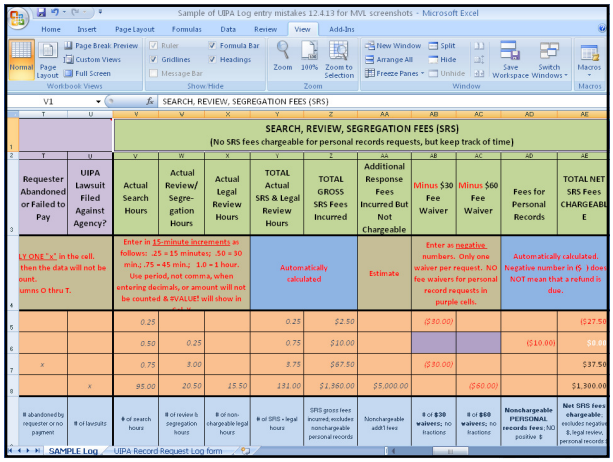
TOTAL NET SRS Fees CHARGEABLE
Automatically calculated
Estimate
SAMPLE Log
UIPA Record Request Log form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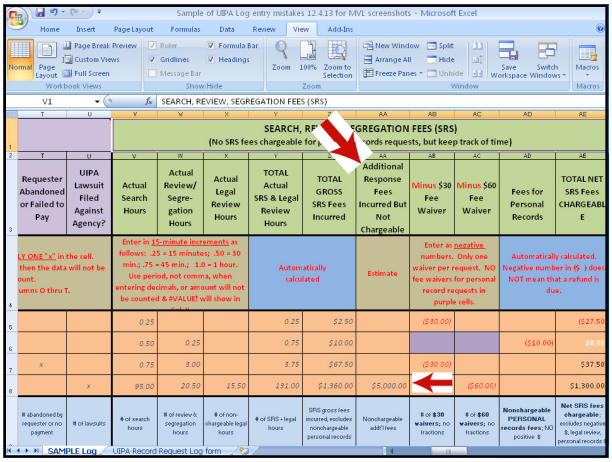
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TOTAL NET SRS Fees CHARGEABLE
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SAMPLE Log
UIPA Record Request Log form

Search, Review, Segregation Fees (SRS)
Q & A

- **What are fee waivers?**

The agency **must** waive **the first $30** in fees for search, review, and segregation …

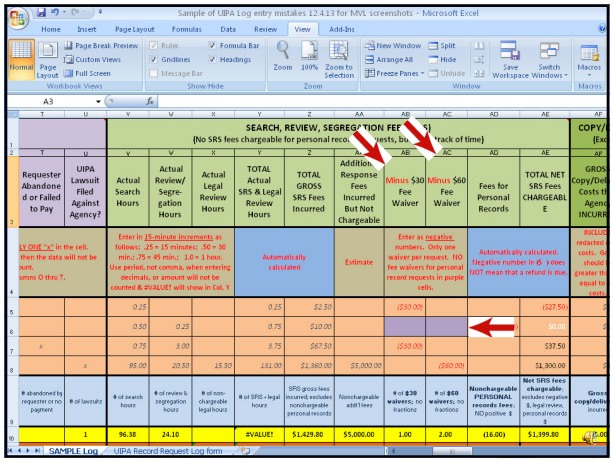
OR the first $60 where the agency finds that the requester has met the requirements under OIP's administrative rules for a **public interest waiver**.

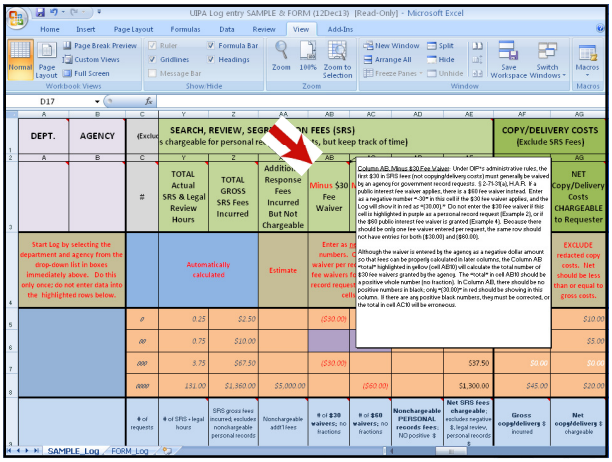
Search, Review, Segregation Fees (SRS)
Q & A

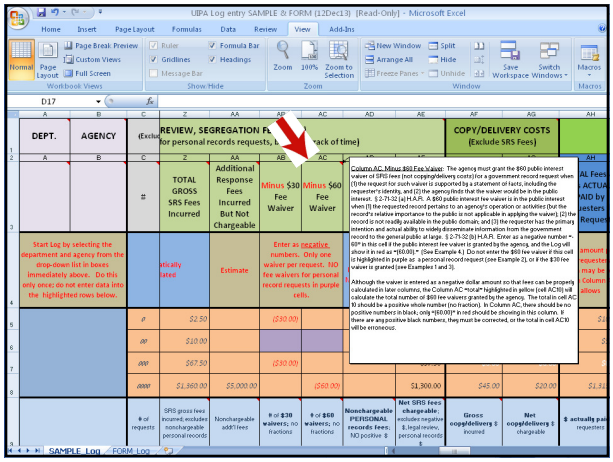
- **How are fee waivers recorded on the log?**

Enter the waiver as a **negative** number, which will show up in RED as ($30.00) or ($60.00). If it shows up in **black**, then you've entered it wrong.

For a **personal** records request, do **not** enter the $30 or $60 fee waiver because SRS fees m not be charged in the first place.

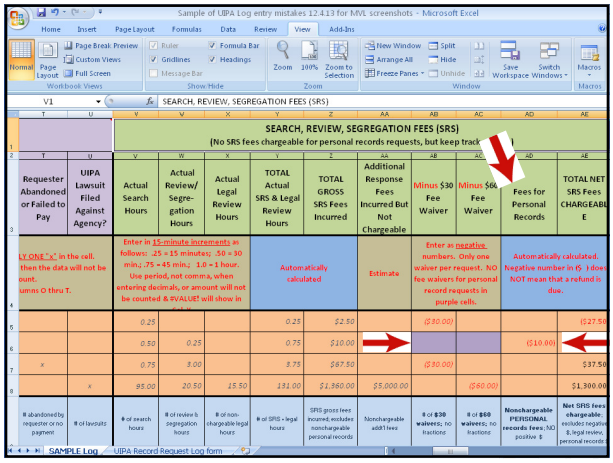


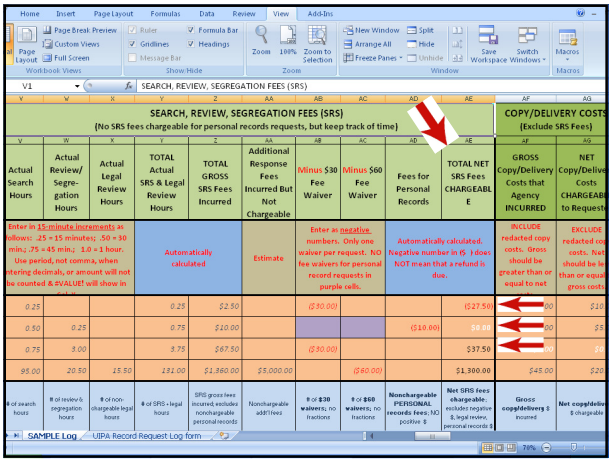


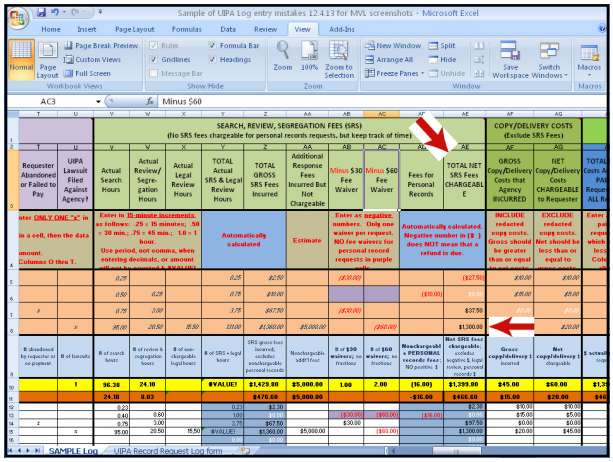


Column AD: Fees for Personal Records

- Will be subtracted from net amounts chargeable in Column AE
- CANNOT be charged by the agency
- Not a refund to requester

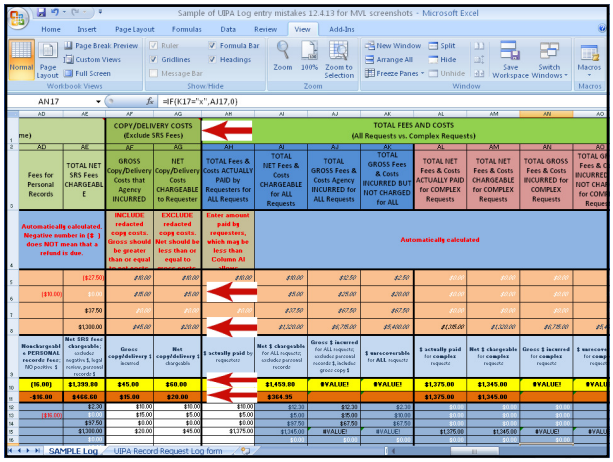






Columns AF & AG:
Copy/Delivery Costs

- **Gross** copy/delivery costs that agency actually **incurred**, but may not have totally recovered
  - -- Include copies made for redaction
- **Net** copy/delivery costs properly **chargeable** to requester
  - -- Exclude copies made for redaction
  - -- Include copies made of electronic record if requester wants them faxed, mailed, or provided in a physical form



Columns AH thru AO:
Total Fees & Costs

Agency to input:

- Total fees & costs **actually paid** by requester

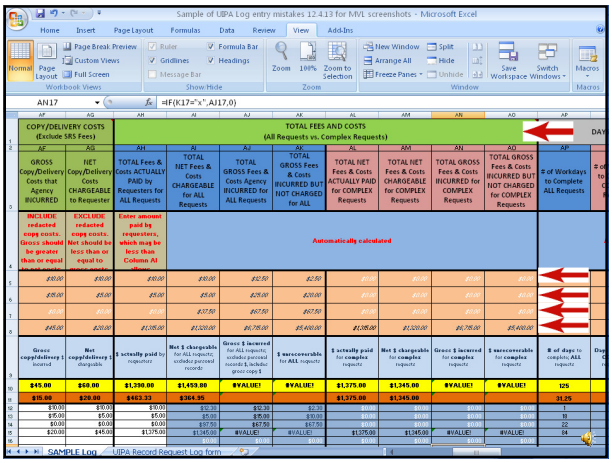
Log automatically calculates (for ALL vs. COMPLEX requests):

- Total net fees & costs **chargeable** **(AI, AM)**
- Total gross fees & costs **incurred** **(AJ, AN)**
- Total gross fees & costs **incurred but not charged** **(AK, AO)**

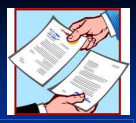
ENTRY TIP

The calculations and information obtained are only as good as the data that is entered by the agency.

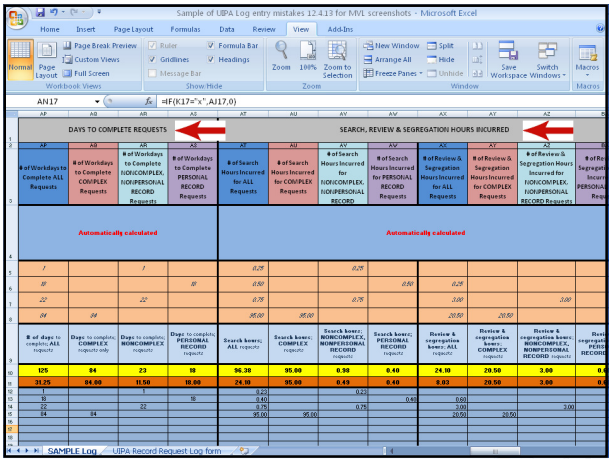
Agencies must properly enter the data, especially in Columns F and K, which identify personal record and complex requests.

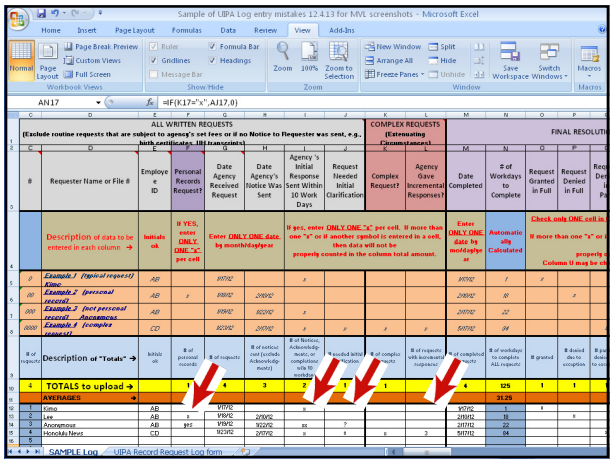


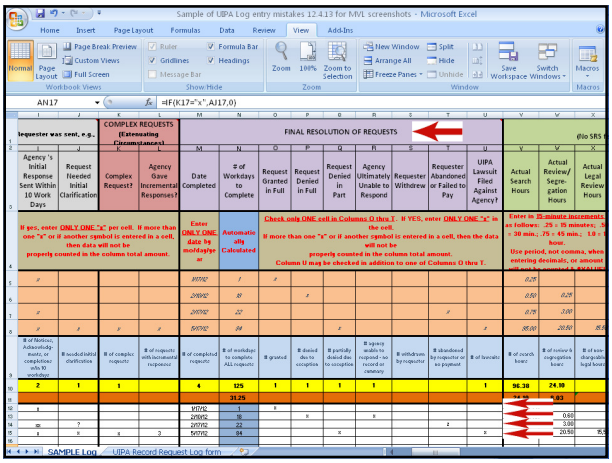
The UIPA Log-- Fourth part is:

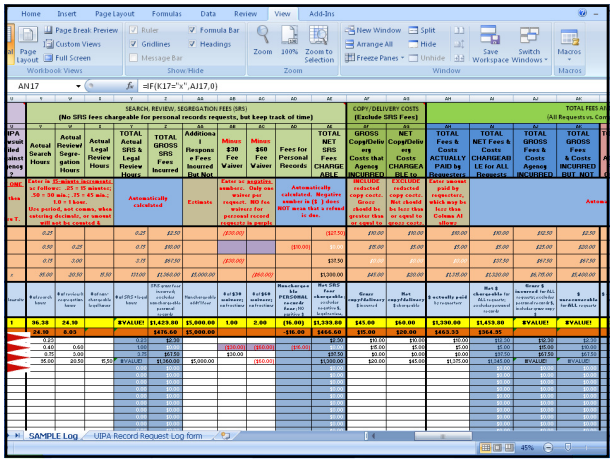


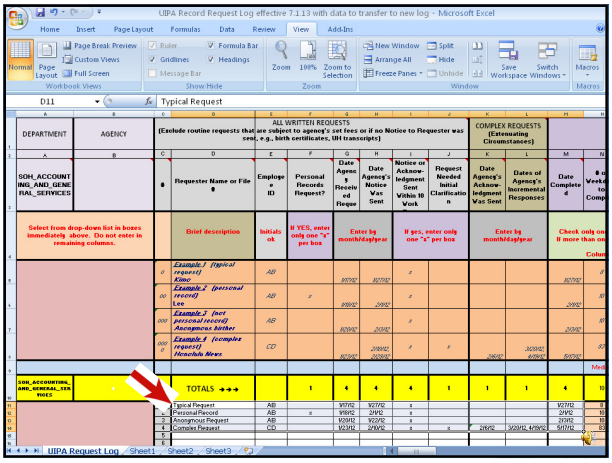
1. Identification
2. Resolution of requests
3. Fees and costs
4. **Time to respond**

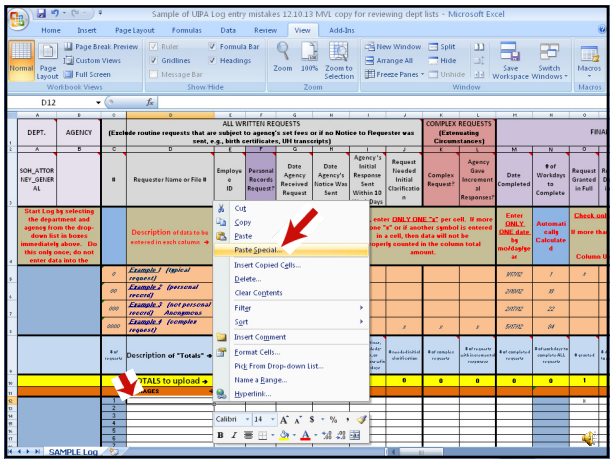


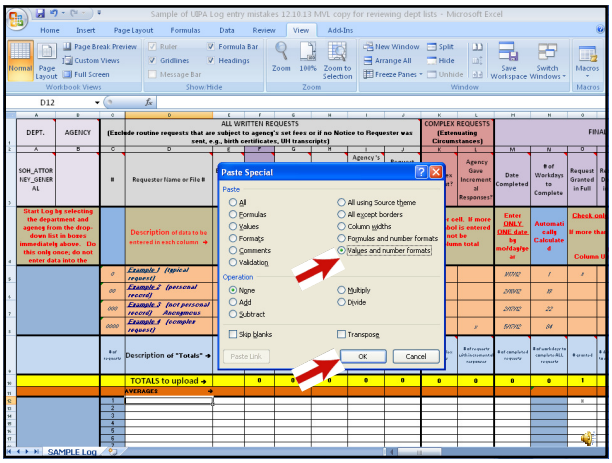

Sample of UIPA Log entry mistakes 12.4.13 for MVL screenshots - Microsoft Excel
ALL WRITTEN REQUESTS
COMPLEX REQUESTS (Extenuating Circumstances)
FINAL RESOLUTION
TOTALS to upload
AVERAGES
SAMPLE Log
UIPA Record Request Log form

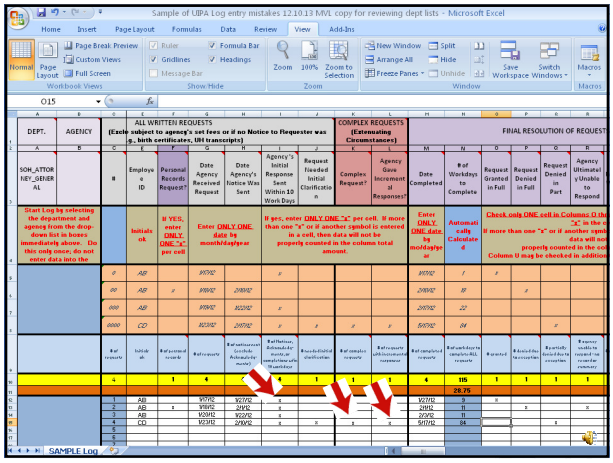

Sample of UIPA Log entry mistakes 12.4.13 for MVL screenshots - Microsoft Excel
FINAL RESOLUTION OF REQUESTS
SAMPLE Log
UIPA Record Request Log form


SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)
COPY DELIVERY COSTS
TOTAL FEES
SAMPLE Log
UIPA Record Request Log form


UIPA Record Request Log effective 7.1.13 with data to transfer to new log - Microsoft Excel
ALL WRITTEN REQUESTS
COMPLEX REQUESTS (Extenuating Circumstances)
TOTALS
UIPA Request Log

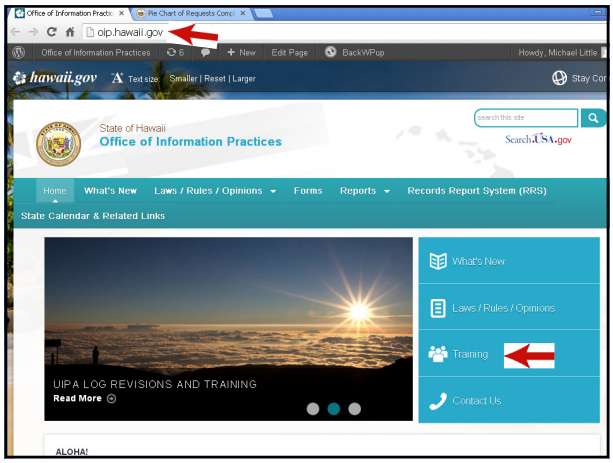






For detailed UIPA Log Instructions, Frequently Asked Questions, & other training materials:

- Go to OIP's website **oip.hawaii.gov**
- Click on Training (right side of screen), then the UIPA section to take you to **oip.hawaii.gov/training**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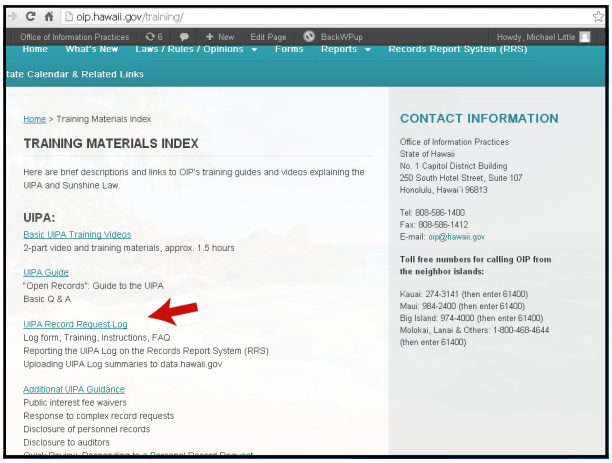
oip.hawaii.gov/training/
Home > Training Materials Index
TRAINING MATERIALS INDEX
Here are brief descriptions and links to OIP's training guides and videos explaining the UIPA and Sunshine Law.
UIPA:
Basic UIPA Training Videos
2-part video and training materials, approx. 1.5 hours
UIPA Guide
"Open Records": Guide to the UIPA
Basic Q & A
UIPA Record Request Log
Log form, Training, Instructions, FAQ
Reporting the UIPA Log on the Records Report System (RRS)
Uploading UIPA Log summaries to data.hawaii.gov
Additional UIPA Guidance
Public interest fee waivers
Response to complex record requests
Disclosure of personnel records
Disclosure to auditors
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No. 1 Capitol District Building
250 South Hotel Street, Suite 107
Honolulu, Hawai'i 96813
Tel: 808-586-1400
Fax: 808-586-1412
E-mail: oip@hawaii.gov
Toll free numbers for calling OIP from the neighbor islands:
Kauai: 274-3141 (then enter 61400)
Maui: 984-2400 (then enter 61400)
Big Island: 974-4000 (then enter 61400)
Molokai, Lanai & Others: 1-800-468-4644 (then enter 61400)

Need Help?
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