# Requester Name or File #

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>AGENCY</th>
<th>#</th>
<th>Requester Name or File #</th>
<th>Employee ID</th>
<th>Personal Records Request?</th>
<th>Date Agency Received Request</th>
<th>Date Agency's Notice Was Sent</th>
<th>Agency’s Initial Response Sent Within 10 Work Days</th>
<th>Request Needed Initial Clarification</th>
<th>Agency Gave Incremental Responses?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
<td>K</td>
</tr>
</tbody>
</table>

**DESCRIPTION** of data to be entered in each column:
- Start Log by selecting the department and agency from the drop-down list in boxes A3 and B3 in row above. Do this only once; do not enter data into the highlighted rows below.
- If request is on behalf of a for-profit or non-profit organization, business, law firm, insurance company, newspaper/TV/radio station, or other commercial entity, place an asterisk * before name of requester. At Requester's request, name can be "Anonymous." For personal records, use initials or file #.
- 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.

**DESCRIPTION** of yellow "Totals" found below in row 10:
- # of all requests
- # of businesses/organizations represented by requesters with an * BEFORE names
- # of personal records
- # of notices sent (exclude Acknowledgments)
- # of Notices, Acknowledgments, or completions with 10 workdays
- # needed initial clarification
- # of complex requests
- # of requests with incremental responses

**TOTALS** in this row:
- 0
- 0
- 0
- 0
- 0
- 0
- 0
- 0
- 0

**AVERAGES** in this row:

**ENTER AGENCY DATA IN WHITE CELLS ONLY**
## UIPA RECORD REQUEST LOG

### FINAL RESOLUTION OF REQUESTS

<table>
<thead>
<tr>
<th>Date Completed</th>
<th># of Workdays to Complete</th>
<th>Request Granted in Full</th>
<th>Request Denied in Full</th>
<th>Request Granted/Denied in Part</th>
<th>Agency Ultimately Unable to Respond</th>
<th>Requester Withdrew</th>
<th>Requester Abandoned or Failed to Pay</th>
<th>UIPA Lawsuit Filed Against Agency?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter ONLY ONE date by mo/day/year</td>
<td>Automatically Calculated</td>
<td>Check only ONE cell in Columns O thru T. If YES, enter ONLY ONE “x” in the cell. If more than one “x” or if another symbol is entered in a cell, then the data will not be properly counted in the column total amount. Only Column U may be checked in addition to one of Columns O through T.</td>
<td></td>
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</tr>
<tr>
<td># of completed requests</td>
<td># of workdays to complete ALL requests</td>
<td># granted</td>
<td># denied due to exception</td>
<td># partially denied due to exception</td>
<td># agency unable to respond - no record or summary</td>
<td># withdrawn by requester</td>
<td># abandoned by requester or no payment</td>
<td># of lawsuits</td>
</tr>
<tr>
<td>0</td>
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</tr>
</tbody>
</table>

June 1, 2016
Questions?
Call OIP 586-1400
Email oip@hawaii.gov
oip.hawaii.gov/training
**UIPA RECORD REQUEST LOG**

**Search, Review, Segregation Fees (SRS)**

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

<table>
<thead>
<tr>
<th>V</th>
<th>T</th>
<th>W</th>
<th>X</th>
<th>Y</th>
<th>Z</th>
<th>AA</th>
<th>AC</th>
<th>AD</th>
<th>AE</th>
<th>AF</th>
<th>AG</th>
<th>AH</th>
<th>AI</th>
<th>AJ</th>
<th>AK</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Total Fees and Costs All Requests**

Automatically calculated

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 Col. Y and elsewhere.

1. **Actual Search Hours**
2. **Actual Review/Segregation Hours**
3. **Actual Legal Review Hours**
4. **TOTAL Actual SRS & Legal Review Hours**
5. **TOTAL GROSS SRS Fees Incurred**
6. **Additional Response Fees Incurred But Not Chargable**
7. **$30 Fee Waiver**
8. **$60 Public Interest Fee Waiver**
9. **Fees for Personal Records**
10. **TOTAL NET SRS Fees CHARGEABLE**
11. **GROSS Copy/Delivery Chargeable to Requester**
12. **NET Copy/Delivery Costs PAID by Requesters**
13. **TOTAL Fees & Costs ACTUALLY PAID by Requesters**
14. **TOTAL GROSS Fees & Costs Agency INCURRED for ALL Requests**
15. **TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for ALL Requests**

**Search, Review, Segregation Fees (SRS)**

Automatically calculated

- Enter only one "x" in Col. AC if public interest waiver is granted. Do not enter anything in purple cells indicating personal record request, or in blue Col. AB.
- Automatically calculated. Negative red amount does NOT mean that a refund is due. INCLUDE agency’s copying costs to review & redact. Gross should be greater than or equal to net costs.
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- Automatic calculation.
- Enter amount paid by requestors, which may be less than Column AI allows.

**Copy/Delivery Costs**

(Exclude SRS Fees)

<table>
<thead>
<tr>
<th>V</th>
<th>T</th>
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<th>X</th>
<th>Y</th>
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<tbody>
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**Total Fees and Costs All Requests**

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- Enter amount paid by requestors, which may be less than Column AI allows.

**SEARCH, REVIEW, SEGREGATION FEES (SRS)**

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

- 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 Col. Y and elsewhere.

- Automatically calculated

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- Automatically calculated
## UIPA RECORD REQUEST LOG

### Questions?
- Call OIP 586-1400
- Email oip@hawaii.gov
- oip.hawaii.gov/training

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### TOTAL FEES AND COSTS

**Complex Requests Only**

<table>
<thead>
<tr>
<th>AL</th>
<th>AM</th>
<th>AN</th>
<th>AO</th>
<th>TOTAL NET Fees &amp; Costs ACTUALLY PAID for COMPLEX Requests</th>
<th>TOTAL NET Fees &amp; Costs CHARGEABLE for COMPLEX Requests</th>
<th>TOTAL GROSS Fees &amp; Costs INCURRED for COMPLEX Requests</th>
<th>TOTAL GROSS Fees &amp; Costs INCURRED BUT NOT CHARGED for COMPLEX Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.01-4.99</td>
<td>$5.00-4.99</td>
<td>$50.00-99.99</td>
<td>$100.00-499.99</td>
</tr>
</tbody>
</table>

### ACTUAL PAYMENTS BY REQUESTERS

- Automatically calculated

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### ACTUAL PAYMENTS BY REQUESTERS

- Automatically calculated

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### $ actually paid for complex requests

- $0.00

### Gross $ incurred for complex requests

- $0.00

### $ unrecoverable for complex requests

- $0.00

### # of payments in yellow row 10

- 0

### Total $ amount in orange row 11

- 0

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### # of payments in yellow row 10

- 0

### Total $ amount in orange row 11

- 0

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### # of payments in yellow row 10

- 0

### Total $ amount in orange row 11

- 0

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### # of payments in yellow row 10

- 0

### Total $ amount in orange row 11

- 0
<table>
<thead>
<tr>
<th># of Workdays to Complete ALL Requests</th>
<th># of Workdays to Complete COMPLEX Requests</th>
<th># of Workdays to Complete NONCOMPLEX, NONPERSONAL RECORD Requests</th>
<th># of Search Hours Incurred for ALL Requests</th>
<th># of Search Hours Incurred for COMPLEX Requests</th>
<th># of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests</th>
<th># of Review &amp; Segregation Hours Incurred for ALL Requests</th>
<th># of Review &amp; Segregation Hours Incurred for COMPLEX Requests</th>
<th># of Review &amp; Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests</th>
<th># of Review &amp; Segregation Hours Incurred for PERSONAL RECORD Requests</th>
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Automatically calculated

Automatically calculated

<table>
<thead>
<tr>
<th># of days to complete: ALL requests</th>
<th>Days to complete: COMPLEX requests only</th>
<th>Days to complete: NONCOMPLEX requests</th>
<th>Days to complete: PERSONAL RECORD requests</th>
<th>Search hours: ALL requests</th>
<th>Search hours: COMPLEX requests</th>
<th>Search hours: NONCOMPLEX, NONPERSONAL RECORD requests</th>
<th>Search hours: PERSONAL RECORD requests</th>
<th>Review &amp; segregation hours: ALL requests</th>
<th>Review &amp; segregation hours: COMPLEX requests</th>
<th>Review &amp; segregation hours: NONCOMPLEX, NONPERSONAL RECORD requests</th>
<th>Review &amp; segregation hours: PERSONAL RECORD requests</th>
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