

Sample Log for FY 2016

Instructions: see rows 1 thru 9 below

	A	B	C	D	E	F	G	H	I	J	K	L
1	DEPT.	AGENCY	ALL WRITTEN REQUESTS (Exclude routine requests are automatically granted/denied without supervisory review, such as agency brochures/forms, school transcripts, birth/marriage certificates, police accident or theft reports. Exclude subpoenas.)								COMPLEX REQUESTS (Extenuating Circumstances)	
2	A	B	C	D	E	F	G	H	I	J	K	L
3			#	Requester Name or File #	Employee ID	Personal Records Request?	Date Agency Received Request	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?
4	DESCRIPTION of data to be entered in each column			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."	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.			
5	Correct Examples		0	Example 1 (typical request) Kimo	AB		1/17/12		x			
6			00	Example 2 (personal record) L123	AB	x	1/18/12	2/10/12				
7			000	Example 3 (not personal record) Anonymous birther	AB		1/19/12	1/22/12	x			
8			0000	Example 4 (complex request) *Honolulu News	CD		1/23/12	2/17/12	x	x	x	x
9	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 requests	# of notices sent (exclude Acknowledgments)	# of Notices, Acknowledgments, or completions w/in 10 workdays	# needed initial clarification	# of complex requests	# of requests with incremental responses
10	TOTALS in this row →		4	1		1	4	3	2	1	1	0
11	AVERAGES in this row →											
12	Incorrect & Practice Entries		1	#Kimo	AB		1/17/12		x			
13			2	Lee	AB	x	1/18/12	2/10/12				
14			3	Anonymous	AB	yes	1/19/12	1/22/12	xx	?		
15			4	*Honolulu News	CD		1/23/12	2/17/12	x	x	x	3

Sample Log for FY 2016

Instructions: see rows 1 thru 9 below

	M	N	O	P	Q	R	S	T	U
1	<b>FINAL RESOLUTION OF REQUESTS</b>								
2	M	N	O	P	Q	R	S	T	U
3	Date Completed	# of Workdays to Complete	Request Granted in Full	Request Denied in Full	Request Granted/Denied in Part	Agency Ultimately Unable to Respond	Requester Withdrew	Requester Abandoned or Failed to Pay	UIPA Lawsuit Filed Against Agency?
4	Enter <u>ONLY ONE</u> date by mo/day/year	Automatically Calculated	Check only ONE cell in Columns O thru T. If YES, enter <u>ONLY ONE</u> "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.						
5	1/17/12	1	x						
6	2/10/12	18		x					
7	2/17/12	22						x	
8	5/17/12	84			x				x
9	# of completed requests	# of workdays to complete ALL requests	# granted	# denied due to exception	# partially denied due to exception	# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits
10	4	125	1	1	1	1	0	0	1
11		31.25							
12	01/17/12	1	x						
13	02/10/12	18		x		x			
14	02/17/12	22						z	
15	05/17/12	84			x				x

Sample Log for FY 2016

Instructions: see rows 1 thru 9 below

	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time)										COPY/DELIVERY COSTS (Exclude SRS Fees)		TOTAL FEES AND COSTS ALL Requests			
2	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
3	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	\$30 Fee Waiver	\$60 Public Interest Fee Waiver	Fees for Personal Records	TOTAL NET SRS Fees CHARGEABLE	GROSS Copy/Delivery Costs that Agency INCURRED	NET Copy/Delivery Costs CHARGEABLE to Requester	TOTAL Fees & Costs ACTUALLY PAID by Requesters for ALL Requests	TOTAL NET Fees & Costs CHARGEABLE for ALL Requests	TOTAL GROSS Fees & Costs INCURRED for ALL Requests	TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for ALL Requests
4	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			Automatically calculated	Estimate	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.	EXCLUDE agency's copying costs to review & redact. Include costs only for requesters', not agencies', copies. Net should be less than or equal to gross costs.	Enter amount paid by requesters, which may be less than Column AI allows	Automatically calculated			
5	0.25			0.25	\$2.50		(\$30.00)			(\$27.50)	\$10.00	\$10.00	\$10.00	\$10.00	\$12.50	\$2.50
6	0.50	0.25		0.75	\$10.00		\$0.00		(\$10.00)	\$0.00	\$15.00	\$15.00	\$5.00	\$15.00	\$25.00	\$20.00
7	0.75	3.00		3.75	\$67.50		(\$30.00)			\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$67.50	\$67.50
8	95.00	20.50	15.50	131.00	\$1,360.00	\$5,000.00	\$0.00	x		\$1,300.00	\$45.00	\$20.00	\$1,315.00	\$1,320.00	\$6,715.00	\$5,400.00
9	# of search hours	# of review & segregation hours	# of non-chargeable legal hours	# of SRS + legal hours	SRS gross fees incurred; excludes nonchargeable personal records	Nonchargeable addtl fees	# of \$30 waivers when SRS hours are entered	# of \$60 public interest fee waivers when SRS hours are entered	Nonchargeable PERSONAL records fees; NO positive \$	Net SRS fees chargeable; excludes negative \$, legal review, personal records \$	Gross copy/delivery \$ incurred	Net copy/delivery \$ chargeable	\$ actually paid by requesters	Net \$ chargeable for fees and costs for ALL requests; includes personal records costs, but not fees	Gross \$ incurred for ALL requests; includes nonchargeable legal and other fees, personal records costs, and gross copy costs	\$ unrecoverable for ALL requests
10	96.38	24.10	0.00	#VALUE!	\$1,429.80	\$5,000.00	2.00	1.00	(\$16.00)	\$1,337.50	\$45.00	\$60.00	\$1,390.00	\$1,397.50	\$94.80	\$79.80
11	24.10	8.03			\$476.60	\$5,000.00			(\$16.00)	\$668.75	\$15.00	\$20.00	\$463.33	\$349.38	\$31.60	\$26.60
12	0.23			0.23	\$2.30		(\$30.00)			(\$27.70)	\$10.00	\$10.00	\$10.00	\$10.00	\$12.30	\$2.30
13	0.40	0.60		1.00	\$0.00		\$0.00		(\$16.00)	\$0.00	\$15.00	\$5.00	\$5.00	\$5.00	\$15.00	\$10.00
14	0.75	3.00		3.75	\$67.50		(\$30.00)			\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$67.50	\$67.50
15	95.00	20.50	15.50	#VALUE!	\$1,360.00	\$5,000.00	\$0.00	x		\$1,300.00	\$20.00	\$45.00	\$1,375.00	\$1,345.00	#VALUE!	#VALUE!