

JIPA RECORD REQUEST LOG

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

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	
FINAL RESOLUTION OF REQUESTS																			
1	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	
2	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	
3	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	JIPA 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	
4	Enter ONLY ONE date by mo/day/year	Automatically Calculated	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		Automatic Negative red a mean that a
9																			
10	12	144	7	1	4	0	0	0	0	7.00	10.50	0.00	17.50	\$280.00	\$100.00	7.00	0.00	\$0.00	
11		12.00								1.00	2.10		2.50	\$40.00	\$100.00				
12	02/26/19	15			X					0.50	0.50		1.00	\$15.00					
13	05/29/19	11			X					0.50	0.50		1.00	\$15.00					
14	06/18/19	3	X										0.00	\$0.00	\$100.00	\$0.00		\$0.00	
15	05/21/19	28	X										0.00	\$0.00				\$0.00	
16	05/03/19	22	X							2.00	8.75		10.75	\$185.00				\$0.00	
17	06/28/19	2	X							0.25			0.25	\$2.50				\$0.00	
18	05/20/19	9			X								0.00	\$0.00				\$0.00	
19	04/09/19	10			X					3.00			3.00	\$30.00				\$0.00	
20	05/23/19	20	X										0.00	\$0.00				\$0.00	
21	03/19/19	8	X							0.25	0.25		0.50	\$7.50				\$0.00	
22	02/22/19	12	X							0.50	0.50		1.00	\$15.00				\$0.00	
23	04/17/19	4			X								0.00	\$0.00				\$0.00	
24													0.00	\$0.00				\$0.00	
25													0.00	\$0.00				\$0.00	

UIPA RECORD REQUEST LOG

	BD	BE	BF	BG	BH
REVIEW & SEGREGATION HOURS INCURRED					
1					
2	BD	BE	BF	BG	BH
3	# 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	Automatically calculated				
9	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	0.00	10.50	9.75	0.75	0.00
11		2.10	3.25	0.38	
12		0.50	0.50		
13		0.50		0.50	
14					
15					
16		8.75	8.75		
17					
18					
19					
20					
21		0.25		0.25	
22		0.50	0.50		
23					
24					
25					