

UIPA RECORD REQUEST LOG

April 15, 2021
Questions?
Call OIP 586-1400
Email oip@hawaii.gov
oip.hawaii.gov/training

	A	B	C	D	E	F	G	H	I	J
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.)							
2	A	B	C	D	E	F	G	H	I	J
3	CC_HONOLULU_HONOLULU_AUTHORITY_FOR_RAPID_TRANSPORTATION	CC_HONOLULU_HONOLULU_AUTHORITY_FOR_RAPID_TRANSPORTATION	#	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
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 another symbol is entered in properly counted in the	
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
10	CC_HONOLULU_HONOLULU_AUTHORITY_FOR_RAPID_TRANSPORTATION	CC_HONOLULU_HONOLULU_AUTHORITY_FOR_RAPID_TRANSPORTATION	14	14		0	14	14	14	1
11	AVERAGES in this row →									
12	ENTER AGENCY DATA IN WHITE CELLS ONLY		1	*Patrick Moir	JO		7/2/19	7/30/19	x	
13			2	*Kevin Dayton	BB		7/2/19	7/17/19	x	
14			3	*Christina Jedra	BB		7/2/19	7/10/19	x	
15			4	*Joseph Kuykendall	TT		7/18/19	8/1/19	x	
16			5	*Michael Hahn	TT		9/19/19	9/26/19	x	
17			6	*Christina Jedra	BB		9/23/19	10/3/19	x	
18			7	*James Seiler	TT		9/25/19	10/25/19	x	x
19			8	*Rick Daysog	BB		10/2/19	10/30/19	x	
20			9	*Tarah Reed	TT		10/4/19	10/10/19	x	
21			10	*Marcel Honore	BB		10/18/19	11/5/19	x	
22			11	*Tarah Reed	BB		11/5/19	11/7/19	x	
23			12	*Rick Daysog	BB		11/6/19	11/20/19	x	
24			13	*Charles Kowalczyk	TT		11/20/19	11/27/19	x	
25			14	*Rick Daysog	BB		11/13/19	11/22/19	x	