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

20	19	18	1 16	15	14	lii	ij	11	10	φ	4	w	2	1	F
					ENTER AGENCY DATA		The state of the s	AVERAGES	SOH_HUMAN_SERVICES	DESCRIPTION of yellow	DESCRIPTION of data to be entered in each column	SOH_HUMAN_SERVICES	A	DEPT.	>
					ENTER AGENCY DATA IN WHITE CELLS ONLY			ES in this row 🏓	SOH/ HUMAN SERVICES/ HAWAII PUBLIC HOUSING AUTHORITY/ HHA	DESCRIPTION of yellow "Totals" found below in row 10 →	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.	SOH/ HUMAN SERVICES/ HAWAII PUBLIC HOUSING AUTHORITY/ HHA	<b>.</b>	AGENCY	8
. 9	8	7	5	4	3	2	T	B. S. S. S.	6	# of all requests		#	C	(Exclude routi	0
		i yiei vvaiiii, naycom Media	*R. Brain Black, Civil Beat Law Center	*Philip Tegeler, Pverty and Race Research Action Council	Lauren Kirchner	*Ken Deloian, SmartProcure, Inc	*Mae Dangcalan, ConstructConnect	日本 日	5	# of businesses/organizations represented by requesters with an * BEFORE names	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 #.	Requester Name or File #	D	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.)	O O
		90	SB	SB	RB	RTS	RTS				Initials ok	Employee ID	=	L WRITTER out supervisor ccident or the	Е
									0	# of personal records	If YES, enter ONLY ONE "x" per cell	Personal Records Request?	F	ALL WRITTEN REQUESTS ithout supervisory review, such a accident or theft reports. Excl	F
		91/5/8	12/17/18	10/1/18	11/18/18	10/19/18	7/5/18	Mary States	6	# of requests	Enter <u>ONLY</u> month/	Date Agency Received Request	9	S n as agency brood clude subpoena	6
		8/2//18	12/26/18	11/13/18	11/21/18	10/29/18	7/6/18	R + 86 (87) - 5	6	# of notices sent (exclude Acknowledg- ments)	Enter <u>ONLY ONE date</u> by month/day/year	Date Agency's Notice Was Sent	H	:hures/forms, so	Ι
			×		×	×	×		4	# of Notices, Acknowledg-ments or completions w/in 10 workdays	If yes, enter <u>C</u> another syn	Agency's Initial Response Sent Within 10 Work Days	Access dealers	thool transcripts,	1
									0	, # needed initial clarification	If yes, enter <u>ONLY ONE "x"</u> per cell. If more th another symbol is entered in a cell, then dat properly counted in the column total a	Request Needed Initial Clarification	,	, birth/marriage	ı
		×		×					2	# of complex requests	r cell. If more than a cell, then dat e column total a	Complex Request?	×	COMPLEX (Extenuating (	*

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20	19	128	17	16	15	14	13	12	E	10	υ ·	4	w	2	1	$\square$
									12 -2 -4	0	# of requests with incremental responses	n one "x" or if . a will not be mount.	Agency Gave Incremental Responses?	The second second	REQUESTS froumstances)	L
			08/27/18	12/26/18	11/13/18	11/21/18	11/01/18	07/06/18		6	# of completed requests	Enter <u>QNLY</u> <u>QNE date</u> by mo/day/year	Date Completed	X		Z
			13	8	32	3	10	2	11.33	68	# of workdays to complete ALL requests	Automatically Calculated	# of Workdays to Complete	2		Z
				×			×	×		3	#granted	<u>Che</u> If more	Request Granted in Full	0		0
										0	# denied due to exception	ck only ONE ( than one "x'	Request Denied in Full	P	NAL RESO	ρ
			×		×				HALL SE	2	# partially denied due to exception	cell in Column or if anothe properiy cou J may be che	Request Granted/ Denied in Part	Q	LUTIONO	0
						×			S 17.158.71	1	# agency unable to respond - no record or summary	s O thru T. If r symbol is eni nted in the col cked in additio	Agency Ultimately Unable to Respond	<b>50</b>	FINAL RESOLUTION OF REQUESTS	R
										0	# withdrawn by requester	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.	Requester	S	5	5
									# 1 TO THE R. P. LEWIS CO., LANSING, MICH.	0	# abandoned by requester or no payment	Y ONE "x" in th hen the data w unt. umns O throug	Requester Abandoned or Failed to Pay	S. W. P. C.		-
									S 250 - 100	0	# of lawsuits	vill not be	UIPA Lawsuit Filed Against Agency?	C		U
			1.00				0.50	0.15	0.55	1.65	# of search hours	Enter in 15-m .25 = 15 minu m Use period, decimals, or & #VALUI	Actual Search Hours	RESERVED A POSSESSE		٧
			1.00				0.50	0.15	0.55	1.65	# of review & segregation hours	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 & #VALUEI will show in Col. Y and elsewhere	Actual Review/ Segre- gation Hours	W		W
									To Water High	0.00	# of non- chargeable legal hours	min.; ,75 = 45 pur. then entering ot be counted Col. Y and	Actual Legal Review Hours	×	(No S	×
0.00	0.00	0.00	2.00	0.00	0.00	0.00	1.00	0.30	1.10	3.30	# of SRS + legal hours		TOTAL Actual SRS & Legal Review Hours	Υ	SEAR( RS fees chargea	Υ
\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$15.00		\$16.50	\$49.50	SRS grass fees incurred; excludes nonchargeable personal records	Automatically calculated	TOTAL GROSS SRS Fees Incurred	Remodel Zerosen	CH, REVIEW,	Z
									THE STREET	\$0.00	Nonchargeable addt'l fees	Estimate	Additional Response Fees Incurred But Not Chargeable	AA	SEARCH, REVIEW, SEGREGATION I (No SRS fees chargeable for personal records request)	AA
\$0.00	\$0.00	\$0.00	(\$30.00)	\$0.00	\$0.00	\$0.00	(580.00)	(\$30.00)		3.00	# of \$30 waivers when \$RS hours are entered; no fractions	Enter only or if public int granted. anything in indicating prequest, or	\$30 Fee Waiver	АВ	N FEES (SRS ests, but kee	AB

\$0.00	\$0,00	\$0.00	\$0.00	\$0.00	\$0.00				90.00			20
\$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			18
\$83.50	\$0.00	\$0.00	\$83.50	\$83.50	\$0.00			\$53.50	\$0.00	To the second se		17
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	Mary Control of the	18	16
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	TO DUNE BUILD		ts
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00			4
\$0.00	\$0.00	\$0.00	\$15.00	\$15:00	50.00				(\$15.00)			T
\$0.00	\$0.00	\$0.00	\$4.50	\$4.50	\$0.00				(\$25.50)			12
\$83.50			\$34.33	\$34.33		The second second		\$53.50				E
\$83.50	\$0.00	\$0.00	\$103.00	\$103.00	\$0.00	\$0.00	\$0.00	\$53.50	\$0.00	\$0.00	0.00	15
Gross \$ incurred for complex requests	Net \$ chargeable for complex requests	\$ actually paid for complex requests	\$ unrecoverable for ALL requests	Gross \$ incurred for ALL requests; includes nonchargeable legal and other fees, personal records costs, and gross copy costs	Net \$ chargeable for fees and costs for ALL requests; includes personal records costs, but not fees	\$ actually paid by requesters	Net copy/delivery \$ chargeable	Gross copy/delivery \$ incurred	Net SRS fees chargeable, excludes negative 5, legal review, personal records \$	Nonchargeable PERSONAL records fees; NO positive S	# of \$60 public interest fee walvers when \$R\$ hours are entered; no fractions	6
y calculated	Automatically calculated		ulated	Automatically calculated	Autom	Enter amount paid by requesters, which may be less than Column Al allows	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.	INCLUDE agency's copying costs to review & redact. Gross should be greater than or equal to net costs.	Automatically calculated. Negative red amount does NOT mean that a refund is due.	Automatically caired amount does	e"x" in Col. AC rest waiver is Do not enter purple cells ersonal record in blue Col. AB	4
Fees & Costs INCURRED for COMPLEX Requests	TOTAL NET Fees & Costs CHARGEABLE for COMPLEX Requests	& Costs ACTUALLY PAID for COMPLEX Requests	GROSS Fees & Costs INCURRED BUT NOT CHARGED for ALL Requests	TOTAL GROSS Fees & Costs Agency INCURRED for ALL Requests	TOTAL NET Fees & Costs CHARGEABLE for All Requests	TOTAL Fees & Costs ACTUALLY PAID by Requesters for ALL Requests	NET Copy/Delivery Costs CHARGEABLE to Reguester	GROSS Copy/Delivery Costs that Agency INGURRED	TOTAL NET SRS Fees CHARGEABLE	Fees for Personal Records	\$60 Public Interest Fee Waiver	w
N	AM	TA.	AK	٨	Al	HV	AG	AF	AE	AD	AC	2
AND COSTS guests Only	TOTAL FEES AND COSTS Complex Requests Only			AND COSTS quests	TOTIAL REES AND COSTS ALL Requests		COPY/DELIVERY COSTS (Exclude SRS Fees)	COPY/DELI			o track of time)	-
AN	AM	4	AK	A	2	AH	AG	AF	AE	AĐ	A	T

20	19	lä	:	î	16	ᅜ		4	H	ij	H	10	ω	4	ш	2	ы	
\$0.00	\$0.00	no.uk	\$0.00	U2 263	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$83.50	\$83.50	\$ unrecoverable for complex requests		Fees & Costs INCURRED BUT NOT CHARGED for COMPLEX Requests	AO		AC.
								Company of the Compan	NAME AND ADDRESS OF THE OWNER, WHEN			0	# of payments in yellow row 10; Total \$ amount in orange row 11		\$ .01-4.99	AP		AT
							The second secon	Market Company of the				0	# of payments in yellow row 10; Total S amount in orange row 11		\$5-49.99	AQ		AQ
	ST INTERNATIONAL PROPERTY.							The second secon				0	# of payments in yellow row 10; Total \$ amount in orange row 11	Auto	\$50-99.99	AR	ACTUAL	AX
					The second secon							0	# of payments in yellow row 10; Total \$ amount in orange row 11	Automatically calculated	\$100-499.99	AS	ACTUAL PAYMENTS BY REQUESTERS	. AS
					The second secon							0	# of payments in yellow row 10; Total \$ amount in orange row 11	lated	\$500-999.99	AT	<sub>l</sub> UESTERS	Al
						社長の名では多い	The second second					0	# of payments in yellow row 10; Total \$ amount in orange row 11		\$1000 - 9999.99	AU		AU
行政に対している	Account of the Control of the Contro				The second secon			The second secon				0	# of payments in yellow row ID; Total \$ amount in orange row 11		10,000+	AV		AV
		The second second	12	-		32			10	2	11.33	68.00	# of days to complete; ALL requests		# of Workdays to Complete ALL Requests	AW		AW
		STATE OF THE PARTY	i.			32					22.50	45.00	Days to complete; COMPLEX requests only	Automatically calculated	# of Workdays to Complete COMPLEX Requests	AX	DAYS TO COMPLET	AX
					0		Company of the Company	3	10	2	5.75	23.00	Days to complete;	ly calculated	# of Workdays to Complete NONCOMPLEX, NONPERSONAL RECORD Requests	AY	E	AY

20 19	; T	18	17	16	15	4	13	12	=	10	φ	4	w	2	<b>←</b>	Т
	The second secon									0.00	Days to complete; PERSONAL RECORD requests		# of Workdays to Complete PERSONAL RECORD Requests	AZ		A2
			1.00				0.50	0.15	0.55	1.65	Search hours; ALL requests		# of Search Hours Incurred for ALL Requests	8A		BA
			1.00						1.00	1.00	Search hours; COMPLEX requests		# of Search Hours Incurred for COMPLEX Requests	96		88
							0.50	0.15	0.33	0.65	Search hours; NONCOMPLEX, NONPERSONAL RECORD		# of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	96	SEARCH	BC
			STATE OF THE PARTY	The state of the state of the state of						0.00	Search hours; PERSONAL RECORD requests	Automatically ca	# of Search Hours Incurred for PERSONAL RECORD Requests	6D	SEARCH, REVIEW & SEGREGATIO	80
			1.00	THE COUNTY OF THE PARTY OF			0.50	0.15	0.55	1.65	Review & segregation hours; ALL requests	ally calculated	# of Review & Segregation Hours Incurred for ALL Requests	38	REGATION HOUR	38
		The second second	1.00						1.00	1.00	Review & segregation hours, COMPLEX requests	ed	# of Review & Segregation Hours Incurred for COMPLEX Requests	8F	N HOURS INCURRED	BF
							0.50	0.15	0.33	0.65	Review & segregation hours, NONCOMPLEX, NONPERSONAL RECORD		# of Review & Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	86		BG
							The second secon			0.00	Review & segregation hours; PERSONAL RECORD requests		# of Review & Segregation Hours Incurred for PERSONAL RECORD Requests	He		HB

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