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

UIPA RECORD REQUEST LOG

DEPT.	AGENCY	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)		FINAL RESOLUTION OF REQUESTS	
A	B	C	D	E	F	G	H	I	J	K	L	M	N
SOH_LABOR_AND_INDUSTRIAL_RELATIONS	SOH/ LABOR & INDUSTRIAL RELATIONS/ HAWAII LABOR RELATIONS BOARD/ DLIR-HLRB	#	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
DESCRIPTION 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 ONLY ONE "x" per cell	Enter ONLY ONE date by month/day/year		If yes, enter ONLY ONE "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 ONLY ONE date by mo/day/year	Automatically Calculated
DESCRIPTION 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 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
SOH_LABOR_AND_INDUSTRIAL_RELATIONS	SOH/ LABOR & INDUSTRIAL RELATIONS/ HAWAII LABOR RELATIONS BOARD/ DLIR-HLRB	20	0		0	20	20	0	0	0	0	0	20
AVERAGES in this row ➔													#DIV/0!
ENTER AGENCY DATA IN WHITE CELLS ONLY		1	Sheila Tateishi			1/1/00	1/2/18	1					1
		2	Keani Alapa, Esq.			1/1/00	1/3/18	1					1
		3	Clark Hirota			1/1/00	01/04/18	1					1
		4	Russell "Val" Valparaiso			1/1/00	01/09/18	1					1
		5	Margaret Walker			1/1/00	01/15/18	1					1
		6	Margaret Walker			1/1/00	01/17/18	1					1
		7	Margaret Walker			1/1/00	01/22/18	1					1
		8	Sheila Tateishi			1/1/00	01/26/18	1					1
		9	**Margaret Walker**			1/1/00	02/09/18	1					1
		10	Gordon Pang			1/1/00	02/09/18	1					1
		11	Margaret Walker			1/1/00	02/12/18	1					1
		12	Jasmine Kapesi			1/1/00	02/15/18	1					1
		13	Rachael A. Raquino			1/1/00	03/16/18	1					1
		14	Diamond Badajos, KITV			1/1/00	3/26/18	1					1
		15	Diamond Badajos, KITV			1/1/00	4/4/18	1					1
		16	Wade C. Zukeran			1/1/00	4/6/18	1					1
		17	Noel P. Cheung			1/1/00	4/13/18	1					1
		18	Diamond Badajos, KITV			1/1/00	4/24/18	1					1
		19	David Hara, FBI			1/1/00	4/19/18	1					1
		20	Nick Grube			1/1/00	5/24/18	1					1

#	FINAL RESOLUTION OF REQUESTS							SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time)									
	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
	Request Granted in Full	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/ Segre-gation 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
	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.							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 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		Automatically calculated. Negative red amount does NOT mean that a refund is due.	
	# granted	# 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 $
Totals	0	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
AVERAGES								#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
1											0.00	$0.00		$0.00			$0.00
2											0.00	$0.00		$0.00			$0.00
3											0.00	$0.00		$0.00			$0.00
4											0.00	$0.00		$0.00			$0.00
5											0.00	$0.00		$0.00			$0.00
6											0.00	$0.00		$0.00			$0.00
7											0.00	$0.00		$0.00			$0.00
8											0.00	$0.00		$0.00			$0.00
9											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
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
16											0.00	$0.00		$0.00			$0.00
17											0.00	$0.00		$0.00			$0.00
18											0.00	$0.00		$0.00			$0.00
19											0.00	$0.00		$0.00			$0.00
20											0.00	$0.00		$0.00			$0.00

#	COPY/DELIVERY COSTS (Exclude SRS Fees)		TOTAL FEES AND COSTS ALL Requests				TOTAL FEES AND COSTS Complex Requests Only				ACTUAL PAYMENTS BY REQUESTERS						
	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
	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	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+
	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			Automatically calculated				Automatically calculated						
	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	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
Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0	0	0	0	0	0	0
AVERAGES	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
1				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
2				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
3				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
4				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
5				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
6				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
7				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
8				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
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							
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							
16				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
17				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
18				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
19				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							
20				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00							

#	DAYS TO COMPLETE REQUESTS				SEARCH, REVIEW & SEGREGATION HOURS INCURRED								
	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	
	# 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	Routine Requests
	Automatically calculated				Automatically calculated								
	# 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	Agency's total number of routine requests
Totals	20.00	0.00	20.00	0.00	5.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	
AVERAGES	1.00	#DIV/0!	1.00	#DIV/0!	0.38	#DIV/0!	0.38	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
1	1		1										
2	1		1		0.25		0.25						
3	1		1		0.50		0.50						
4	1		1		0.25		0.25						
5	1		1		0.25		0.25						
6	1		1		0.50		0.50						
7	1		1		0.25		0.25						
8	1		1		0.50		0.50						
9	1		1		0.25		0.25						
10	1		1		0.50		0.50						
11	1		1		0.50		0.50						
12	1		1		0.50		0.50						
13	1		1		0.50		0.50						
14	1		1		0.25		0.25						
15	1		1										
16	1		1										
17	1		1										
18	1		1										
19	1		1										
20	1		1										

UIPA RECORD REQUEST LOG

	A	B	C–J	K–L	M–N	O–U	V–AB	AC–AH	AI–AL	AM–AO	AP–AV	AW–AZ	BA–BH	BI–BP
1	DEPT.	AGENCY	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)	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 AND COSTS ALL Requests	TOTAL FEES AND COSTS Complex Requests Only	ACTUAL PAYMENTS BY REQUESTERS	DAYS TO COMPLETE REQUESTS	SEARCH, REVIEW & SEGREGATION HOURS INCURRED
2	SOH_LABOR_AND_INDUSTRIAL_RELATIONS	SOH/ LABOR & INDUSTRIAL RELATIONS/ HAWAII LABOR RELATIONS BOARD/ DLIR-HLRB	#	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 Civil Incorporate Responses?	Date Completed / # of Workdays to Complete / Request Granted in Full / 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/ Segre-gation Hours / Actual Legal Review Hours / TOTAL Actual SRS & Legal Review Hours / TOTAL GROSS SRS Fees Incurred / Additional Response Fees Incurred But Not Chargable	$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 / 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+	# 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
3	DESCRIPTION of data to be entered in each column	Start Log by selecting the department and agency from the drop-down list in boxes A1 and B1 in row above. Do this only once; do not enter data into the highlighted rows below.	# of requests on behalf of a for-profit or non-profit organization, business, law firm, insurance company, newspaper/TV/radio station, or other commercial entity, plus an annual "Total" count of requesters. Or Requesters can be "Anonymous" or "Personal" for personal records, an initials or file #. / Initials ok / IF YES, enter ONLY ONE "X" per cell / Enter ONLY ONE date by month/day/year	If yes, enter ONLY ONE "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 ONLY ONE date by mo/day/year / Automatically Calculated / Check only ONE cell in Columns O-Ubo 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.	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 & PARLEST will show in Col. Y and elsewhere / Automatically calculated / Estimate / Enter only one "X" in Col. AC. If public interest waiver is granted. Do not enter anything in purple cells indicating personal record requests, or in blue Col. AB	INCLUDE agency's copying costs to review & redact, unless charged to requester. Exclude postage, unless charged to red-cons. / EXCLUDE agency's copying costs to review & redact. Include copying costs for requesters only if agencies' costs, "less should be less than or equal to gross costs.	Enter amount paid by requesters, which may be less than Column AI allows / Automatically calculated	Automatically calculated	Automatically calculated	Automatically calculated	Automatically calculated
4	DESCRIPTION of yellow "Totals" found below in row 10 ➔	# of all requests / # of businesses/organizations represented by requesters with an "* AROUND series	# of personal records / # of requests / # of notices sent (include subsequent monthly reports) / # of Notices, Acknowledgments, or completions sent 20 workdays / # needed initial clarifications	# of complex requests / # of requests with incremental responses	# of completed requests / # of workdays to complete ALL requests / # granted / # denied due to exception / # denied due to exception / # partially denied due to exception / # agency unable to respond - no records / summary / # withdrew 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 personal records / personal records	Non-chargeable ADD'l fees / # of 240 waivers when SRS hours are entered in 15 fractions / # of 240 waivers when SRS hours are entered in fractions / Non-chargeable PERSONAL records fees, NO entries $ / Net SRS fees chargeable, excludes requestor $, legal reviews, 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 / Gross $ incurred for ALL requests; includes non-chargeable legal and personal records fees, records costs, and gross copy costs	$ actually paid by requesters / Net $ chargeable for complex requests / Gross $ incurred for complex requests / $ unrecoverable for complex requests	$ actually paid by requesters / $ unrecoverable for all requests	# of payments in yellow row 10; Total $ amount in orange row 1 / # of payments in yellow row 10; Total $ amount in orange row 1 / # of payments in yellow row 10; Total $ amount in orange row 1 / # of payments in yellow row 10; Total $ amount in orange row 1 / # of payments in yellow row 10; Total $ amount in orange row 1 / # of payments in yellow row 10; Total $ amount in orange row 1 / # of payments in yellow row 10; Total $ amount in orange row 1	# of days to complete ALL requests / Days to complete COMPLEX request only / Days to complete NONCOMPLEX requests / Days to complete PERSONAL RECORD requests	Search hours ALL request / Search hours COMPLEX request / Search hours NONCOMPLEX, NONPERSONAL RECORD request / Search hours PERSONAL RECORD request / Review & segregation hours, ALL requests / Review & segregation hours, COMPLEX requests / Review & segregation hours, NONCOMPLEX, NONPERSONAL RECORD requests / Review & segregation hours, PERSONAL RECORD requests
5	SOH_LABOR_AND_INDUSTRIAL_RELATIO	SOH/ LABOR & INDUSTRIAL RELATIONS/ HAWAII LABOR RELATIONS BOARD/ DLIR-HLRB	13	0	0 / 13 / 13 / 0 / 0	0 / 0 / 13 / 13 / 0 / 0 / 0 / 0	0 / 0 / 0 / 0 / 0 / 0 / 0 / 0 / 0	0.27 / 0.00 / 0.00 / 0.27 / $2.65 / $0.00 / 2.00 / 0.00 / $0.00 / $0.00	$0.00 / $0.00	$0.00 / $0.00 / $2.65 / $2.65	$0.00 / $0.00 / $0.00 / $0.00	0 / 0 / 0 / 0 / 0 / 0 / 0	13.00 / 0.00 / 13.00 / 0.00	5.25 / 0.00 / 5.25 / 0.00 / 0.00 / 0.00 / 0.00 / 0.00
6	AVERAGES ➔ Do this row ➔				1.00		0.13 / #DIV/0! / #DIV/0! / 0.13 / $1.33 / #DIV/0! / 1.00 / #DIV/0! / #DIV/0!	#DIV/0! / #DIV/0!	#DIV/0! / #DIV/0! / $1.33 / $1.33	#DIV/0! / #DIV/0!	$0.00 / $0.00	1.00 / #DIV/0! / 1.00 / #DIV/0!	0.38 / #DIV/0! / 0.38 / #DIV/0! / #DIV/0! / #DIV/0! / #DIV/0! / #DIV/0!
7	ENTER AGENCY DATA IN WHITE CELLS ONLY		1	1/1/0 / 1/31/	1 / 1	01/17/17 / 1	0.25 / $2.50 / $150.00 / $277.50					1	0.25	0.25
8			2	1/1/0 / 7/28/	1 / 1	07/29/17 / 1	0.00 / $0.25 / $150.00 / $149.50					1	0.25	0.25
9			3	1/1/0 / 10/28/17	1	10/28/17 / 1	0.50 / $0.50					1	0.50	0.50
10			4	1/1/0 / 09/22/17	1	09/22/17 / 1	0.25 / $0.25					1	0.25	0.25
11			5	1/1/0 / 04/25/17	1	04/25/17 / 1	0.25 / $0.25					1	0.25	0.25
12			6	1/1/0 / 05/31/17	1	05/31/17 / 1	0.50 / $0.50					1	0.50	0.50
13			7	1/1/0 / 09/05/17	1	09/05/17 / 1	0.25 / $0.25					1	0.25	0.25
14			8	1/1/0 / 09/19/17	1	09/19/17 / 1	0.50 / $0.50					1	0.50	0.50
15			9	1/1/0 / 09/29/17	1	09/29/17 / 1	0.25 / $0.25					1	0.25	0.25
16			10	1/1/0 / 10/26/17	1	10/26/17 / 1	0.50 / $0.50					1	0.50	0.50
17			11	1/1/0 / 10/26/17	1	10/26/17 / 1	0.50 / $0.50					1	0.50	0.50
18			12	1/1/0 / 12/21/17	1	12/21/17 / 1	0.50 / $0.50					1	0.50	0.50
19			13	1/1/0 / 12/27/17	1	12/27/17 / 1	0.50 / $0.50					1	0.50	0.50