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**) 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:
Name: _Nicole Charon_____
Tel.: __808-961-8366_____
E-mail: __Nicole.Charon@hawaiicounty.gov_____
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/**). 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).

☒ **5. Requester name**: Added an asterisk (*) **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.