



# 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
2	NAL 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)		
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
6	# denied due to exception	# partially denied due to exception	# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits	# of search hours	# of review & segregation hours	# of non-chargeable legal hours	# of SRS +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 addtl 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
7	0	0	1	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
8																			
9			X							0.00	\$0.00		\$0.00		\$0.00				
10										0.00	\$0.00		\$0.00		\$0.00				
11										0.00	\$0.00		\$0.00		\$0.00				
12										0.00	\$0.00		\$0.00		\$0.00				

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1	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
	TOTAL FEES AND COSTS ALL Requests			TOTAL FEES AND COSTS Complex Requests Only				ACTUAL PAYMENTS BY REQUESTERS						
2	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
3	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	\$5-49.99	\$50-99.99	\$100-499.99	\$500-999.99	\$1000 - 9999.99	10,000+
6	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 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
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	0	0	0	0
8														
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							

