CHECKLIST TO ACCOMPANY COMPLETED
UIPA RECORD REQUEST LOG (for FY 2017 or later)

(July 1 to December 31 201~~9~~6)

Instructions: Before submitting to OIP your agency's completed UIPA Record Request Log for FY 2017 or later, please review the data entries, correct any inputting errors, and complete this checklist. Please submit your completed Log and checklist to OIP (**oip@hawaii.gov**) by the January 31 and July 31 deadlines each year. OIP will upload your Log totals and routine requests estimate to the Master Log on ***data.hawaii.gov***. Thank you!

This checklist was prepared by:

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The attached UIPA Log is for:

State HI ; or County: Honolulu ___; Hawaii X ; Kauai ___; Maui___
Department: Liquor Control
Agency:
FY: 2019-2020
For requests received from: July 1, 2019 thru June 30, 2020 (due July 31),
or July 1, 20 19 through December 31, 20 19 (due January 31).

~~**State ___; or County: Honolulu ___; Hawaii ___; Kauai ___; Maui___**~~
~~**Department:**~~ ______________________________
~~**Agency:**~~ ______________________________
~~**FY:**~~ ____________
~~**For requests received from: July 1 thru June 30, 20___ (due July 31),**~~
~~**or July 1, 20__ through December 31, 20___ (due January 31).**~~

Routine requests: Routine requests are oral or written requests that are automatically granted or denied without supervisory review, and may include requests between government agencies. Routine requests do not include subpoenas. Enter the estimated number of **routine** record requests received by your agency for this reporting period: ______________. 23 .

Check off each box below, after you have reviewed the Log entries for each checklist item. In Word, just click on the box to add an X to the box. To remove the X, click the box again.

☒☐ **2.** Used the **correct Log form** for the correct FY, which can be found on OIP's training page (**http://oip.hawaii.gov/laws-rules-opinions/uipa/uipa-record-request-log/**). Did **not** use the **Sample** Log.

☒☐ **3.** Used the drop-down lists to enter **department name** and **agency name** in columns A & B.

☒☐ **4.** Entered data in the **white cells** only. No data was manually entered in the colored cells, as those cells are automatically calculated by the Log.

☒☐ **5. Requester name**: In column D, <u>one</u> asterisk (*) was added **before** the name, initials or file number if it could be determined that the request was made on behalf of a for-profit or non-profit organization, business, law firm, insurance company, newspaper/TV/radio station, or other commercial entity. Requester's name, initials, file number, or "Anonymous" entered in column D. **But for <u>personal</u> record requests, only initials or the file numbers are used, not the full names,** and the personal record requesters are **individuals,** not businesses or nonprofit entities.

☒☐ **6. Personal record request**: Entered <u>one</u> "x" in column F if the request was for a **personal** record "about" the **individual** (not a business or nonprofit organization) requesting the record. (If properly entered, corresponding cells in columns AB and AC turned purple.)

☒☐ **7. Date agency received request**: Entered the date by month/day/year (e.g., 7/1/15) in column G. The date received falls within the period being reported on the Log.

☒☐ **8. Date agency sent notice; initial response sent within 10 work days; initial clarification needed**: Entered the date (by month/day/year) when the agency sent its notice or acknowledgement to the Requester in column H. Entered <u>one</u> "x" and <u>not dates</u> in column I if the agency sent its initial response within 10 work days. Entered <u>one</u> "x" and <u>not dates</u> in column J if agency needed initial clarification of a request.

☒☐ **9. Complex requests**: Entered <u>one</u> "x" in column K if request involved extenuating circumstances or voluminous records. Also entered <u>one</u> "x" and <u>not dates</u> in column L if agency responded in increments.

☒☐ **10. Date completed**: Entered the date (by month/day/year) that the agency made the records available or gave its final response to a request in column M. Each completed request has a number in column N that was automatically calculated (number of days of complete each request). There are no error messages or unexplainably high numbers in column N.

☒☐ **11. Final resolution of requests**: Each request has **only one final outcome**, so there is only <u>one</u> "x" entered between columns O through T.

☒☐ **12. UIPA lawsuits**: Entered <u>one</u> "x" in column U, <u>if</u> a UIPA lawsuit was filed by or against the agency during the reporting period for the Log.

☒☐ **13. Search, review & segregation (SRS), and legal review hours**: Entered the hours in 15-minute increments (columns V, W, X); .25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes, 1.0 = 1 hour. **All SRS numbers end only as .25, .50, .75, or .00.** At a minimum, .25 search hours was entered for every request that is granted in full or denied in part. Used periods, not commas, to enter the hours, so that <u>no</u> error message #VALUE! appears on the Log

☒☐ **14. Additional response fees**: Entered an estimated amount in column AA if non-chargeable fees were incurred to respond to a request, such as attorney fees or court costs.

☒☐ **15. Fee waivers**: Waivers are only for fees, not costs. Entered <u>one</u> "x" in the white cells of column AC if **a $60 public interest fee waiver** was granted and SRS was conducted. Nothing was manually entered in the blue boxes of column AB because $30 fee waivers are automatically displayed in column AB when SRS hours have been entered. The Log automatically shows $0.00 in the purple colored boxes in column AB, and nothing else was manually entered in the purple highlighted boxes in Columns AB and AC because no fee waivers are granted for personal record requests.

☒☐ **16. Copy/delivery costs**: The **net chargeable** copy and delivery costs in column AG do not exceed the **gross incurred** copy and delivery costs in column AF.

☒☐ **17. Total fees and costs paid by Requester**: The amount actually paid by the Requester in column AH does not exceed the net chargeable fees and costs calculated in column AI.