A	В	С	D	E	F	G	H		J	К	Ĺ	М	N	0	Р	Q	R	S	Email d	ip@hawai
DEPT.	AGENCY	(Exclude ro	ALI utine requests are automatically granted/denied witho certificates, police ac	A STATE OF THE PARTY OF THE PAR	REQUESTS Circumstances)	FINAL RESULUTION OF REQUESTS														
A	В	С	D D	E F		G	Н			K	L	M	N	0	Р	Q	R	S	T	U
CC_HONOLULU_CUSTOMER_ SERVICES	_ CC_HONOLULU_CUSTOMER_SERVIC ES	#	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 Denied in Full	Request Granted/ Denied in Part	The Control of the Co	THE RESERVE OF THE PARTY OF THE	Requester Abandoned or Failed to Pay	UIPA Lawsuit Filed Against Agency
DESCRIPTION of data to be entered in each column	As and Bs in row above. Do this only		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 * <u>before</u> name of requester. At Requester's request, name can be "Anonymous." For personal records, use initials or file #.		If YES, enter	month/day/year		If yes, enter <u>ONLY ONE "x"</u> per another symbol is entered in properly counted in the		in a cell, then data will not be		Enter <u>ONLY</u> <u>ONE date</u> by mo/day/year	Automatically Calculated		than one "x'	NE cell in Columns O thru e "x" or if another symbo properly counted in t nn U may be checked in a		ered in a cell, t	then the data wil	ill not be
					<u>"x"</u> per cell			proper	y counted in th	e column total a	imount.	mo/day/year		C	Inly Column L	J may be ched	ked in addition	n to one of Col	lumns O through	Т.
DESCRIPTION of yello		# of all requests	personal records, use initials or file #.		# 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	mo/day/year # 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# denied due to exception	# partially denied due to exception	# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits
	highlighted rows below.	# of all requests	personal records, use initials or file #. # of businesses/organizations represented by requesters with an *		# of personal		# of notices sent (exclude Acknowledg-	# of Notices, Acknowledg-ments, or completions	# needed initial	# of complex	# of requests with incremental	# of completed	complete ALL		# denied due to	# partially denied due to	# agency unable to respond - no record or	# withdrawn by	# abandoned by requester or no	
TOTA	highlighted rows below. ow "Totals" found below in row 10 →		personal records, use initials or file #. # of businesses/organizations represented by requesters with an * BEFORE names		# of personal records		# of notices sent (exclude Acknowledg-	# of Notices, Acknowledg-ments, or completions w/in 10 workdays	# needed initial clarification	# of complex requests	# of requests with incremental responses	# of completed requests	complete ALL requests	#granted	# denied due to	# partially denied due to exception	# agency unable to respond - no record or	# withdrawn by	# abandoned by requester or no payment	
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V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	Al	AJ	AK	AL	AM	AN	OA	Email@ip@ha
SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time)						The second secon	IVERY COSTS SRS Fees)		TOTAL FEES ALL Re				THE							
V	W	×	Y	Z	AA	AB	AC	AD	AE	AF	AF AG AH AI AJ AK AL AM AN				AN	AO	AP			
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	\$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	TOTAL GROSS Fees & Costs INCURRED for COMPLEX Requests	TOTAL GROSS Fees & Costs INCURRED BUT NOT CHARGED for COMPLEX Requests	\$.01-4.99
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					Estimate	Enter only one "x" in Col. AC in 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 agencopying costs to review & redact. Include only for request only for request on to agencies', contract of the reduction of the		Enter amount paid by requesters, which may be less than Column AI allows	Auton	Automatically calculated		Automatically calculated				
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 S, 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 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	Gross \$ incurred for complex requests	\$ unrecoverable for complex requests	# of payments in yellow 10; Total \$ amount . orange row 11
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June 1, 2016 Questions? Call OIP 586-1400 Email oip@hawaii.gov oip.hawaii.gov/training