Knowing how to use the Log will help you to understand the UIPA process better.

Write down questions and later call OIP at 586-1400 or e-mail oip@hawaii.gov

UIPA requires disclosure of government and personal records, unless an exception applies.

“Government record” means information maintained by an agency in written, auditory, visual, electronic, or other physical form. Includes e-mails, audio recordings, videos.

“Personal record” means any item, collection, or grouping of information “about” an individual that is maintained by an agency.
Most requests for records are subject to the UIPA, but do not log:

Routine requests: oral or written; typically granted or denied without supervisory review; with or without payment of a fee
Report estimated number of routine requests but do not log

• Subpoenas or discovery of records in court cases are not UIPA requests.
• Do not log or include in estimate of routine requests

WHAT TO LOG:

Log only formal written requests for which the Notice to Requester is sent, whether using OIP’s form or agency’s written version
The Log is a management tool. Even if you are not entering the data into the Log, supervisors and managers need to know how to spot mistakes in Log data entries and how to use the Log to better manage agency’s processing of UIPA record requests.

The public can view the Log, too.
Log’s colored areas are to help, not for data entry. Enter data only in white cells, and not all white cells

- The Log has pop-up instructions … just mouse cursor over the column heading.

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

- visit OIP’s Training page at oip.hawaii.gov

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

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
- **Assist** the public & comply with UIPA
- **Calculate** fees & costs
- **Keep** government open and accountable

Make copy (not PDF) of Log and submit with Checklist to OIP through department’s UIPA Coordinator:

**January 31:** “Semiannual Log” due for requests received from July 1 through December 31
**July 31:** “Year-end Log” due for requests received from July 1 through June 30

Start a new agency Log each July 1, but keep the Log for the prior FY open until July 15 to record how requests received thru June 30 were resolved

**Checklist**

- **Checklist helps you spot data errors**
  - Before submitting Checklist to OIP, please **correct any data entry errors.**
  - Use correct Checklist: FY 16 different from FY 17
  - Submit completed Log and Checklist to OIP by January 31 and July 31 each year.

**OIP will upload** your Log totals and routine requests estimate to the Master Log on data.hawaii.gov and will prepare reports posted at oip.hawaii.gov.
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 & E can be altered

Columns F on must not be altered
Column D: Requesters’ names

- Place asterisk * before name to ID business or nonprofit organization
- Col. D will be deleted for posting on Master Log, but not deleted by OIP if Log itself is requested

Column D: Redacting Requesters’ names

- Requester’s names not redacted for government record requests made under Part II of the UIPA
- Use Requesters’ initials or case number for personal record requests made under Part III
- “Anonymous” ok on Log, but personal record requests cannot be made anonymously
- Part II government records requests may be made anonymously
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.

- But records that are not readily accessible need not be disclosed.

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

- For example, if a requester seeks information “about him” that is not readily accessible because the agency would have to search through all of its files for such information, then it is not a personal records request.

- As another example, a request for an unrelated person’s personal records, such as a birth certificate, is not a personal record request. President Obama can make a personal records request for his own birth certificate. But, if an unrelated third party makes a request for President Obama’s birth certificate, it would be a government record request subject to Part II of the UIPA, which has different requirements from personal record requests.
### 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**?

<table>
<thead>
<tr>
<th>Row</th>
<th>Requester Name or Fil #</th>
<th>Requests Required</th>
<th>Date Agency Received Request</th>
<th>Date Agency Sent Request</th>
<th>Date Agency Received Response</th>
<th>Agency Initial Response At Work Days</th>
<th>Agency Initial Response Final Day Sent</th>
<th>Initial Clarification Required</th>
<th>Initial Clarification Required</th>
<th>Response Within 10 Work Days</th>
<th>Complete Request</th>
<th>Agency Data Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Column K
Complex Requests

- Enter only one “x” in Column K if this is a COMPLEX request involving extenuating circumstances or voluminous records.

- If more than one “x” or any other letter, word, or symbol is improperly entered. Log will count it as a typical request, not complex.
**Column L: Complex Requests – Incremental Responses**

Enter only one “x” in Column L if incremental responses were sent in a complex case.

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**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?
- Granted/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
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;
- $5.00 per fifteen minutes or fraction thereof for reviewing and segregating the record.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>SEARCH REQUIREMENT FORM (SRF) [Sample page: The text is not fully visible.</td>
</tr>
<tr>
<td></td>
<td>However, it appears to be a form with columns and rows, likely related to</td>
</tr>
<tr>
<td></td>
<td>data entry or some sort of administrative process. The form includes fields</td>
</tr>
<tr>
<td></td>
<td>such as 'Date', 'Description', etc. but the specific details are unclear.</td>
</tr>
</tbody>
</table>

(Note: The table appears to be incomplete or cut off, making it difficult to extract specific data accurately.)
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 $30 fee waivers shown on the Log?**

  The Log will automatically enter the $30 fee waiver as a negative number, which will show up in **RED** as ($30.00) in column AB.

  (But **yellow totals** in cell AB10 are for the total number of $30 fee waivers, and should be a positive number.)

- **For a personal records request highlighted in purple,** the Log will automatically enter ($0.00) because SRS fees may not be charged.
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

**AF:** Gross copy/delivery costs that agency actually incurred, but may not have totally recovered
- Include copies made for redaction

**AG:** 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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF</td>
<td>Gross costs</td>
<td>Automatically calculated</td>
</tr>
<tr>
<td>AG</td>
<td>Net costs</td>
<td>Automatically calculated</td>
</tr>
</tbody>
</table>

### Table Example

<table>
<thead>
<tr>
<th>Requester Name</th>
<th>Total Costs</th>
<th>Chargeable Costs</th>
<th>Non-Chargeable Costs</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>$500</td>
<td>$200</td>
<td>$300</td>
<td>$200 (includes copies for redaction)</td>
</tr>
</tbody>
</table>

This table shows the calculation of chargeable and non-chargeable costs for a requester named John.
Columns AH thru AK: Total Fees & Costs

Agency to input:
- Total fees & costs **actually paid** by requester (AH)

Log automatically calculates:
- Total net fees & costs **chargeable** (AI) – make sure amounts paid in AH do not exceed AI amount
- Total gross fees & costs **incurred** (AJ)
- Total gross fees & costs **incurred but not charged** (AK)

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
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data 1</td>
<td>Data 2</td>
<td>Data 3</td>
<td>Data 4</td>
<td>Data 5</td>
<td>Data 6</td>
<td>Data 7</td>
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<tr>
<td>Data 8</td>
<td>Data 9</td>
<td>Data 10</td>
<td>Data 11</td>
<td>Data 12</td>
<td>Data 13</td>
<td>Data 14</td>
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<tr>
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<td>Data 16</td>
<td>Data 17</td>
<td>Data 18</td>
<td>Data 19</td>
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</tr>
<tr>
<td>Data 22</td>
<td>Data 23</td>
<td>Data 24</td>
<td>Data 25</td>
<td>Data 26</td>
<td>Data 27</td>
<td>Data 28</td>
</tr>
</tbody>
</table>

Note: The table continues with data entries and columns as per the format. Each row represents data points collected or observations made. The columns include various metrics or categories relevant to the data being presented.
Submitting the Log and Checklist

- Submit your completed Log and Checklist to OIP (oip@hawaii.gov) by the January 31 and July 31 deadlines each year.

- Before submitting to OIP your agency's completed UIPA Record Request Log, please review the data entries, correct any data entry errors, and complete the Checklist that must accompany the Log.

- OIP will upload your Log totals and routine requests estimate to the Master Log on data.hawaii.gov and will prepare State and County reports posted at oip.hawaii.gov

Need Help?

- Call OIP (808) **586-1400**
- E-mail: oip@hawaii.gov
- OIP website: oip.hawaii.gov
- What's New e-mails