_	A	В	С	2	-	-	G				K		М	N	0
1	DEPT.	AGENCY		AL ine requests are automatically granted/denied without certificates, police a		y review, such	S n as agency broc		nool transcripts,	birth/marriage	COMPLEX	REQUESTS Circumstances)	M	N	FI
2	A	В	С	D	E	F	G	Н	I	J	К	L	М	N	0
3			#	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	DESCRIPTION of data to be entered in each column	ONLY ONE		Litter OIVET	ter <u>ONLY ONE date</u> by month/day/year If yes, enter <u>ONLY ONE "x"</u> per another symbol is entered in the				ta will not be	Enter <u>ONLY</u> <u>ONE date</u> by mo/day/year	Automatically Calculated	<u>Chr</u> If mor			
9	DESCRIPTION of ye	ellow "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 Acknowledg- ments)	# of Notices, Acknowledg-ments, 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	11	0		0	10	0	1	0	0	0	3	24	0
11	AVERA	AGES in this row 🔿												8.00	
12			1	Mark Hyde											
13			2	Anmarie Mabutt	MA	no	1/24/22		х		0		02/03/22	9	
14	ENTER AGENCY DATA	A IN WHITE CELLS ONLY	3	Anmarie Mabutt	DB		2/7/22								
15			4	Anmarie Mabutt	DB		2/9/22								

	Р	0	R	S	T	U	V	W	Х	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	NAL RESO	LUTION O	F REQUESTS	5			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	Р	Q	R	S	Т	U	V	W	Х	Y	Z	AA	AB	AC	AD	AE	AF	AG	АН
	Request Denied in Full	Request Granted/ Denied in Part	-	Requester Withdrew	Requester Abandoned or Failed to Pay	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre- gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL GROSS SRS Fees Incurred	Foos Incurred	\$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
: 1	ck only ONE cell in Columns O thru T. If YES, enter ONLY ONE "x" in the cell. 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. nly Column U may be checked in addition to one of Columns O through T.				.25 = 15 min m Use period, decimals, or	inute incremer utes; .50 = 30 r in.; 1.0 = 1 hor not comma, wh amount will no E! will show in elsewhere	min.; .75 = 45 ur. hen entering of be counted		natically Ilated	Estimate	public inte granted. anything i indicating p	e "x" in Col. AC if rest waiver is Do <u>not</u> enter n purple cells ersonal record in blue Col. AB	red amount does	lculated. Negative s NOT mean that a l 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		
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 addt'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
9		denied due to	to respond - no record or		requester or no	# of lawsuits	# of search hours	segregation	chargeable legal		incurred; excludes nonchargeable		when SRS hours are entered; no	interest fee waivers when SRS hours are entered; no	PERSONAL records	chargeable; excludes negative \$, legal review, personal	1.77	1.77	
9 10 11	exception	denied due to exception	to respond - no record or summary	requester	requester or no payment			segregation hours	chargeable legal hours	hours	incurred; excludes nonchargeable personal records	addt'l fees	when SRS hours are entered; no fractions	interest fee waivers when SRS hours are entered; no fractions	PERSONAL records fees; NO positive \$	chargeable; excludes negative \$, legal review, personal records \$	incurred	chargeable	requesters
9 10 11 12	exception	denied due to exception	to respond - no record or summary	requester	requester or no payment			segregation hours	chargeable legal hours	0.00 0.00	incurred; excludes nonchargeable personal records \$0.00	addt'l fees	when SRS hours are entered; no fractions 0.00 \$0.00	interest fee waivers when SRS hours are entered; no fractions	PERSONAL records fees; NO positive \$	chargeable; excludes negative \$, legal review, personal records \$	incurred	chargeable	requesters
9 10 11 12 13	exception	denied due to exception	to respond - no record or summary	requester	requester or no payment			segregation hours	chargeable legal hours	0.00	incurred; excludes nonchargeable personal records	addt'l fees	when SRS hours are entered; no fractions	interest fee waivers when SRS hours are entered; no fractions	PERSONAL records fees; NO positive \$	chargeable; excludes negative \$, legal review, personal records \$ \$0.00	incurred	chargeable	requesters

	Al	AJ	AK	AL	AM	AN	AO	AP	AO	AR	AS	AT	AU	AV	
TOTAL FEES AND COSTS ALL Requests				TOTAL FEES Complex Re					ACTUAL	PAYMENTS BY REC	UESTERS				
2	Al	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	
CH	TOTAL IET Fees & Costs HARGEABLE 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	Fees & Costs	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				Automatical	ly calculated	ı	Automatically calculated							
and incl	et \$ chargeable for fees d costs for ALL requests; cludes 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	
and incl	d costs for ALL requests; cludes personal records	requests; includes nonchargeable legal and other fees, personal records costs, and gross						10; Total \$ amount in	10; Total \$ amount in	10; Total \$ amount in	10; Total \$ amount in				
and incl	d costs for ALL requests; cludes personal records costs, but not fees	requests; includes nonchargeable legal and other fees, personal records costs, and gross copy costs	requests	complex requests	complex requests	complex requests	complex requests	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	
and incl	d costs for ALL requests; cludes personal records costs, but not fees \$0.00	requests; includes nonchargeable legal and other fees, personal records costs, and gross copy costs	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	
and incl	d costs for ALL requests; cludes personal records costs, but not fees \$0.00 \$0.00 \$0.00	requests; includes nonchargeable legal and other fees, personal records costs, and gross copy costs \$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	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	
and incl	d costs for ALL requests; cludes personal records costs, but not fees \$0.00	requests; includes nonchargeable legal and other fees, personal records costs, and gross copy costs	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	10; Total \$ amount in orange row 11	

_	A)4/	AV	AV.	4.7	24	200	DC.	20	D.F.	D.F.	nc	811	
\vdash	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	
1		DAYS TO COMP	LETE REQUESTS		SEARCH, REVIEW & SEGREGATION HOURS INCURRED								
2	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	
3	# of Workdays to Complete ALL Requests	# of Workdays to Complete COMPLEX Requests	# of Workdays to Complete NONCOMPLEX, NONPERSONAL RECORD Requests	# of Workdays to Complete PERSONAL RECORD Requests	# of Search Hours Incurred for ALL Requests	# of Search Hours Incurred for COMPLEX Requests	# of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Search Hours Incurred for PERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for ALL Requests	# of Review & Segregation Hours Incurred for COMPLEX Requests	# of Review & Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for PERSONAL RECORD Requests	
4		Automatical	ly calculated	l	Automatically calculated								
9	# of days to complete; ALL requests	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	24.00	0.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11	8.00		8.00										
12													
13	9		9										
14													