















# UIPA RECORD REQUEST LOG

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

Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI							
SECTION 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 & COSTS ALL REQUESTS								
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	\$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							
All in Columns Q thru T. If YES, enter ONLY ONE "x" in the cell, or if another symbol is entered in a cell, then the data will not be properly counted in the column total amount. May be checked in addition to one of Columns Q 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										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.		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		Autom
9					6.00	0.00	0.00	6.00	\$60.00	\$0.00	1.00	0.00	\$0.00	\$30.00	\$18.00	\$0.00	\$0.00	\$30.00							
10	0	0	0	0	6.00	0.00	0.00	6.00	\$60.00	\$0.00	1.00	0.00	\$0.00	\$30.00	\$18.00	\$0.00	\$0.00	\$30.00							
11					6.00			6.00	\$60.00					\$30.00				\$30.00							
12	Yes			Yes	6.00			6.00	\$60.00					\$30.00				\$30.00							
13									\$0.00					\$0.00				\$0.00							
14									\$0.00					\$0.00				\$0.00							
15									\$0.00					\$0.00				\$0.00							

Automatically calculated.

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Enter amount paid by requesters, which may be less than Column AI allows

Autom

Net \$ chargeable for fees and costs for ALL requests; includes personal records costs, but not fees





