

# UIPA Record Request Log

## CHECKLIST FOR AGENCIES

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**Instructions:** Before submitting your agency's completed UIPA Record Request Log to OIP, please review the data entries and complete this checklist. Please submit your completed Log and checklist to OIP ([ois@hawaii.gov](mailto:ois@hawaii.gov)) by the January 31 and July 31 deadlines each year. OIP will upload your Log totals and routine requests estimate to the Master Log on [data.hawaii.gov](http://data.hawaii.gov). Thank you!

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The attached UIPA Log is for:

State X, or County: Honolulu\_\_\_ Hawaii\_\_\_ Kauai\_\_\_ Maui\_\_\_

Department: Land and Natural Resources

Agency: State Historic Preservation Division

FY: 2019

For requests received from July 1 thru June 30 X (due July 31),  
or July 1 through December 31, 2018\_\_\_\_\_ (due January 31).

1. **Routine requests:** Enter the estimated number of **routine** record requests received by your agency: 65. Routine requests are requests that were made orally, did not require a UIPA response, or were automatically granted or denied without supervisory review. Routine requests do not include subpoenas.

**Check off each box below, after you have reviewed the Log entries for each checklist item.**  
In Word, just click on the box to add an X to the box. To remove the X, click the box again.

2. Used the **correct Log form** for the correct FY, which can be found on OIP's training page (<http://ois.hawaii.gov/laws-rules-opinions/uipa/uipa-record-request-log/>). Did **not** use the **Sample** Log.

3. Used the drop-down lists to enter **department name** and **agency name** in columns A & B.

4. Entered data in the **white cells** only. Did **not** enter data in the colored cells, which are automatically calculated by the Log. Followed **instructions** on the Log, including drop-down instructions in row 3 (column titles).

- 5. Requester name:** Added an asterisk (\*) **before** the name in column D if it could be determined that the requester represented a for-profit or non-profit organization, law firm, media company, or other business. Can be “Anonymous” at requester’s request.
- 6. Personal record request:** Entered an “x” in column F if the request was for a **personal** record “about” the individual requesting the record.
- 7. Date agency received request:** Entered the date by month/day/year (e.g., 7/1/15) in column G. The date received falls within the period being reported on the Log.
- 8. Date agency sent notice; initial response sent within 10 work days; initial clarification needed:** Entered the date the agency sent its notice or acknowledgement to requester in column H. Entered an “x” in column I if the agency sent its initial response within 10 work days. Entered an “x” in column J if agency needed initial clarification of a request.
- 9. Complex requests:** Entered an “x” in column K if request involved extenuating circumstances or voluminous records. Also entered an “x” in column L if agency responded in increments.
- 10. Date completed:** Entered the date that the agency made the records available or gave its final response to a request in column M. Followed the drop-down instructions.
- 11. Final resolution of requests:** Each request has **only one final outcome**, so there is only one “x” entered between columns O through T. Followed the drop-down instructions.
- 12. UIPA lawsuits:** Entered an “x” in column U, if a UIPA lawsuit was filed against the agency by a requester.
- 13. Search, review & segregation (SRS), and legal review hours:** Entered the hours in 15-minute increments (columns V, W, X); .25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes, 1.0 = 1 hour. Followed the drop-down instructions.
- 14. Additional response fees:** Entered an estimated amount in column AA if non-chargeable fees were incurred to respond to a request, such as attorney fees or court costs.
- 15. Fee waivers:** Entered a **\$30 fee waiver** (normal waiver) in column AB, **OR a \$60 fee waiver** (if request meets the public interest requirements) in column AC, for **each request received**. No fee waivers were entered in the purple colored boxes in columns AB and AC, because **personal** requests are not subject to SRS fees. Entered the waiver in the white boxes, even if no fees were incurred or charged, or the fees were less than the \$30 or \$60 waiver, and regardless of how requests were completed. Waivers are for **fees** only, **not** costs.
- 16. Copy/delivery costs:** Entered both the **gross** copy and delivery costs **incurred** in column AF, and the **net** copy and delivery costs **chargeable** in column AG. Followed the drop-down instructions.
- 17. Total fees and costs paid by requester:** Entered the amount actually paid by requester in column AH.