**UIPA Record Request Log  
  
CHECKLIST FOR AGENCIES**

**Instructions:** Before submitting your agency’s completed UIPA Record Request Log to OIP, please review the data entries and complete this checklist. Please submit your completed Log and checklist to OIP ([**oip@hawaii.gov**](mailto: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***](https://data.hawaii.gov/). Thank you!

**This checklist was prepared by:  
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My UIPA coordinator is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The attached UIPA Log is for:  
State\_\_\_, or County: Honolulu\_\_\_ Hawaii\_X\_\_ Kauai\_\_\_ Maui\_\_\_  
Department: \_Department of Research and Development\_\_\_\_\_\_\_\_\_\_  
Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
FY: \_2016\_\_\_\_  
For requests received from July 1 thru June 30\_\_\_ (due July 31),   
or July 1 through December 31\_\_X\_ (due January 31).**

1. **Routine requests**: Enter the estimated number of **routine** record requests received by your agency: **\_\_\_\_\_\_1\_\_\_\_\_\_\_\_.** Routine requests are requests that were made orally,   
   did not require a UIPA response, or were automatically granted or denied without supervisory review. Routine requests do not include subpoenas.

**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/**](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. Did **not** enter data in the colored cells, which are automatically calculated by the Log. Followed **instructions** on the Log, including drop-down instructions in row 3 (column titles).

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**5. Requester name**: Added anasterisk (\*) **before** the name in column D if it could be determined that the requester represented a for-profit or non-profit organization, law firm, media company, or other business. Can be “Anonymous” at requester’s request.

**6. Personal record request**: Entered an “x” in column F if the request was for a **personal** record “about” the individual requesting the record.

**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 the agency sent its notice or acknowledgement to requester in column H. Entered an “x” in column I if the agency sent its initial response within   
10 work days. Entered an “x” in column J if agency needed initial clarification of a request.

**9. Complex requests**: Entered an “x” in column K if request involved extenuating circumstances or voluminous records. Also entered an “x” in column L if agency responded in increments.

**10. Date completed**: Entered the date that the agency made the records available or gave its final response to a request in column M. Followed the drop-down instructions.

**11. Final resolution of requests**: Each request has **only one** **final outcome**, so there is only one “x” entered between columns O through T. Followed the drop-down instructions.

**12. UIPA lawsuits**: Entered an “x” in column U, if a UIPA lawsuit was filed against the agency by a requester.

**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. Followed the drop-down instructions.

**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**: Entered a **$30 fee waiver** (normal waiver) in column AB, **OR a $60 fee waiver** (if request meets the public interest requirements) in column AC, for **each request received.** No fee waivers were entered in the purple colored boxes in columns AB and AC, because **personal** requests are not subject to SRS fees. Entered the waiver in the white boxes, even if no fees were incurred or charged, or the fees were less than the $30 or $60 waiver, and regardless of how requests were completed. Waivers are for **fees** only, **not** costs.

**16. Copy/delivery costs**: Entered both the **gross** copy and delivery costs **incurred** in column AF, and the **net** copy and delivery costs **chargeable** in column AG. Followed the   
drop-down instructions.

**17. Total fees and costs paid by requester**: Entered the amount actually paid by requester in column AH.

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