

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	
ADMINISTRATIVE 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)			
2	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	
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	
4	<p>Check only ONE cell in Columns O thru T. If YES, enter ONLY ONE "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.</p>						<p>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</p>			Automatically calculated		Estimate	<p>Enter only one "x" in Col. AC if public interest waiver is granted. Do not enter anything in purple cells indicating personal record request, or in blue Col. AB</p>			Automatically calculated. Negative red amount does NOT mean that a refund is due.		<p>INCLUDE agency's copying costs to review & redact. Gross should be greater than or equal to net costs.</p>	<p>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.</p>	Enter amount paid by requesters, which may be less than Column AI allows
9	# denied due to exception	# partially denied due to exception	# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits	# of search hours	# of review & segregation hours	# of non-chargeable legal hours	# of SRS +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 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	
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	
11																				
12										0.00	\$0.00		\$0.00			\$0.00				
13										0.00	\$0.00		\$0.00			\$0.00				
14										0.00	\$0.00		\$0.00			\$0.00				
15										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+
4	Automatically calculated			Automatically calculated				Automatically calculated						
9	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
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	0	0	0	0
11														
12	\$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	\$0.00	\$0.00							
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							

