

UIPA RECORD REQUEST LOG

December 2013
Questions?
Call OIP 586-1400
Email oip@hawaii.gov
oip.hawaii.gov/training

[illegible]

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F 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)		(A		
R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
Agency Ultimately Unable to Respond	Requester Withdrawn	Requester Abandoned or Failed to Pay	UIPA Lawsuit Filed Against Agency?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	Minus \$30 Fee Waiver	Minus \$60 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	TOTAL NET Fees & Costs CHARGEABLE for ALL Requests	TOTAL GROSS Fees & Costs Agency INCURRED for ALL Requests
s O thru T. If YES, enter ONLY ONE "x" in the cell. symbol is entered in a cell, then the data will not be ted in the column total amount. ed in addition to one of Columns O thru 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			Automatically calculated		Estimate	Enter as negative numbers. Only one waiver per request. NO fee waivers for personal record requests in purple cells.		Automatically calculated. Negative number in (\$) does NOT mean that a refund is due.		INCLUDE redacted copy costs. Gross should be greater than or equal to net costs.	EXCLUDE redacted copy costs. Net should be less than or equal to gross costs.	Enter amount paid by requesters, which may be less than Column AI allows		
# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits	# of search hours	# of review & segregation hours	# of non- chargeable legal hours	# of SRS +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 addtl fees	# of \$30 waivers; no fractions	# of \$60 waivers; 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	Net \$ chargeable for ALL requests; excludes personal records	Gross \$ incurred for ALL requests; excludes personal records \$, includes gross copy \$
0	0	0	0		2.50	0.00	3.25	\$0.00	\$0.00	3.00	0.00	(\$57.50)	\$0.00	\$0.00	\$0.00	\$12.50	\$0.00	\$0.00
							1.08					(\$19.17)				\$12.50		
				0.25	0.25		0.50	\$0.00		(\$30.00)		(\$7.50)	\$0.00				\$0.00	\$0.00
				0.25	0.25		0.50	\$0.00		(\$30.00)		(\$7.50)	\$0.00				\$0.00	\$0.00
				0.25	2.00		2.25	\$0.00		(\$30.00)		(\$42.50)	\$0.00			\$12.50	\$0.00	\$0.00
							0.00	\$0.00					\$0.00				\$0.00	\$0.00
							0.00	\$0.00					\$0.00				\$0.00	\$0.00
							0.00	\$0.00					\$0.00				\$0.00	\$0.00

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AZ	BA
# of Review & Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for PERSONAL RECORD Requests
Review & segregation hours; NONCOMPLEX, NONPERSONAL RECORD requests	Review & segregation hours; PERSONAL RECORD requests
0.00	2.50
	0.83
	0.25
	0.25
	2.00

SOH_ACCOUNTING_AND_GENERAL_SERVICES
SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0
SOH/ ACCOUNTING & GENERAL SERVICES/ ADM SERVICES OFF/ STAD-1
SOH/ ACCOUNTING & GENERAL SERVICES/ ADM SERVICES OFFICE/ ASO-0
SOH/ ACCOUNTING & GENERAL SERVICES/ APPLICATIONS DEV TECH SUPP OFC/ICSD
SOH/ ACCOUNTING & GENERAL SERVICES/ APPLICATIONS/ICSD

SOH_AGRICULTURE
SOH/ AGRICULTURE/ ACCOUNTING SEC.
SOH/ AGRICULTURE/ ADMINISTRATIVE SERVICES OFFICE/ ASO
SOH/ AGRICULTURE/ ADMINISTRATIVE SERVICES/ ARMDA
SOH/ AGRICULTURE/ ADMINISTRATIVE SVCS/ AGLNADM
SOH/ AGRICULTURE/ ADMINISTRATIVE SVCS/ AGRPIADMIN

SOH_ATTORNEY_GENERAL
SOH/ ATTORNEY GENERAL/ ADMINISTRATIVE SERVICES OFFICE/ ASO
SOH/ ATTORNEY GENERAL/ CHILD SUPPORT ENFORCEMENT AGENCY/ CSEA
SOH/ ATTORNEY GENERAL/ CHILD SUPPORT HEARINGS/ CSH
SOH/ ATTORNEY GENERAL/ CIVIL RECOVERIES - ASBESTOS
SOH/ ATTORNEY GENERAL/ CIVIL RECOVERIES - COLLECTIONS

SOH_BUDGET_AND_FINANCE
SOH/ BUDGET & FINANCE/ ACCOUNTING BRANCH
SOH/ BUDGET & FINANCE/ ADMIN AND RSRCH OFC/ ARO
SOH/ BUDGET & FINANCE/ ADMINISTRATIVE RESEARCH STAFF
SOH/ BUDGET & FINANCE/ ANALYTIC STAFF
SOH/ BUDGET & FINANCE/ AUDIT SECTION