



# UIPA RECORD REQUEST LOG

June 1, 2016  
 Questions?  
 Call OIP 586-1400  
 Email oip@hawaii.gov  
 oip.hawaii.gov/training

1	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
LEGAL RESOLUTION OF 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)		TOTAL FEES ALL Re		
2	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
3	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?	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
4	Enter <u>only ONE</u> cell in Columns O thru T. If YES, enter <u>ONLY ONE</u> "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.						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 <u>only one</u> "x" in Col. AC if public interest waiver is granted. Do <u>not</u> 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
9	# denied due to exception	# partially denied due to exception	# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits	# of search hours	# of review & segregation hours	# of non-chargeable legal hours	# of SRS +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 add'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 personal records costs, but not fees
10	0	0	0	0	0	0	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
11																				
12										0.00	\$0.00		\$0.00			\$0.00				\$0.00
13										0.00	\$0.00		\$0.00			\$0.00				\$0.00
14										0.00	\$0.00		\$0.00			\$0.00				\$0.00
15										0.00	\$0.00		\$0.00			\$0.00				\$0.00



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	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
1	<b>DAYS TO COMPLETE REQUESTS</b>			<b>SEARCH, REVIEW &amp; SEGREGATION HOURS INCURRED</b>							
2	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
3	<b># of Workdays to Complete COMPLEX Requests</b>	<b># of Workdays to Complete NONCOMPLEX, NONPERSONAL RECORD Requests</b>	<b># of Workdays to Complete PERSONAL RECORD Requests</b>	<b># of Search Hours Incurred for ALL Requests</b>	<b># of Search Hours Incurred for COMPLEX Requests</b>	<b># of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests</b>	<b># of Search Hours Incurred for PERSONAL RECORD Requests</b>	<b># of Review &amp; Segregation Hours Incurred for ALL Requests</b>	<b># of Review &amp; Segregation Hours Incurred for COMPLEX Requests</b>	<b># of Review &amp; Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests</b>	<b># of Review &amp; Segregation Hours Incurred for PERSONAL RECORD Requests</b>
4	<b>Automatically calculated</b>			<b>Automatically calculated</b>							
9	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	Review & segregation hours; NONCOMPLEX, NONPERSONAL RECORD requests	Review & segregation hours; PERSONAL RECORD requests
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11											
12											
13											
14											
15											