UIPA RECORD REQUEST LOG

June 1, 2016
Questions?
Call OIP 586-1400
Email oip@hawaii.gov
oip.hawaii.gov/training

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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)				**F**
2	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
3	CC_HONOLULU_COUNCIL_SERVICES	CC_HONOLULU_COUNCIL_SERVICES	0	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?	Date Completed	# of Workdays to Complete	Request Granted in Full
4	**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.				Enter ONLY ONE date by mo/day/year	Automatically Calculated	**Che** If more
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 Acknowledg-ments)	# of Notices, Acknowledg-ments, or completions w/in 10 workdays	# needed initial clarification	# of complex requests	# of requests with incremental responses	# of completed requests	# of workdays to complete ALL requests	# granted
10	CC_HONOLULU_COUNCIL_SERVICES	CC_HONOLULU_COUNCIL_SERVICES	0	0		0	1	1	1	0	0	0	1	5	0
11	**AVERAGES** in this row ➜													5.00	
12	**ENTER AGENCY DATA IN WHITE CELLS ONLY**		1	Anonymous			12/23/19	12/27/19	x				12/27/19	5	
13			2												
14			3												
15			4												

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	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	NAL RESOLUTION OF REQUESTS						SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time)										COPY/DELIVERY COSTS (Exclude SRS Fees)		
2	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
3	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?	Actual Search Hours	Actual Review/ Segre-gation 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
4	ck only ONE cell in Columns O thru T. If YES, enter ONLY ONE "x" in the cell. e 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. nly Column U may be checked in addition to one of Columns O through T.						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		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
9	# 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	# 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 addt'l fees	# of $30 waivers when SRS hours are entered; no fractions	# of $60 public interest fee waivers when SRS hours are entered; no fractions	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
10	1	0	0	0	0	0	1.00	0.50	3.00	4.50	$20.00	$0.00	1.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11							1.00	0.50	3.00	4.50	$20.00								
12	x						1.00	0.50	3.00	4.50	$20.00		($30.00)			($10.00)			
13										0.00	$0.00		$0.00			$0.00			
14										0.00	$0.00		$0.00			$0.00			
15										0.00	$0.00		$0.00			$0.00			

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	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1	**TOTAL FEES AND COSTS ALL Requests**			**TOTAL FEES AND COSTS Complex Requests Only**				**ACTUAL PAYMENTS BY REQUESTERS**						
2	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
3	**TOTAL NET Fees & Costs CHARGEABLE for ALL Requests**	**TOTAL GROSS Fees & Costs Agency INCURRED for ALL Requests**	**TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for ALL Requests**	**TOTAL NET Fees & Costs ACTUALLY PAID for COMPLEX Requests**	**TOTAL NET Fees & Costs CHARGEABLE for COMPLEX Requests**	**TOTAL GROSS Fees & Costs INCURRED for COMPLEX Requests**	**TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for COMPLEX Requests**	**$ .01-4.99**	**$5-49.99**	**$50-99.99**	**$100-499.99**	**$500-999.99**	**$1000 - 9999.99**	**10,000+**
4	**Automatically calculated**			**Automatically calculated**				**Automatically calculated**						
9	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	$ actually paid for complex requests	Net $ chargeable for complex requests	Gross $ incurred for complex requests	$ unrecoverable for complex requests	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11
10	$0.00	$80.00	$80.00	$0.00	$0.00	$0.00	$0.00	0	0	0	0	0	0	0
11		$80.00	$80.00											
12	$0.00	$80.00	$80.00	$0.00	$0.00	$0.00	$0.00							
13	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
14	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
15	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							

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	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
1	**DAYS TO COMPLETE REQUESTS**				**SEARCH, REVIEW & SEGREGATION HOURS INCURRED**							
2	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
3	# of Workdays to Complete ALL Requests	# of Workdays to Complete COMPLEX Requests	# of Workdays to Complete NONCOMPLEX, NONPERSONAL RECORD Requests	# of Workdays to Complete PERSONAL RECORD Requests	# of Search Hours Incurred for ALL Requests	# of Search Hours Incurred for COMPLEX Requests	# of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Search Hours Incurred for PERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for ALL Requests	# of Review & Segregation Hours Incurred for COMPLEX Requests	# of Review & Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for PERSONAL RECORD Requests
4	**Automatically calculated**				**Automatically calculated**							
9	# of days to complete; ALL requests	Days to complete; COMPLEX requests only	Days to complete; NONCOMPLEX requests	Days to complete; PERSONAL RECORD requests	Search hours; ALL requests	Search hours; COMPLEX requests	Search hours; NONCOMPLEX, NONPERSONAL RECORD requests	Search hours; PERSONAL RECORD requests	Review & segregation hours; ALL requests	Review & segregation hours; COMPLEX requests	Review & segregation hours; NONCOMPLEX, NONPERSONAL RECORD requests	Review & segregation hours; PERSONAL RECORD requests
10	5.00	0.00	5.00	0.00	1.00	0.00	1.00	0.00	0.50	0.00	0.50	0.00
11	5.00		5.00		1.00		1.00		0.50		0.50	
12	5		5		1.00		1.00		0.50		0.50	
13												
14												
15												