

UIPA RECORD REQUEST LOG

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

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB			
FINAL RESOLUTION OF REQUESTS																			
1 REQUESTS (Circumstances)	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB			
Agency Gave Incremental 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/ 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			
3	Enter <u>ONLY ONE</u> date by mo/day/year	Automatically Calculated	Check only ONE cell in Columns O thru T. If YES, enter <u>ONLY ONE</u> "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 if public info granted. anything indicating P request, or
# of requests with incremental responses	# of completed requests	# of workdays to complete ALL requests	# 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# denied due to exception	# partially denied due to exception	# agency unable to respond - no record or summary	# withdrawn by requester	# abandoned by requester or no payment	# of lawsuits	# of search hours	# of review & segregation hours	# of non-chargeable legal hours	# of SRS +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 addtl fees	# of \$30 waivers when SRS hours are entered; no fractions			
0	6	68	3	0	2	1	0	0	0	1.65	1.65	0.00	3.30	\$49.50	\$0.00	3.00			
11	11.33	11.33								0.55	0.55	1.10	\$16.50						
12	07/06/18	2	X						0.15	0.15	0.30	\$4.50			(\$30.00)				
13	11/01/18	10	X						0.50	0.50	1.00	\$15.00			(\$30.00)				
14	11/21/18	3				X						0.00	\$0.00		\$0.00				
15	11/13/18	32			X							0.00	\$0.00		\$0.00				
16	12/26/18	8	X									0.00	\$0.00		\$0.00				
17	08/27/18	13			X				1.00	1.00	2.00	\$30.00			(\$30.00)				
18												0.00	\$0.00		\$0.00				
19												0.00	\$0.00		\$0.00				
20												0.00	\$0.00		\$0.00				

