June 1, 2016
Questions?
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oip.hawaii.gov/training

UIPA RECORD REQUEST LOG

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	**ALL WRITTEN REQUESTS** (Exclude routine requests are automatically granted/denied without supervisory review, such as agency brochures/forms, school transcripts, birth/marriage certificates, police accident or theft reports. Exclude subpoenas.)								**COMPLEX REQUESTS** (Extenuating Circumstances)		**FINAL RESOLUTION OF REQUESTS**								
2	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
3	#	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 Full	Request Granted/ Denied in Part	Agency Ultimately Unable to Respond	Requester Withdrew	Requester Abandoned or Failed to Pay	UIPA Lawsuit Filed Against Agency?
4		If request is on behalf of a for-profit or non-profit organization, business, law firm, insurance company, newspaper/TV/radio station, or other commercial entity, place an asterisk * before name of requester. At Requester's request, name can be "Anonymous." For personal records, use initials or file #.	Initials ok	If YES, enter ONLY ONE "x" per cell	Enter ONLY ONE date by month/day/year		If yes, enter ONLY ONE "x" per cell. If more than one "x" or if another symbol is entered in a cell, then data will not be properly counted in the column total amount.				Enter ONLY ONE date by mo/day/year	Automatically Calculated	Check only ONE cell in Columns O thru T. If YES, enter ONLY ONE "x" in the cell. If more than one "x" or if another symbol is entered in a cell, then the data will not be properly counted in the column total amount. Only Column U may be checked in addition to one of Columns O through T.						
9	# of all requests	# of businesses/organizations represented by requesters with an * BEFORE names		# of personal records	# of requests	# of notices sent (exclude Acknowledgments)	# of Notices, Acknowledgments, 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	# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits
10	17	9		0	16	16	15	2	5	3	13	354	3	1	4	4	0	0	0
11												27.23							
12	1	*Marc Delorme	DWP		7/2/20	7/16/20	X				09/11/20	52			X				
13	2	Divya Sharma	KKL		7/28/20	7/28/20	X				07/28/20	1				X			
14	3	*Steven Rich (The Washington Post)	RDL		9/10/20	1/25/21		X	X		01/25/21	98				X			
15	4	*Nick Grube (Civil Beat)	LPC		9/17/20	10/1/20	X	X	X	X						X			
16	5	Mike Biechler	BTS		9/25/20	12/10/20	X		X		04/12/21	142							
17	6	*Bethany Yarger	DWP		12/9/20	12/24/20	X				12/24/20	12	X						

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18	7	*Shirl Benda	DWP		12/17/20	12/29/20	X				12/29/20	9				X			
19	8	*Allyson Blair	RDL		1/22/21	2/2/21	X				02/02/21	8							
20	9	*Evan Simko-Bedarski	RMY		3/12/21	3/25/21	X				03/25/21	10							
21	10	*Christina Jedra	MKC		3/18/21	3/19/21	X				03/19/21	2		X					
22	11	Bickerton Law Group, LLLP	NW		4/16/21	4/30/21	X		X	X					X				
23	12	Bickerton Law Group, LLLP	NW		4/20/21	4/30/21	X		X	X					X				
24	13	Karen Tashima	LPC		4/12/21	4/26/21	X				04/26/21	11							
25	14	Lesley Harvey	EHN		5/26/21	5/27/21	X				05/27/21	2	X						
26	15	Pohai Ryan	DWP		5/27/21	5/27/21	X				05/27/21	1	X						
27	16	*Patrick Watson (Honua Consulting)	DWP		6/22/21	6/29/21	X				06/29/21	6				X			

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	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
	SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time)										COPY/DELIVERY COSTS (Exclude SRS Fees)		TOTAL FEES AND COSTS ALL Requests				TOTAL FEES Complex Re	
	Actual Search Hours	Actual Review/Segregation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL GROSS SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	$30 Fee Waiver	$60 Public Interest 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	TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for ALL Requests	TOTAL NET Fees & Costs ACTUALLY PAID for COMPLEX Requests	TOTAL NET Fees & Costs CHARGEABLE for COMPLEX Requests
	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 and elsewhere	Automatically calculated				Estimate	Enter only one "x" in Col. AC if public interest waiver is granted. Do not enter anything in purple cells indicating personal record request, or in blue Col. AB		Automatically calculated. Negative red amount does NOT mean that a refund is due.		INCLUDE agency's copying costs to review & redact. Gross should be greater than or equal to net costs.	EXCLUDE agency's copying costs to review & redact. Include costs only for requesters', not agencies', copies. Net should be less than or equal to gross costs.	Enter amount paid by requesters, which may be less than Column AI allows	Automatically calculated			Automatical	
	# 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 when SRS hours are entered; no fractions	# of $60 public interest fee waivers when SRS hours are entered; 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 fees and costs for ALL requests; includes nonchargeable legal and other fees, personal records costs, but not fees	Gross $ incurred for ALL requests; includes nonchargeable legal and other fees, personal records costs, and gross copy costs	$ unrecoverable for ALL requests	$ actually paid for complex requests	Net $ chargeable for complex requests
10	15.00	9.00	0.00	24.00	$330.00	$0.00	2.00	1.00	$0.00	$210.00	$0.00	$50.00	$120.00	$260.00	$330.00	$210.00	$120.00	$240.00
11	5.00	3.00		8.00	$110.00					$105.00		$50.00	$120.00	$130.00	$110.00	$70.00	$120.00	$240.00
12	3.00	1.00		4.00	$50.00		($30.00)			$20.00				$20.00	$50.00	$50.00	$0.00	$0.00
13				0.00	$0.00					$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
14				0.00	$0.00					$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
15	11.00	7.00		18.00	$250.00		$0.00	X		$190.00		$50.00	$120.00	$240.00	$250.00	$130.00	$120.00	$240.00
16				0.00	$0.00					$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
17	1.00	1.00		2.00	$30.00		($30.00)			$0.00				$0.00	$30.00	$30.00	$0.00	$0.00

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18				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
19				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
20				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
21				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
22				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
23				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
24				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
25				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
26				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00
27				0.00	$0.00		$0.00			$0.00				$0.00	$0.00	$0.00	$0.00	$0.00

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	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
1	**AND COSTS quests Only**		**ACTUAL PAYMENTS BY REQUESTERS**							**DAYS TO COMPLETE REQUESTS**				
2	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
3	**TOTAL GROSS Fees & Costs INCURRED for COMPLEX Requests**	**TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for COMPLEX Requests**	**$ .01-4.99**	**$5-49.99**	**$50-99.99**	**$100-499.99**	**$500-999.99**	**$1000 - 9999.99**	**10,000+**	**# 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**
4	**ly calculated**		**Automatically calculated**							**Automatically calculated**				
9	Gross $ incurred for complex requests	$ unrecoverable for complex requests	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# of payments in yellow row 10; Total $ amount in orange row 11	# 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
10	**$250.00**	**$130.00**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**354.00**	**240.00**	**114.00**	**0.00**	**15.00**
11	**$250.00**	**$130.00**				**$120.00**				**27.23**	**120.00**	**10.36**		**5.00**
12	$0.00	$0.00	3.00							52		52		3.00
13	$0.00	$0.00								1		1		
14	$0.00	$0.00								98	98			
15	$250.00	$130.00				$120.00								11.00
16	$0.00	$0.00								142	142			
17	$0.00	$0.00								12		12		1.00

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	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
18	$0.00	$0.00								9		9		
19	$0.00	$0.00								8		8		
20	$0.00	$0.00								10		10		
21	$0.00	$0.00								2		2		
22	$0.00	$0.00												
23	$0.00	$0.00												
24	$0.00	$0.00								11		11		
25	$0.00	$0.00								2		2		
26	$0.00	$0.00								1		1		
27	$0.00	$0.00								6		6		

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	BB	BC	BD	BE	BF	BG	BH
1	SEARCH, REVIEW & SEGREGATION HOURS INCURRED						
2	BB	BC	BD	BE	BF	BG	BH
3	# of Search Hours Incurred for COMPLEX Requests	# of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Search Hours Incurred for PERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for ALL Requests	# of Review & Segregation Hours Incurred for COMPLEX Requests	# of Review & Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for PERSONAL RECORD Requests
4	Automatically calculated						
9	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	Review & segregation hours; NONCOMPLEX, NONPERSONAL RECORD requests	Review & segregation hours; PERSONAL RECORD requests
10	11.00	4.00	0.00	9.00	7.00	2.00	0.00
11	11.00	2.00		3.00	7.00	1.00	
12		3.00		1.00		1.00	
13							
14							
15	11.00			7.00	7.00		
16							
17		1.00		1.00		1.00	

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18							
19							
20							
21							
22							
23							
24							
25							
26							
27							