UIPA RECORD REQUEST LOG



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DEPT.	AGENCY	(Studies mutice requests are automatically granted/desired attention entering and processing and						FINAL RESOLUTION OF REQUESTS				SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time)						COPY/DELIVERY COSTS TOTAL FEES AND COSTS (Exclude SRS Fees) ALL Requests				Complex Reque			ACTUAL PAYMENTS BY REQUESTERS						DAYS TO COMPLE	E REQUESTS		SEARCH, REVIEW & SEGREGATION HOURS INCURRED						
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