

Cheat Sheet:
How to Enter UIPA Log Data

This handy cheat sheet supplements the UIPA Record Request Log instructions and training on oip.hawaii.gov. Users should also use the pop-up instructions and other tips on the UIPA Record Request Log itself.

Acknowledgments:

Mahalo to Marisa Valenciano of the Kauai County Planning Department for creating this cheat sheet, which was revised by OIP in July 2014.

CHEAT SHEET: HOW TO ENTER UIPA LOG DATA

REQUEST INTAKE - Routine or formal UIPA request?

Routine Requests (informal)



These requests need not be entered in OIP Log, such as when someone asks for brochures or agendas that can be immediately given over the counter. Track routine requests separately and report the total number to the Log Coordinator at the end of June and Dec.

E.g. Zoning permit, zoning map, plans, commission agendas, birth certificates, student transcripts

Formal Written Request (UIPA Log process)



The UIPA Log data entry process should be followed when a record request is submitted through an OIP form or in an e-mail, letter, fax, or other writing, and the agency must respond with a Notice to Requester.

Will need to differentiate personal record requests and complex requests (see Identification section)

General tips:


- Fill out only the applicable white cells (not all white cells will be filled).
- SKIP OVER colored cells b/c they are automatically calculated or should not be filled.
- Pop-up instructions are provided for every cell if you need help
- Check instructions in Log rows 1 and 4 on how to enter data
- For “yes/no” responses:
 - o YES = Enter only one “x”
 - o NO= No entry
 - o Data input is very sensitive and will not count if there is “xx” or other symbols

UIPA Log Data Entry Process

1. Identification

Info to Collect	What to enter into log?	What log column?
Requester Name/ File #	Last name or TMK or Permit No.	D- White Cell
Employee ID	Employee Initials	E – White Cell
Personal Records Request- means any govt record that contains info about the individual who is requesting the record (e.g. person’s financial or health docs; items that reference the individual by name)	If yes, then only enter “x” in cell If no, then no entry	F- White
Date Agency Received Request	E.g. 1/17/12	G-White
Date Agency’s Notice to Requester Form was sent	E.g. 1/17/12	H-White
Agency’s Initial Response (Notice, Acknowledgement, or request is completed) Sent Within 10 Work Days	If yes, then only enter “x” in cell If no, then no entry	I-White
Initial Clarification Needed on Request	If yes, then only enter “x” in cell If no, then no entry	J-White
Complex Request (extenuating circumstances, voluminous records)	If yes, then only enter “x” in cell If no, then no entry	K-White
Agency Gave Incremental Responses?	If yes, then only enter “x” in cell If no, then no entry	L-White

2. Resolution of requests

Info to Collect	What to enter into log?	What log column?
Date completed	E.g. 1/17/12	M-White
# of Workdays to Complete 	SKIP-AUTOMATICALLY CALCULATED; DO NOT ENTER DATA HERE	N-White

Columns O-T: Check only ONE of the following cells to show how the request was ultimately resolved.		
Request Granted in Full	If yes, then only enter "x" in cell If no, then no entry	O-White
Request Denied in Full	If yes, then only enter "x" in cell If no, then no entry	P-White
Request Denied in Part	If yes, then only enter "x" in cell If no, then no entry	Q-White
Agency Ultimately Unable to Respond	If yes, then only enter "x" in cell If no, then no entry	R-White
Requester Withdrew	If yes, then only enter "x" in cell If no, then no entry	S-White
Requester Abandoned or Failed to Pay	If yes, then only enter "x" in cell If no, then no entry	T-White
Note: Column U may be checked in addition to one of Columns O thru T.		
UIPA Lawsuit filed Against Agency	If yes, then only enter "x" in cell If no, then no entry	U-White

3. Fees & Costs

- Note: Cannot charge SRS fees for personal records request, but record SRS time in Log. For personal records, can only charge copying and delivery costs (e.g. hardcopy, mailing costs).

Info Collected	What to enter into log?	What log column?
SRS FEES (Determining Search, Review, Segregation fees)		
Actual Search Hours	Enter in 15-minute increments as follows: .25 = 15 minutes .50 = 30 minutes .75 = 45 minutes 1.0 = 1 hour At minimum, enter .25 for search time because it will take at least 15 minutes or a portion thereof to respond to a request. * Use only a Period for decimal point. Don't use commas or else it'll jam up value.	V-White
Actual Review/ Segregation Hours		W-White
Actual Legal Review Hours		X-White

Total Actual SRS and Legal Review hours	SKIP-AUTOMATICALLY CALCULATED; DO NOT ENTER DATA HERE	Y-colored
Total Gross SRS Incurred	SKIP-AUTOMATICALLY CALCULATED; DO NOT ENTER DATA HERE	Z-colored
Additional Response Fees Incurred but not chargeable	E.g. \$5,000.00	AA-White
<p>Fee Waivers: If cells are purple, then fee waivers cannot apply because it is a personal record request. Only one waiver can apply. Either \$30 or \$60 waivers can be applied to SRS fees (<u>not</u> to copy/delivery costs). Both waivers cannot apply to same request. Fee waivers should be entered as a negative number and will show up in red as (\$30.00) or (\$60.00).</p> <p>** \$30.00 waiver = applies to all general non-personal records request</p> <p>**\$60.00 waiver = applies to ONLY public interest groups that meet the requirements who are requesting non-personal records information</p>		
Minus \$30 Fee waiver	If waiver applies, then enter -30 If no waiver applies, then no entry	AB-White
Minus \$60 Fee waiver	If waiver applies, then enter -60 If no waiver applies, then no entry	AC-White
Fees for Personal Records	SKIP-AUTOMATICALLY CALCULATED; DO NOT ENTER DATA HERE	AD-colored
Total Net SRS Chargeable	SKIP-AUTOMATICALLY CALCULATED; DO NOT ENTER DATA HERE	AE-colored
Copy/ Delivery Costs (Exclude SRS Fees)		
Gross Copy/Delivery Costs that <u>Agency INCURRED</u> **INCLUDE redacted copy costs. Gross should be GREATER than or equal to net costs	E.g. \$10.00	AF-White
Net Copy/ Delivery Costs <u>CHARGEABLE to Requester</u> **EXCLUDE redacted copy costs. Net should be LESS than or equal to gross costs	E.g. \$5.00	AG-White
Total Fees and Costs <u>ACTUALLY PAID</u> by Requesters for ALL requests ** Enter amount actually paid by each requester for SRS fees and costs, which may be less than Column AI allows	E.g. \$5.00	AH-White

4. Time to respond – Col. AI thru BA AUTOMATICALLY CALCULATED; DO NOT ENTER DATA. PAU ☺