

DAVID Y. IGE  
GOVERNOR



**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**

201 MERCHANT STREET, SUITE 1700  
HONOLULU, HAWAII 96813  
Oahu (808) 586-7390  
Toll Free 1(800) 295-0089  
www.eutf.hawaii.gov

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DONNA A. TONAKI

January 5, 2022

*Via Email and U.S. Mail*

Mr. R. Brian Black  
The Civil Beat  
Law Center for the Public Interest  
700 Bishop Street, Suite 1701  
Honolulu, HI 96813  
Email: info@civilbeatlawcenter.org

Dear Mr. Black:

This letter is to follow up on our telephone discussion today regarding your letter dated December 27, 2021 and the public records request contained therein. Per our conversation, we are sending you, via email (info@civilbeatlawcenter.org) and enclosed, the records log that you requested.

The EUTF has searched its email account, eutf@hawaii.gov, but it has not been able to find your November 16, 2021 email requesting the UIPA Record Request Log used by the EUTF or your December 6, 2021 email requesting the status of the request.

If possible, if you have any future requests, could you please transmit them through the EUTF website under "Contact Us"/"Send us a message". There is a drop down menu to specifically identify the message as a UIPA request. This would greatly help to facilitate your request.

Thank you for your time and consideration on this matter.

Sincerely,

A handwritten signature in blue ink, appearing to be "Derek Mizuno".

Derek Mizuno  
*Administrator*

# UIPA RECORD REQUEST LOG

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

1	A	B	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)		M	N	O		
2	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
3	DEPT.	AGENCY	#	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	
4	<b>DESCRIPTION</b> of data to be entered in each column	Start Log by selecting the department and agency from the drop-down list in boxes A3 and B3 in row above. Do this only once; do not enter data into the highlighted rows below.		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 <u>ONLY ONE</u> "x" per cell	Enter <u>ONLY ONE</u> date by month/day/year			If yes, enter <u>ONLY ONE</u> "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 <u>ONLY ONE</u> date by mo/day/year	Automatically Calculated	Check If more Or	
9	<b>DESCRIPTION</b> of yellow "Totals" found below in row 10 →		# 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	
10	0	0	7	7		0	7	7	0	0	3	0	3	17	3	
11	<b>AVERAGES</b> in this row →													5.67		
12	<b>ENTER AGENCY DATA IN WHITE CELLS ONLY</b>		1	*Open Minds	LB		7/2/20	7/10/20					07/10/20	7	x	
13			2	*Falkenberg Ives LLP	LB		8/3/20	8/19/20				x				
14			3	*Anjitha Mahadevan	LB		8/24/20	8/25/20						08/25/20	2	x
15			4	*FOIA Group, Inc.	LB		10/19/20	10/19/20				x				
16			5	*Laura Rich	LB		8/20/20	8/25/20								
17			6	*FOIA Group, Inc.	LB		11/4/20	11/20/20				x				

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[oip.hawaii.gov/training](http://oip.hawaii.gov/training)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
18			7	*Gar Chung	LB		12/28/20	1/6/21					01/06/21	8	x

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1	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI		
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 (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	<p style="color: red; font-size: small;">Enter <u>only ONE</u> cell in Columns O thru T. If YES, enter <u>ONLY ONE "x"</u> 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.</p>						<p style="color: red; font-size: small;">Enter in <u>15-minute increments</u> 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 &amp; #VALUE! will show in Col. Y and elsewhere</p>			<p style="color: red; font-size: small;">Automatically calculated</p>		<p style="color: red; font-size: small;">Estimate</p>		<p style="color: red; font-size: small;">Enter <u>only one "x"</u> 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</p>			<p style="color: red; font-size: small;">Automatically calculated. Negative red amount does NOT mean that a refund is due.</p>		<p style="color: red; font-size: small;">INCLUDE agency's copying costs to review &amp; redact. Gross should be greater than or equal to net costs.</p>	<p style="color: red; font-size: small;">EXCLUDE agency's copying costs to review &amp; redact. Include costs only for requesters', not agencies', copies. Net should be less than or equal to gross costs.</p>	<p style="color: red; font-size: small;">Enter amount paid by requesters, which may be less than Column AI allows</p>	<p style="color: red; font-size: small;">Automatically calculated</p>
9																						
10	0	0	0	0	2	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	\$0.00	
11																						
12							0.00	0.00	0.00	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		\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
15					x					0.00	\$0.00		\$0.00			\$0.00					\$0.00	
16					x					0.00	\$0.00		\$0.00			\$0.00					\$0.00	
17										0.00	\$0.00		\$0.00			\$0.00					\$0.00	

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	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
18										0.00	\$0.00		\$0.00			\$0.00	\$0.00	\$0.00		\$0.00









