# **UIPA RECORD REQUEST LOG**

DEPT.	AGENCY	(Exclude ro	utine requests that are subject to agen	ALL WRITTEN REQUESTS cy's set fees or if no Notice to Requester was sent, e.g., birth certificates, UH transcripts)							REQUESTS Circumstances)	FINAL RESOLUTION O				
Α	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	Р	Q
SOH_HUMAN_SERVICES	SOH/ HUMAN SERVICES/ HAWAII PUBLIC HOUSING AUTHORITY/ HHA	#	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	Complex Request?	Agency Gave Incremental Responses?	Date Completed	# of Workdays to Complete	Request Granted in Full	•	Request Denied in Part
list in boxes immediately above.	nent and agency from the drop-down Do this only once; do not enter data ghted rows below.		Description of data to be entered in each column →	Initials ok	If YES, enter ONLY ONE "x" per cell		<u>ONE date</u> by day/year	another syn	<u>NLY ONE "x"</u> per nbol is entered i rly counted in th	n a cell, then dat	a will not be	Enter <u>ONLY</u> <u>ONE date</u> by mo/day/year	Automatically Calculated		e than one "x	cell in Column " or if another properly cour may be check
		# of requests	Description of "Totals" →	Initials ok	# of personal records	# of requests	# of notices sent (exclude Acknowledg- ments)	# of Notices, Acknowledg-ments, or completions w/in 10 workdays	# needed initial clarification	# of complex requests	# of requests with incremental responses	# of completed requests	# of workdays to complete ALL requests	# granted	# denied due to exception	# partially denied due to exception
SOH_HUMAN_SERVICES	SOH/ HUMAN SERVICES/ HAWAII PUBLIC HOUSING AUTHORITY/ HHA	3	TOTALS to upload →		3	3	3	2	0	0	0	3	15	3	0	0
			AVERAGES →										5.00			
		1	North America Procurement Council,	TYW	Х	11/30/20	11/30/20	Х				11/30/20	1	Х		
		2	Hawaii Laborers & Employers	BP	Х	8/5/20	8/19/20					8/19/20	11	Х		
		3	Hawaii Electricians Market	LK	Х	11/4/20	11/6/20	Х				11/6/20	3	Х		
		4														
		5														
		0		1				1								

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F REQUESTS	5					(No SRS		H, REVIEW, SE le for personal			track of time	∍)		COPY/DELIV	VERY COSTS SRS Fees)			(A
Agency Ultimately Unable to		Requester Abandoned or Failed to	UIPA Lawsuit Filed	Actual Search	Actual Review/ Segre-	Actual Legal Review	TOTAL Actual SRS & Legal Review	TOTAL GROSS SRS Fees	Additional Response Fees Incurred	•	Minus \$60 Fee Waiver		TOTAL NET	GROSS Copy/Delivery Costs that	NET Copy/Delivery Costs	TOTAL Fees & Costs ACTUALLY PAID by	TOTAL NET Fees & Costs CHARGEABLE for	TOTAL GROSS Fees & Costs Agency
Respond	Vicinaren	Pay	Against Agency?	Hours	gation Hours	Hours	Hours	Incurred	But Not Chargeable	rec state	Tee waite	Records	CHARGEABLE	Agency INCURRED	CHARGEABLE to Requester	Requesters for ALL Requests	ALL Requests	INCURRED for ALL Requests
symbol is ent				Use period, decimals, or	inute increme utes; .50 = 30 in.; 1.0 = 1 ho not comma, w amount will no UE! will show	min.; .75 = 45 our. when entering ot be counted	Autom calcu	atically lated	Estimate	Only one request. No for perso	ative numbers. waiver per O fee waivers mal record purple cells.	Automaticall Negative numb NOT mean that	per in (\$ ) does	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 addt'l fees	# of \$30 waivers; no fractions	# of <b>\$60 waivers;</b> 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	<b>\$ actually paid</b> 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			(620.00)		(\$19.17)				\$12.50		
-				0.25 0.25	0.25 0.25		0.50 0.50	\$0.00		(\$30.00) (\$30.00)		(\$7.50) (\$7.50)	\$0.00 \$0.00				\$0.00 \$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

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TOTAL FEES II Requests vs. C	AND COSTS	s)				DAYS TO COMP	PLETE REQUESTS				SEARCH	I, REVIEW & SEG	REGATION HOU	RS INCURRED
AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY
TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for ALL Requests	& Costs	TOTAL NET Fees & Costs CHARGEABLE for COMPLEX Requests	TOTAL GROSS Fees & Costs INCURRED for COMPLEX Requests	TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for COMPLEX Requests	# of Workdays to Complete ALL Requests	# of Workdays to Complete COMPLEX Requests	# of Workdays to Complete NONCOMPLEX, NONPERSONAL RECORD Requests	# of Workdays to Complete PERSONAL RECORD Requests	# of Search Hours Incurred for ALL Requests	# of Search Hours Incurred for COMPLEX Requests	HOUS INCURRED  for  NONCOMPLEX,  NONPERSONAL  RECORD	# of Search Hours Incurred for PERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for ALL Requests	# of Review & Segregation Hours Incurred for COMPLEX Requests
A	utomatically calculate	ed				Automatical	lly calculated					Automat	tically calculated	
\$ unrecoverable for ALL requests	\$ actually paid for complex requests	Net \$ chargeable for complex requests	Gross \$ incurred for complex requests	\$ unrecoverable for complex requests	# of days to complete; ALL requests	Days to complete; COMPLEX requests only	Days to complete; NONCOMPLEX requests	Days to complete; PERSONAL RECORD requests	Search hours; ALL requests	Search hours; COMPLEX requests	Search hours; NONCOMPLEX, NONPERSONAL RECORD requests	Search hours; PERSONAL RECORD requests	Review & segregation hours; ALL requests	Review & segregation hours; COMPLEX requests
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	0	0	15		0.00	0.00		2.50	0.00
					5.00			5.00				0.25		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1			1	0.25			0.25	0.25	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	11			11	0.25			0.25		
(\$12.50)	\$0.00	\$0.00	\$0.00	\$0.00	3			3	0.25			0.25	2.00	
\$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										

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

ΑZ	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
NONCOMPLEX, NONPERSONAL RECORD	
NONCOMPLEX, NONPERSONAL RECORD requests	PERSONAL RECORD requests
NONCOMPLEX, NONPERSONAL RECORD requests	PERSONAL RECORD requests  2.50  0.83  0.25
NONCOMPLEX, NONPERSONAL RECORD requests	PERSONAL RECORD requests  2.50  0.83

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/ICSD

SOH/ ACCOUNTING & GENERAL SERVICES/ APPLICATIONS DEV TECH SUPP OFC/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