

UIPA Record Request Log

Hawaii's Public Records Law

Chapter 92F, HRS

[illegible]

**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

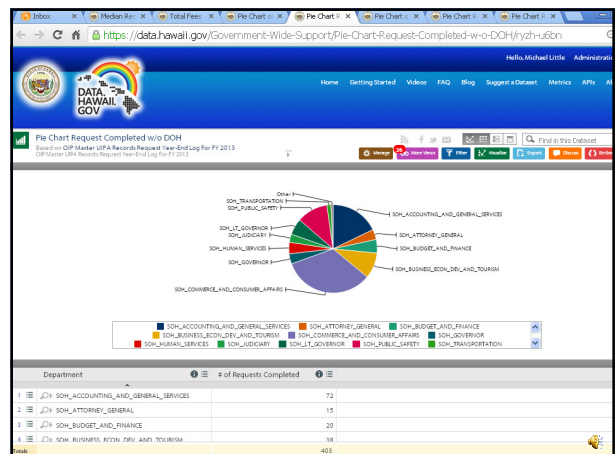
Upload to UIPA Master Record Request Log on data.hawaii.gov by:

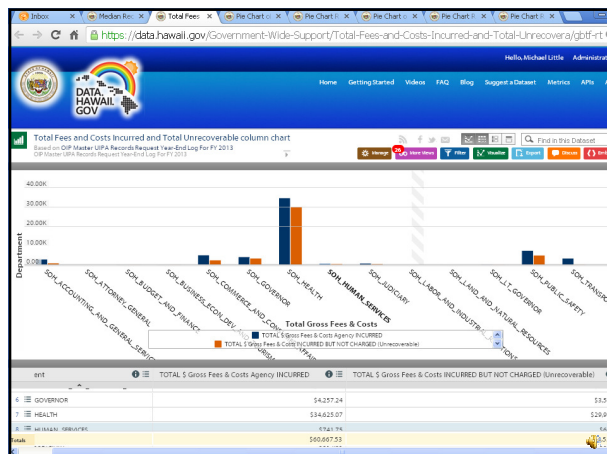
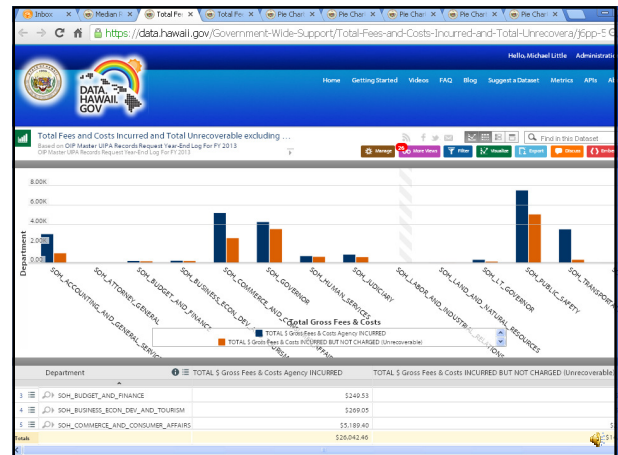
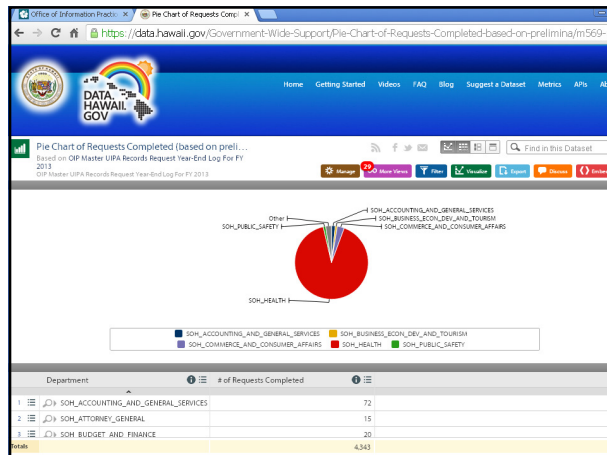
January 31: for requests received from July 1 through December 31

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

Start a new agency Log each July 1

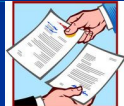

For the first part of FY 2014, please cut & paste agency's old data onto new Log and **report "Totals" on new Log by January 31, 2014**

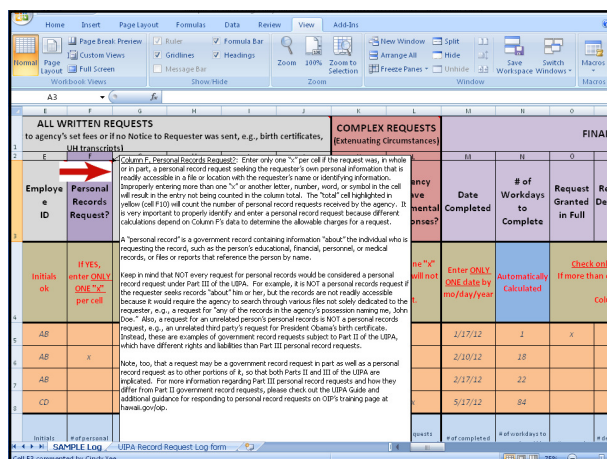




The UIPA Log has 4 main parts:

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



Column F:

Q. What is a “personal record?”

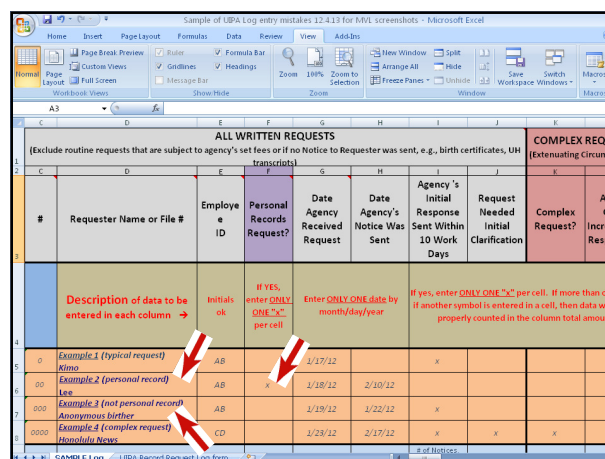
A. A “personal record” is a government record that contains information “about” the individual who is requesting the record.

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

It's All About Me.

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.

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.

It's All About Me.

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?**



Sample of UPRA Log entry mistakes 12.4.12 for MFL screenshots - Microsoft Excel

Sample of UPRA Log entry mistakes 12.4.12 for MFL screenshots - Microsoft Excel													
<div> <div> Home Insert Page Layout Formulas Data Review View Add-Ins </div> <div> <div> Page Break Preview Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> <div> Page Layout Formulas Data Review View Add-Ins </div> <div> Page Layout Formulas Data Review View Add-Ins </div> </div> <div> </div></div>													

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

Sample of UPA Log entry mistakes 12-4-13 for MVA screenshots - Microsoft Excel


ALL WRITTEN REQUESTS										COMPLEX REQUESTS (Extenuating Circumstances)			
Requester Name or File #	Employee ID	Personal Records Request?	Date Agency Request Received	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?	Date Completed	# of Workdays to Complete			
Description of data to be entered in each column →	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.				Enter ONLY ONE date by month/day/year	Automatically Calculated			
1. (typical request)	AS		1/17/12		x				1/17/12	1			
2. (personal record)	AS	x	1/18/12	2/10/12					2/10/12	18			
3. (not personal record but letter)	AS		1/19/12	1/22/12	x				2/17/12	22			
4. (complex request) 1/1/12	CD		1/28/12	2/17/12	x	x	x	x	8/17/12	84			
Description of "Totals" →	Initials ok	# of personal records	# of requests	# of notices sent (includes Acknowledgment letters)	# of notices sent (includes Acknowledgment letters)	# of notices sent (includes Acknowledgment letters)	# of complex requests	# of requests with incremental responses	# of completed requests	# of workdays to complete ALL requests			

SAMPLE Log - UPA Record Request Log form

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.")

Sample of UPA Log entry mistakes 12-4-13 for MVL screenshots - Microsoft Excel														
<div> <div> Home Insert Page Layout Formulas Data Review View AddIns </div> <div> Page Break Preview Formulas </div></div>														

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.

Sample of UIPA Log entry includes 12.4.1.1 for M/T screenshots - Microsoft Excel

File Home Insert Layout Formulas Data Review View Help

Page Break Preview | Gridlines | Formulas Bar | Zoom 100% | Zoom to Selection | New Window | Split | Arrange All | Freeze Panes | Undo | Save | Switch Windows | Macros

Page Layout | Full Screen | Message Bar | Show Hide | Window | Window

Workbook Views

A3			M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
COMPLEX REQUESTS (Extenuating Circumstances)			FINAL RESOLUTION OF REQUESTS												(No SR)	
K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
Complex Request?	Agency Gave Incremental Responses?	Date Completed	# of Workdays to Complete	Request Granted in Full	Request Denied in Full	Request Denied in Part	Agency Ultimately Unable to Respond	Requester Withdrawn	Requester Abandoned or Failed to Pay	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/Segregation Hours	Actual Legal Review Hours			
If more than one "x" or "y" is entered in this cell, then data will not be properly counted in the column total amount.		Enter ONLY ONE date by m/d/yyyy	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 another symbol is entered in a cell, then the data will not be properly counted in the column total amount. Column U may be checked in addition to one of Columns O thru T.					Enter in 15-minute increments as follows: .25 = 15 minutes; .50 = 30 minutes; .75 = 45 minutes; 1.00 = 1 hour. Use decimal, not comma, when entering decimals, or amount will not be counted & total will show in 0.00							
		2/17/12	1	x							0.25					
		2/10/12	28								0.50	0.25				
		3/17/12	22								0.75	3.00				
		3/17/12	24								85.00	20.50				
# of complex requests	# of requests with incremental responses	# of complete requests	# of workdays to complete ALL requests	# granted	# denied due to exceptions	# partially denied due to exceptions	# agency unable to respond (no record or authority)	# withdrawn by requester	# abandoned by requester or no response	# of lawsuits	# of search hours	# of review & segregation hours	# of legal review hours			
1	4	125	1	1	1	1	1			1	96.50	24.10				

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

Sample of UPA Log entry mistakes 12.4.13 for MFL screenshots - Microsoft Excel

SEARCH, REVIEW, SEGREGATION FEES (SRS)

(No SRS fees chargeable for personal records requests, but keep track of time)

Requester Abandoned or Failed to Pay	UPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/Segregation 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
U.S.M.E.C. in the cell. Then the data will not be counted & \$VALUE will show in purple cells.	Enter in 15-minute increments as follows: 15 = 15 minutes; 30 = 30 min; 45 = 45 min; 1.0 = 1 hour. Use period, not comma, when entering decimals, or amount will not be counted & \$VALUE will show in purple cells.				Automatically calculated	Estimate	Enter in negative numbers. Only one waiver per request. NO fee waivers for personal record requests in purple cells.			Automatically calculated. Negative number in (5) does NOT mean that a refund is due.	
		0.25			0.25	\$2.50		(\$30.00)			(\$27.50)
		0.50	0.25		0.75	\$10.00				(\$10.00)	\$0.00
		0.75	3.00		3.75	\$27.50		(\$30.00)			\$37.50
		89.00	20.50	15.50	124.00	\$1,960.00	\$5,000.00	(\$60.00)			\$1,900.00
# of abandoned requests or no payment	# of lawsuits	# of search hours	# of review/segregation hours	# of non-chargeable legal hours	# of SRS - legal hour	SRS gross fees incurred, excludes nonchargeable personal records	Nonchargeable add'l fees	# of \$30 waivers, no fraction	# of \$60 waivers, no fraction	Nonchargeable PERSONAL records fees (10 positive 8)	Net SRS fees chargeable, excludes negative & legal review, personal records

SAMPLE Log UPA Record Request Log form

Sample of UPA Log entry mistakes 12.4.13 for MFL screenshots - Microsoft Excel

SEARCH, REVIEW, SEGREGATION FEES (SRS)

(No SRS fees chargeable for personal records requests, but keep track of time)

Requester Abandoned or Failed to Pay	UPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/Segregation 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
U.S.M.E.C. in the cell. Then the data will not be counted & \$VALUE will show in purple cells.	Enter in 15-minute increments as follows: 15 = 15 minutes; 30 = 30 min; 45 = 45 min; 1.0 = 1 hour. Use period, not comma, when entering decimals, or amount will not be counted & \$VALUE will show in purple cells.				Automatically calculated	Estimate	Enter in negative numbers. Only one waiver per request. NO fee waivers for personal record requests in purple cells.			Automatically calculated. Negative number in (5) does NOT mean that a refund is due.	
		0.25			0.25	\$2.50		(\$30.00)			(\$27.50)
		0.50	0.25		0.75	\$10.00				(\$10.00)	\$0.00
		0.75	3.00		3.75	\$27.50		(\$30.00)			\$37.50
		89.00	20.50	15.50	124.00	\$1,960.00	\$5,000.00	(\$60.00)			\$1,900.00
# of abandoned requests or no payment	# of lawsuits	# of search hours	# of review/segregation hours	# of non-chargeable legal hours	# of SRS - legal hour	SRS gross fees incurred, excludes nonchargeable personal records	Nonchargeable add'l fees	# of \$30 waivers, no fraction	# of \$60 waivers, no fraction	Nonchargeable PERSONAL records fees (10 positive 8)	Net SRS fees chargeable, excludes negative & legal review, personal records

SAMPLE Log UPA Record Request Log form

Sample of UPA Log entry mistakes 12.4.13 for MFL screenshots - Microsoft Excel

SEARCH, REVIEW, SEGREGATION FEES (SRS)

(No SRS fees chargeable for personal records requests, but keep track of time)

Requester Abandoned or Failed to Pay	UPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/Segregation 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
U.S.M.E.C. in the cell. Then the data will not be counted & \$VALUE will show in purple cells.	Enter in 15-minute increments as follows: 15 = 15 minutes; 30 = 30 min; 45 = 45 min; 1.0 = 1 hour. Use period, not comma, when entering decimals, or amount will not be counted & \$VALUE will show in purple cells.				Automatically calculated	Estimate	Enter in negative numbers. Only one waiver per request. NO fee waivers for personal record requests in purple cells.			Automatically calculated. Negative number in (5) does NOT mean that a refund is due.	
		0.25			0.25	\$2.50		(\$30.00)			(\$27.50)
		0.50	0.25		0.75	\$10.00				(\$10.00)	\$0.00
		0.75	3.00		3.75	\$27.50		(\$30.00)			\$37.50
		89.00	20.50	15.50	124.00	\$1,960.00	\$5,000.00	(\$60.00)			\$1,900.00
# of abandoned requests or no payment	# of lawsuits	# of search hours	# of review/segregation hours	# of non-chargeable legal hours	# of SRS - legal hour	SRS gross fees incurred, excludes nonchargeable personal records	Nonchargeable add'l fees	# of \$30 waivers, no fraction	# of \$60 waivers, no fraction	Nonchargeable PERSONAL records fees (10 positive 8)	Net SRS fees chargeable, excludes negative & legal review, personal records

SAMPLE Log UPA Record Request Log form

Sample of UPA Log entry mistakes 12.4.13 for MFL screenshots - Microsoft Excel

SEARCH, REVIEW, SEGREGATION FEES (SRS)

(No SRS fees chargeable for personal records requests, but keep track of time)

Requester Abandoned or Failed to Pay	UPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/Segregation 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
U.S.M.E.C. in the cell. Then the data will not be counted & \$VALUE will show in purple cells.	Enter in 15-minute increments as follows: 15 = 15 minutes; 30 = 30 min; 45 = 45 min; 1.0 = 1 hour. Use period, not comma, when entering decimals, or amount will not be counted & \$VALUE will show in purple cells.				Automatically calculated	Estimate	Enter in negative numbers. Only one waiver per request. NO fee waivers for personal record requests in purple cells.			Automatically calculated. Negative number in (5) does NOT mean that a refund is due.	
		0.25			0.25	\$2.50		(\$30.00)			(\$27.50)
		0.50	0.25		0.75	\$10.00				(\$10.00)	\$0.00
		0.75	3.00		3.75	\$27.50		(\$30.00)			\$37.50
		89.00	20.50	15.50	124.00	\$1,960.00	\$5,000.00	(\$60.00)			\$1,900.00
# of abandoned requests or no payment	# of lawsuits	# of search hours	# of review/segregation hours	# of non-chargeable legal hours	# of SRS - legal hour	SRS gross fees incurred, excludes nonchargeable personal records	Nonchargeable add'l fees	# of \$30 waivers, no fraction	# of \$60 waivers, no fraction	Nonchargeable PERSONAL records fees (10 positive 8)	Net SRS fees chargeable, excludes negative & legal review, personal records

SAMPLE Log UPA Record Request Log form



[illegible]

- 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

SEARCH REVIEW, SEGREGATION FEES (SR\$)										COPY/DELIVERY COSTS (Exclude SR\$ Fees)	
Y	W	X	Z	AA	AB	AC	AD	AE	AF	AG	AH
Actual Review Hours	Actual Segregation Hours	Actual Legal Review Hours	TOTAL ACTUAL SR\$ & Legal Review Hours	TOTAL GROSS SR\$ Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus \$60 Fee Waiver	Minus \$60 Fee Waiver	Fees for Personal Records	TOTAL NET SR\$ CHARGEABLE E	GROSS COPY/DELIVERY COSTS INCURRED	NET COPY/DELIVERY COSTS REQUESTED
<p>Enter in 15 minute increments as follows: 25 = 15 minutes; 50 = 30 min; 75 = 45 min; 1.0 = 1 hour. Use initial, not, comma, when entering decimals, or amount will be interpreted & EVALUATED will show in red.</p>											
Automatically calculated				Estimate		Enter in tenths, minutes. Only one waiver per request. NO fee waivers for personal record requests or non-purple cells.		Automatically calculated. Negative number in 9, if does NOT mean that a refund is due.		INCLUDE related copy costs. (less should be greater than or equal to net)	
0.25			0.25	\$2.50		(\$2.00)			(\$27.50)		\$10
0.50	0.25		0.75	\$10.00				(\$10.00)	(\$4.00)		\$5
0.75			3.75	\$67.50					\$37.50		\$5
98.00	20.50	25.50	121.00	\$1,860.00	\$1,000.00		(\$60.00)		\$1,300.00	\$45.00	\$20
Net search fees	If 0 net's segregation hours	If 0 net's legal review hours	Net SR\$ legal hours	Net SR\$ fees. Includes nonchargeable segregation	Nonchargeable add'l fees	If 0 SR\$ waiver, 0 no waiver, 0 no waiver, 0 no waiver	If 0 SR\$ waiver, 0 no waiver, 0 no waiver, 0 no waiver	Nonchargeable PERSONAL records fees. NO routine E	Net SR\$ fees chargeable. If PERSONAL records E, legal review, personal records E		Net copy/deliv & charges


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)

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.

[illegible]

The UIPA Log-- Fourth part is:

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

Sample of UBA Log entry includes 12,411 for HWL screenshots - Microsoft Excel

The screenshot displays a Microsoft Excel spreadsheet with a complex data table. The table is titled "SEARCH, REVIEW & SEGREGATION HOURS INCURRED". It features multiple columns and rows, with some cells containing formulas like "=H1617*10^4". The table is color-coded with red and blue headers and footers. Red arrows point to specific cells in the "DAYS TO COMPLETE REQUESTS" section. The table is organized into several sections, with some cells containing formulas like "=H1617*10^4".

Sample of UPRA Log entry mistakes 12.4.17 for MFL screenshots - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Page Break Preview Custom Views Gridlines Headings Zoom 100% Freeze Panes Window

Workbook Views Show Hide Message Bar

AN17 =IF(K17="N",A17,0)

ALL WRITTEN REQUESTS (Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., with participant, FBI transcripts)										COMPLEX REQUESTS (Estimating Overcharges)				FINAL RESOLUTION			
Requester Name or File #	Employee ID	Personal Request?	Date Agency Request Received	Date Agency's Initial Response Sent Within 10 Work Days	Request Received Initial Clarification	Agency Date Incremental Response	Date Completed	# of Workdays to Complete	Request Granted in Full	Request Denied in Full	Request Denied in Part	Agency Ultimately Unable to Respond	Requester Abandoned or Failed to Pay	UPRA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segregation Hours	Actual Legal Review Hours
<p>Example 1 (typical request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 2 (personal request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 3 (personal request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 4 (complex request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p>																	
<p>TOTALS to upload</p> <p>AVERAGES</p> <p>10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p>																	

SAMPLE Log - UPRA Record Request Log Form

Sample of UPRA Log entry mistakes 12.4.17 for MFL screenshots - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Page Break Preview Custom Views Gridlines Headings Zoom 100% Freeze Panes Window

Workbook Views Show Hide Message Bar

AN17 =IF(K17="N",A17,0)

ALL WRITTEN REQUESTS (Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., with participant, FBI transcripts)										COMPLEX REQUESTS (Estimating Overcharges)				FINAL RESOLUTION			
Requester Name or File #	Employee ID	Personal Request?	Date Agency Request Received	Date Agency's Initial Response Sent Within 10 Work Days	Request Received Initial Clarification	Agency Date Incremental Response	Date Completed	# of Workdays to Complete	Request Granted in Full	Request Denied in Full	Request Denied in Part	Agency Ultimately Unable to Respond	Requester Abandoned or Failed to Pay	UPRA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segregation Hours	Actual Legal Review Hours
<p>Example 1 (typical request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 2 (personal request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 3 (personal request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 4 (complex request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p>																	
<p>TOTALS to upload</p> <p>AVERAGES</p> <p>10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p>																	

SAMPLE Log - UPRA Record Request Log Form

Home Insert Page Layout Formulas Data Review View Add-Ins																	
Page Break Preview Custom Views Gridlines Headings Zoom 100% Freeze Panes Window																	
Page Layout Full Screen Messages Bar																	
Workbook Views Show Hide Message Bar																	
AN17 =IF(K17="N",A17,0)																	
SEARCH REVIEW (SEGREGATION FEES) (No SRS fees chargeable for personal records requests, but keep track of time)																	
COP/ DELIVERY COSTS (Exclude SRS Fees)																	
TOTAL FEES to be paid by Requester (All Requesters in C)																	
Requester Name or File # Employee ID Personal Request? Date Agency Request Received Date Agency's Initial Response Sent Within 10 Work Days Request Received Initial Clarification Agency Date Incremental Response Date Completed # of Workdays to Complete Request Granted in Full Request Denied in Full Request Denied in Part Agency Ultimately Unable to Respond Requester Abandoned or Failed to Pay UPRA Lawsuit Filed Against Agency?																	
Actual Search Hours Actual Review/ Segregation Hours Actual Legal Review Hours																	
TOTAL Actual Search Hours TOTAL Actual Review/ Segregation Hours TOTAL Actual Legal Review Hours																	
Missions: Response # Fees Value \$30 Fee Value \$																	

UPRA Record Request Log effective 11.12 with data to transfer to new log - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

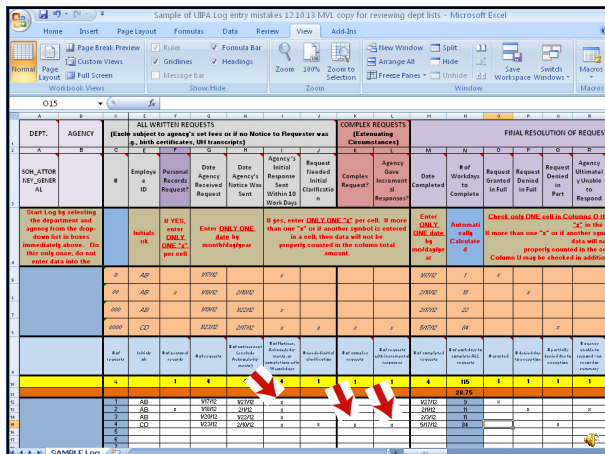
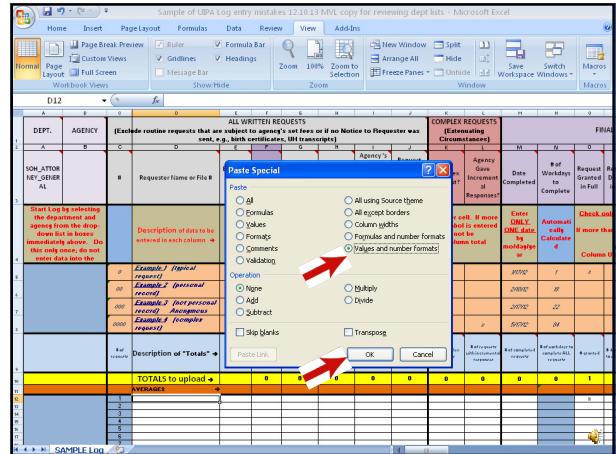
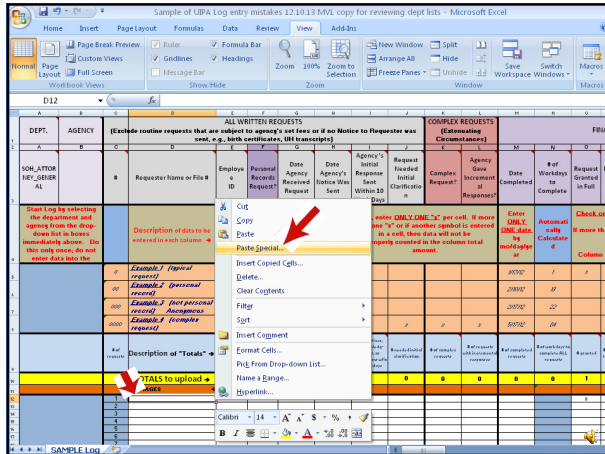
Page Break Preview Custom Views Gridlines Headings Zoom 100% Freeze Panes Window

Workbook Views Show Hide Message Bar

D11 =IF(K17="N",A17,0)

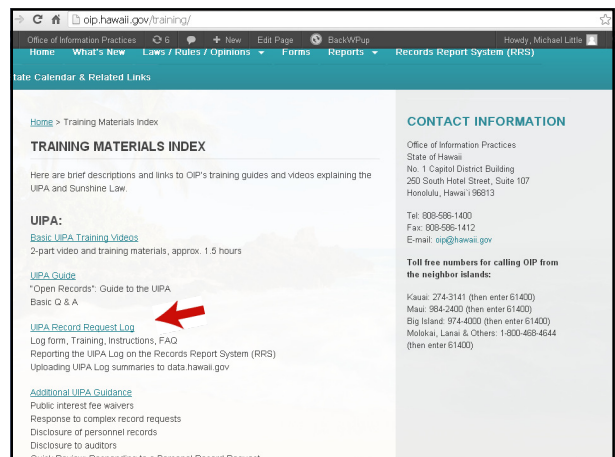
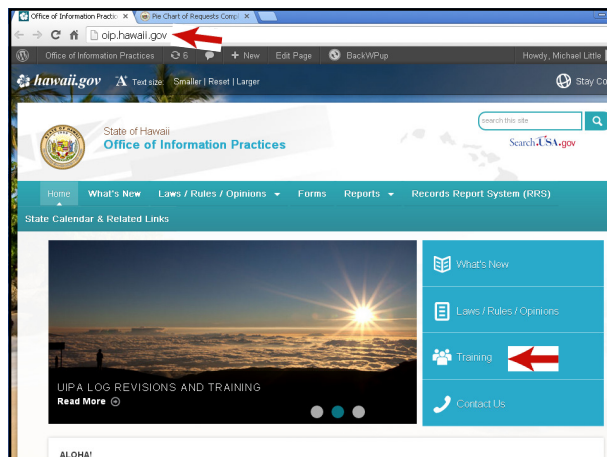
ALL WRITTEN REQUESTS (Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., with participant, FBI transcripts)										COMPLEX REQUESTS (Estimating Overcharges)				FINAL RESOLUTION			
Requester Name or File #	Employee ID	Personal Request?	Date Agency Request Received	Date Agency's Initial Response Sent Within 10 Work Days	Request Received Initial Clarification	Agency Date Incremental Response	Date Completed	# of Workdays to Complete	Request Granted in Full	Request Denied in Full	Request Denied in Part	Agency Ultimately Unable to Respond	Requester Abandoned or Failed to Pay	UPRA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segregation Hours	Actual Legal Review Hours
<p>Example 1 (typical request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 2 (personal request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 3 (personal request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p> <p>Example 4 (complex request) time: ASD 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p>																	
<p>TOTALS to upload</p> <p>AVERAGES</p> <p>10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02 10/1/02</p>																	

SAMPLE Log - UPRA Record Request Log Form



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



Need Help?

- Call OIP **586-1400**
- E-mail: **oip@hawaii.gov**
- OIP website: **oip.hawaii.gov**