Office of Information Practices

UIPA Record Request Log

Hawaii's Public Records Law
Chapter 92F, HRS

For detailed UIPA Log Instructions, Frequently Asked Questions, & other training materials:

- visit OIP's website hawaii.gov/oip
- click on Laws/Rules/Opinions, then the UIPA page: http://hawaii.gov/oip/uipa.html

To log in a written request for records…

- **The Excel spreadsheet has pop-up instructions … just mouse over the column heading.**

Hawaii's Public Records Law

HRS § 92F-18 requires each agency to:

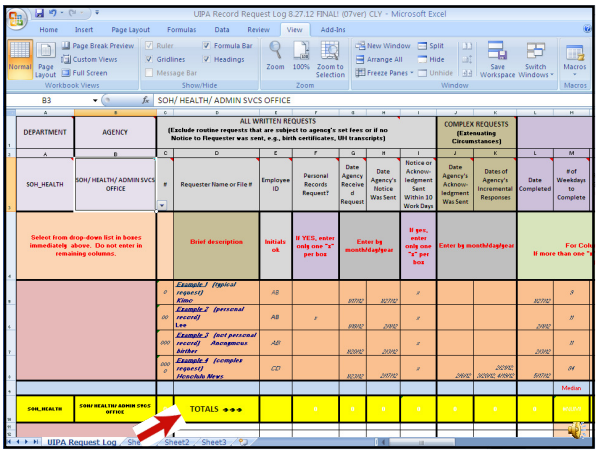
- Inform employees of the UIPA's requirements
- Compile a report using forms prescribed by OIP
- Ensure that the information remains accurate and complete

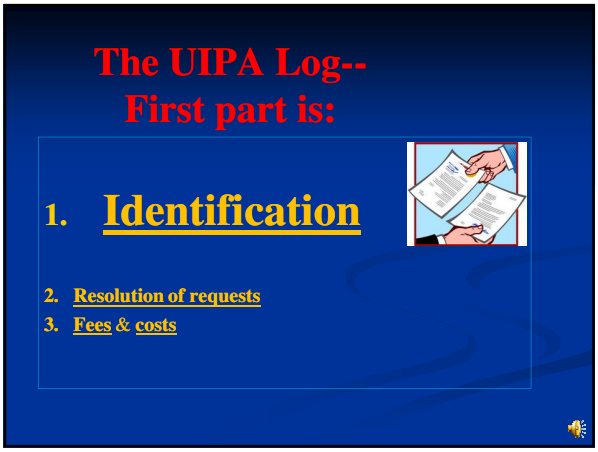
Benefits! … the UIPA Log helps an agency to:

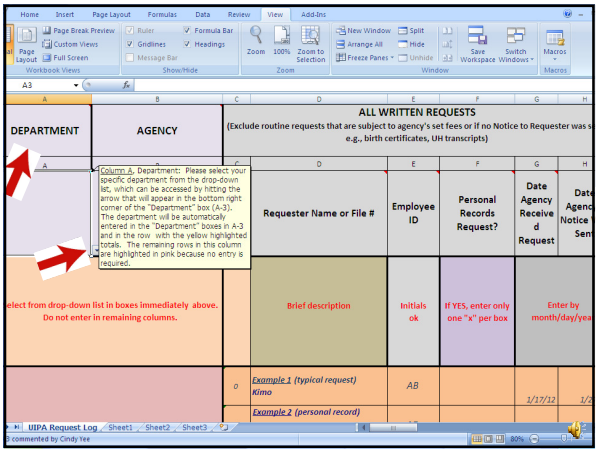
- **Track** its written requests for records & the agency's response
- **Report** requests & outcomes onto data.hawai.gov
- **Assist** requesters
- **Calculate** fees & costs
- **Keep** government open

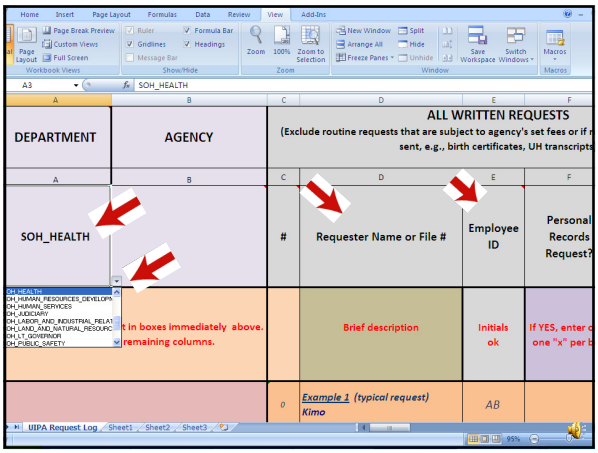
The UIPA Log has 3 main parts:

- **Identification**
- **Resolution of requests**
- **Fees & costs**


UIPA Record Request Log 8.27.12 FINAL! (07ver) CLY - Microsoft Excel
B3
SOH/ HEALTH/ ADMIN SVCS OFFICE
DEPARTMENT
AGENCY
ALL WRITTEN REQUESTS
(Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., birth certificates, UH transcripts)
COMPLEX REQUESTS (Extenuating Circumstances)
SOH_HEALTH
SOH/ HEALTH/ ADMIN SVCS OFFICE
Requester Name or File #
Employee ID
Personal Records Request?
Date Agency Received Request
Date Agency's Notice Was Sent
Notice or Acknowledgment Sent Within 10 Work Days
Date Agency's Acknowledgment Was Sent
Dates of Agency's Incremental Responses
Date Completed
# of Weekdays to Complete
Select from drop-down list in boxes immediately above. Do not enter in remaining columns.
Brief description
Initials ok
If YES, enter only one "x" per box
Enter by month/day/year
If yes, enter only one "x" per box
Enter by month/day/year
For Cols If more than one "x"
Example 1 (typical request) Kimo
Example 2 (personal record) Lee
Example 3 (not personal record) Anonymous Author
Example 4 (complex request) Honolulu News
TOTALS
Median
UIPA Request Log
Sheet2
Sheet3

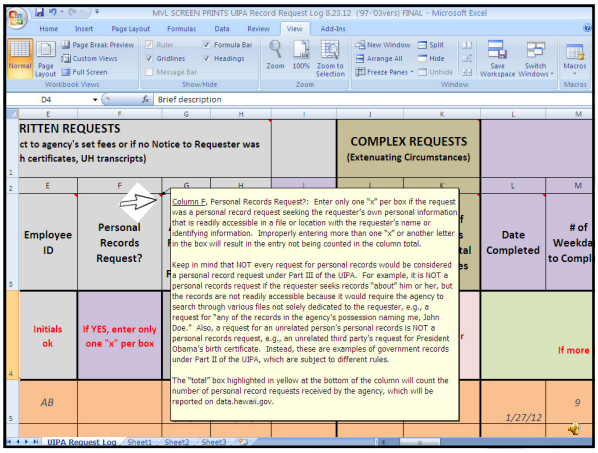

The UIPA Log--
First part is:
1. Identification
2. Resolution of requests
3. Fees & costs


DEPARTMENT
AGENCY
ALL WRITTEN REQUESTS
(Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was s
e.g., birth certificates, UH transcripts)
Column A, Department: Please select your specific department from the drop-down list, which can be accessed by hitting the arrow that will appear in the bottom right corner of the "Department" box (A-3). The department will be automatically entered in the "Department" boxes in A-3 and in the row with the yellow highlighted totals. The remaining rows in this column are highlighted in pink because no entry is required.
Requester Name or File #
Employee ID
Personal Records Request?
Date Agency Received Request
elect from drop-down list in boxes immediately above. Do not enter in remaining columns.
Brief description
Initials ok
If YES, enter only one "x" per box
Example 1 (typical request) Kimo
AB
1/17/12
Example 2 (personal record)
UIPA Request Log
Sheet1
Sheet2
Sheet3



Columns D & E:
Requester Name or File # and Employee ID

- These are for the agency's benefit to identify the request and who is responsible to work on it.
- The names/ID will not be uploaded to Data.hawaii.gov.



Column F:

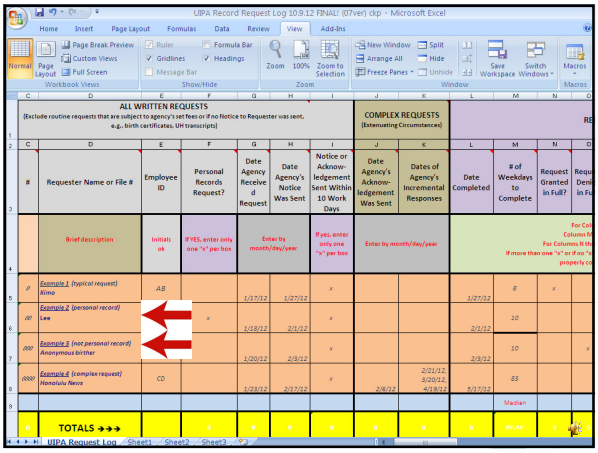
Q. **What is a "personal record?"**

A. **A "personal record" is a government record that contains information "about" the individual who is requesting the record.**

This includes an individual's educational, financial, or medical records, or items that reference the individual by name or otherwise.

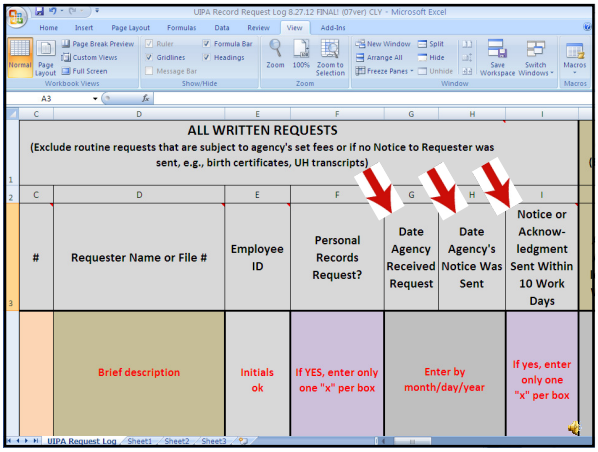
Note: Not every request for personal records would be considered a personal record request under UIPA, Part III.

- For example, it is **not** a personal records request if the requester seeks records "about" him or her, but the records are not readily accessible because it would require the agency to search through various files not solely dedicated to the requester.
- Also, a request for an **unrelated person's** personal records is **not** a personal records request.



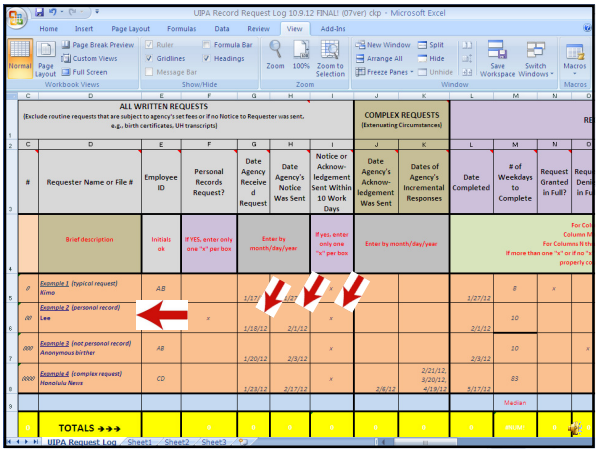
Columns G thru I:

- Date of agency's **receipt** of request
- Date agency's **notice** to requester was sent
- Was notice or acknowledgment **sent within 10 work days?**



ALL WRITTEN REQUESTS
(Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., birth certificates, UH transcripts)

#	Requester Name or File #	Employee ID	Personal Records Request?	Date Agency Received Request	Date Agency's Notice Was Sent	Notice or Acknow-ledgment Sent Within 10 Work Days
	Brief description	Initials ok	If YES, enter only one "x" per box	Enter by month/day/year		If yes, enter only one "x" per box



ALL WRITTEN REQUESTS
(Exclude routine requests that are subject to agency's set fees or if no Notice to Requester was sent, e.g., birth certificates, UH transcripts)

COMPLEX REQUESTS (Extenuating Circumstances)

#	Requester Name or File #	Employee ID	Personal Records Request?	Date Agency Received Request	Date Agency's Notice Was Sent	Notice or Acknow-ledgment Sent Within 10 Work Days	Date Agency's Acknow-ledgment Was Sent	Dates of Agency's Incremental Responses	Date Completed	# of Weekdays to Complete	Request Granted in Full?
	Brief description	Initials ok	If YES, enter only one "x" per box	Enter by month/day/year		If yes, enter only one "x" per box	Enter by month/day/year				
0	Example 1 (typical request) Kimo	AB		1/17	1/27	x			1/27/12	8	x
00	Example 2 (personal record) Lee		x	1/18/12	2/1/12	x			2/1/12	10	
000	Example 3 (not personal record) Anonymous birther	AB		1/20/12	2/3/12	x			2/3/12	10	
0000	Example 4 (complex request) Honolulu News	CD		1/23/12	2/27/12	x	2/6/12	2/21/12 3/20/12 4/18/12	5/17/12	83	
										Median	
0	TOTALS →→→		0	0	0	0	0	0	0	#NUM!	0

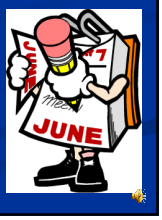
Columns J & K:

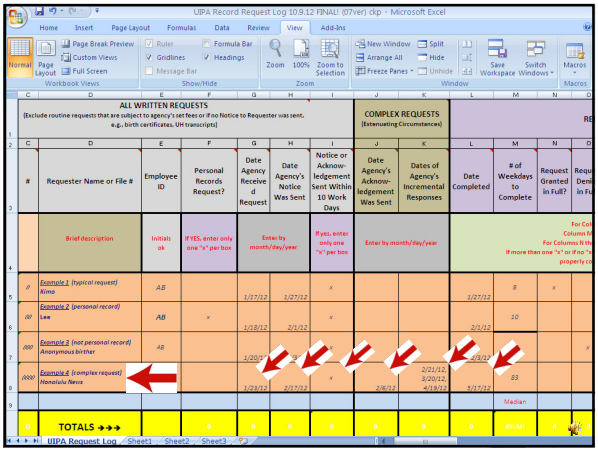
Complex Requests

(voluminous records or extenuating circumstances):

Is it a complex request?

- Date agency's **acknowledgment** was sent
- Dates of agency's **incremental** responses





The UIPA Log--
Second part is:

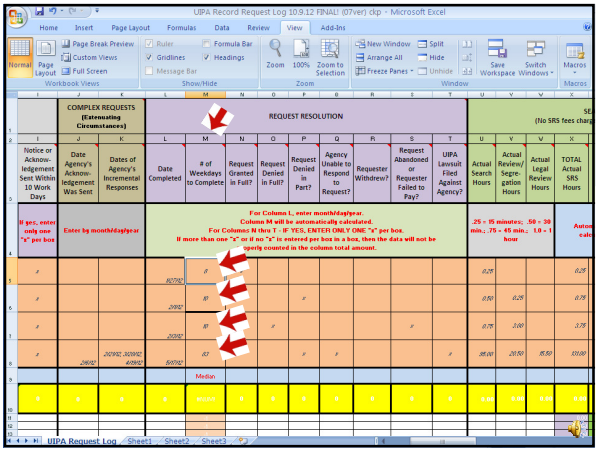
1. **Identification**

2. **Resolution of requests**

3. **Fees & costs**

Columns L & M:
Request Resolution

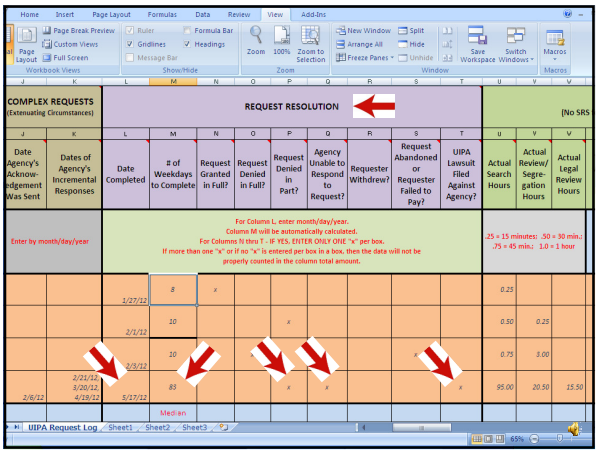
- Date completed?
- # of weekdays to complete is automatically calculated, based on date the request was received and date of completion.



Columns N thru T:
Request Resolution

An agency may check off more than one box in this section … see Example 4.

- Request granted in full?
- Denied in full?
- Denied in part?
- Request withdrawn?
- Unable to respond?
- Requester abandoned or failed to pay fees & costs?
- Lawsuit filed?



COMPLEX REQUESTS (Extenuating Circumstances)		REQUEST RESOLUTION									(No SRS		
J	K	L	M	N	O	P	Q	R	S	T	U	V	V
Date Agency's Acknow-edgement Was Sent	Dates of Agency's Incremental Responses	Date Completed	# of Weekdays to Complete	Request Granted in Full?	Request Denied in Full?	Request Denied in Part?	Agency Unable to Respond to Request?	Requester Withdrew?	Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours
Enter by month/day/year		For Column L, enter month/day/year. Column M will be automatically calculated. For Columns N thru T - IF YES, ENTER ONLY ONE "x" per box. If more than one "x" or if no "x" is entered per box in a box, then the data will not be properly counted in the column total amount.									.25 = 15 minutes; .50 = 30 min.; .75 = 45 min.; 1.0 = 1 hour		
		1/27/12	8	x							0.25		
		2/1/12	10			x					0.50	0.25	
		2/3/12	10						x		0.75	3.00	
2/6/12	2/21/12 3/20/12 4/18/12	5/17/12	83			x	x			x	95.00	20.50	15.50
			Median										

UIPA Request Log / Sheet1 / Sheet2 / Sheet3

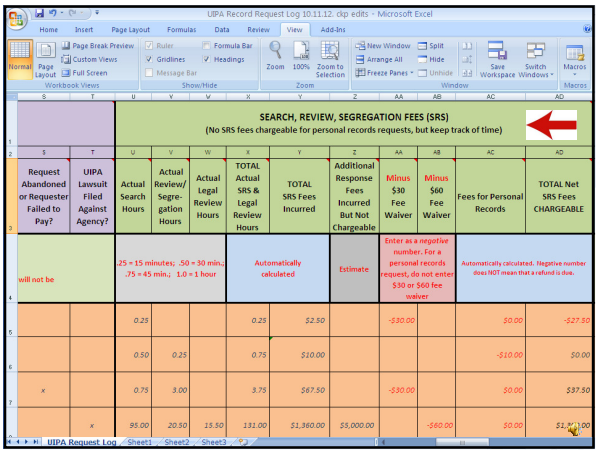
The UIPA Log-- Third part is:

1. Identification
2. Resolution of requests
3. Fees & costs

UIPA Log, Part 3:
Fees & Costs

Automatic Calculations based on agency's input of hours, costs, & fee waivers

- Search, review, segregation fees (SRS)
  -- Fee waivers
- Copy/delivery costs
- Total fees and costs



SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)

Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE
will not be		.25 = 15 minutes; .50 = 30 min.; .75 = 45 min.; 1.0 = 1 hour			Automatically calculated		Estimate	Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.	
		0.25			0.25	$2.50		-$30.00		$0.00	-$27.50
		0.50	0.25		0.75	$10.00				-$10.00	$0.00
x		0.75	3.00		3.75	$67.50		-$30.00		$0.00	$37.50
	x	95.00	20.50	15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,[illegible]00

Search, Review, Segregation Fees (SRS)

Q & A

- **What are SRS fees?**

These are fees that the agency may charge for time spent searching for, reviewing, and segregating government records in response to a request:

$2.50 per fifteen minutes or fraction thereof for **searching** for the record; and

$5.00 per fifteen minutes or fraction thereof for **reviewing and segregating** the record.

This concludes the first part of this two-part training.

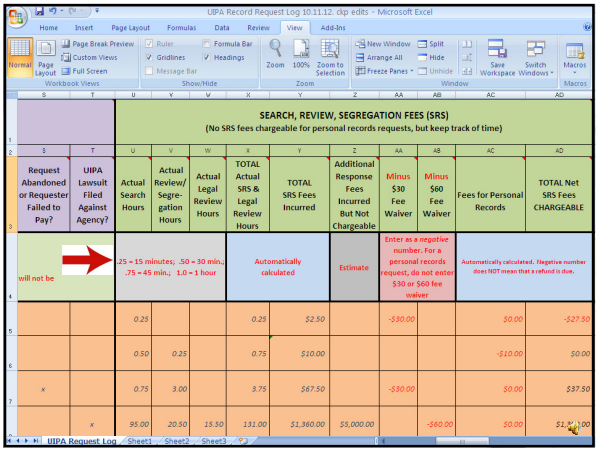
Part two will cover more about fees & costs.

Search, Review, Segregation Fees (SRS)
Q & A

- **Are these fees in OIP's administrative rules?**

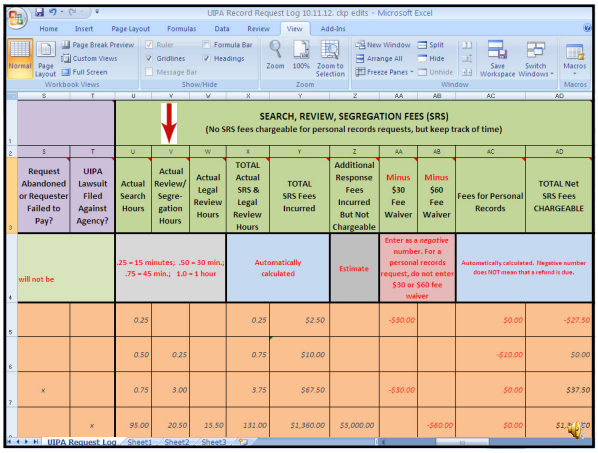
Yes, at §2-71-31 of "Agency Procedures and Fees for Processing Government Records Requests."

See the rules on OIP's website.



SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)

Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE
will not be		.25 = 15 minutes; .50 = 30 min., .75 = 45 min.; 1.0 = 1 hour			Automatically calculated		Estimate	Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.	
		0.25			0.25	$2.50		-$30.00		$0.00	-$27.50
		0.50	0.25		0.75	$10.00				-$10.00	$0.00
x		0.75	3.00		3.75	$67.50		-$30.00		$0.00	$37.50
	x	95.00	20.50	15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,300.00



SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)

Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE
will not be		.25 = 15 minutes; .50 = 30 min., .75 = 45 min.; 1.0 = 1 hour			Automatically calculated		Estimate	Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.	
		0.25			0.25	$2.50		-$30.00		$0.00	-$27.50
		0.50	0.25		0.75	$10.00				-$10.00	$0.00
x		0.75	3.00		3.75	$67.50		-$30.00		$0.00	$37.50
	x	95.00	20.50	15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,300.00

UIPA Record Request Log 10.11.12. ckp edits - Microsoft Excel

SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)

Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE
will not be		.25 = 15 minutes; .50 = 30 min., .75 = 45 min.; 1.0 = 1 hour			Automatically calculated		Estimate	Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.	
		0.25			0.25	$2.50		-$30.00		$0.00	-$27.50
		0.50	0.25		0.75	$10.00				-$10.00	$0.00
x		0.75	3.00		3.75	$67.50		-$30.00		$0.00	$37.50
	x	95.00	20.50	15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,[illegible]00

UIPA Request Log / Sheet1 / Sheet2 / Sheet3

UIPA Record Request Log 10.11.12. ckp edits - Microsoft Excel

SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)

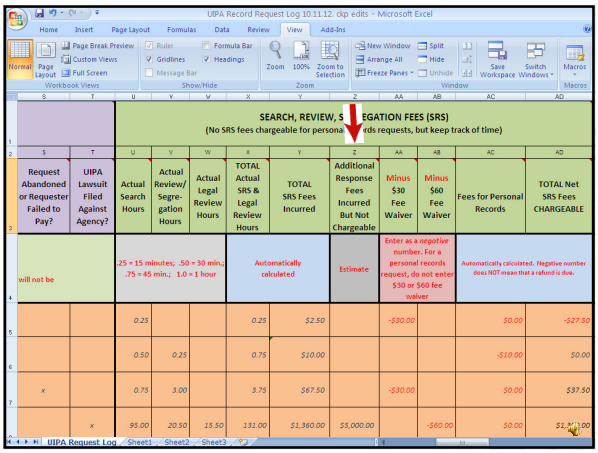
Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE
will not be		.25 = 15 minutes; .50 = 30 min., .75 = 45 min.; 1.0 = 1 hour			Automatically calculated		Estimate	Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.	
		0.25			0.25	$2.50		-$30.00		$0.00	-$27
		0.50	0.25		0.75	$10.00				-$10.00	$0
x		0.75	3.00		3.75	$67.50		-$30.00		$0.00	$37
	x	95.00	20.50	15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,[illegible]00

UIPA Record Request Log 10.11.12. ckp edits - Microsoft Excel

SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)

Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE
will not be		.25 = 15 minutes; .50 = 30 min., .75 = 45 min.; 1.0 = 1 hour			Automatically calculated		Estimate	Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.	
		0.25			0.25	$2.50		-$30.00		$0.00	-$27.50
		0.50	0.25		0.75	$10.00				-$10.00	$0.00
x		0.75	3.00		3.75	$67.50		-$30.00		$0.00	$37.50
	x	95.00	20.50	15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,[illegible]00

UIPA Request Log / Sheet1 / Sheet2 / Sheet3



SEARCH, REVIEW, S EGATION FEES (SRS)
(No SRS fees chargeable for persona rds requests, but keep track of time)

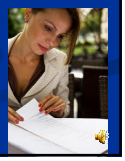
Request Abandoned or Requester Failed to Pay?	UIPA Lawsuit Filed Against Agency?	Actual Search Hours	Actual Review/ Segre-gation Hours	Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE
will not be		.25 = 15 minutes; .50 = 30 min.; .75 = 45 min.; 1.0 = 1 hour			Automatically calculated		Estimate	Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.	
		0.25			0.25	$2.50		-$30.00		$0.00	-$27.50
		0.50	0.25		0.75	$10.00				-$10.00	$0.00
x		0.75	3.00		3.75	$67.50		-$30.00		$0.00	$37.50
	x	95.00	20.50	15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,3[illegible]00

Search, Review, Segregation Fees (SRS)
Q & A

- **What are fee waivers?**

The agency **must** waive **the first $30** in fees for search, review, and segregation …

OR the first $60 in SRS fees where the agency finds that the requester has met the requirements under OIP's administrative rules for a **public interest waiver**.

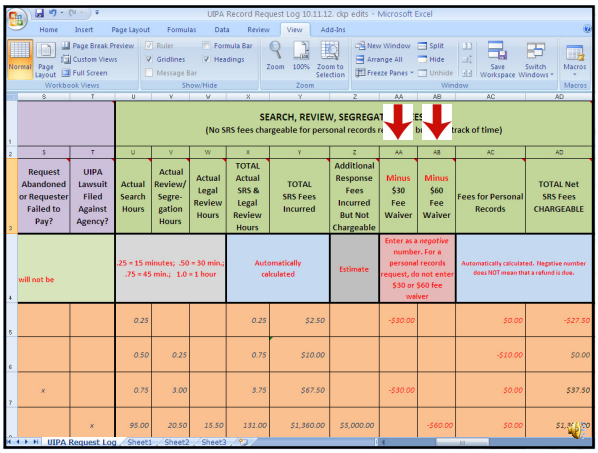


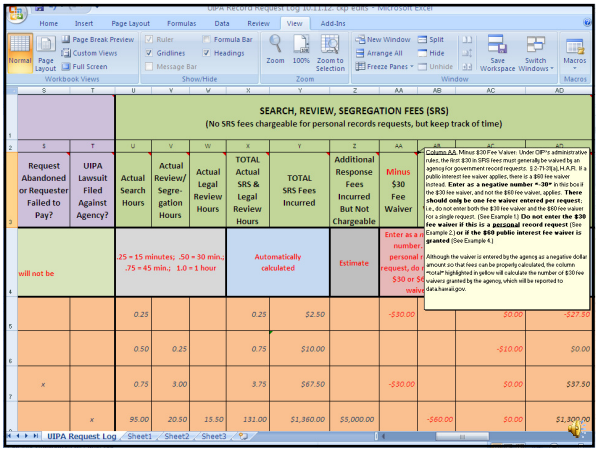
Search, Review, Segregation Fees (SRS)
Q & A

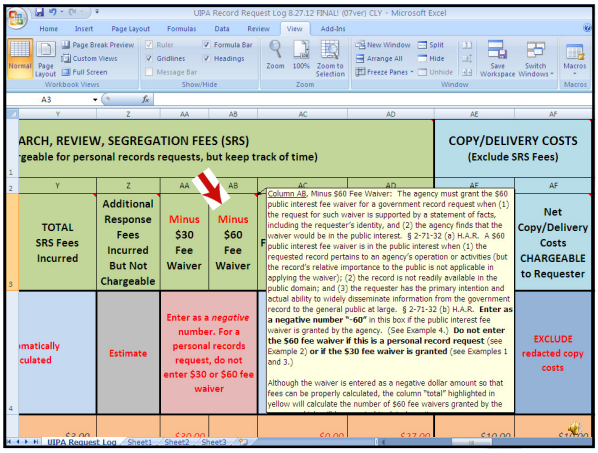
- **How are fee waivers recorded on the log?**

Enter the waiver as a **negative** number ("-30.00" or "-60.00").

For a **personal** records request, do **not** enter the $30 or $60 fee waiver because SRS fees may not be charged in the first place.

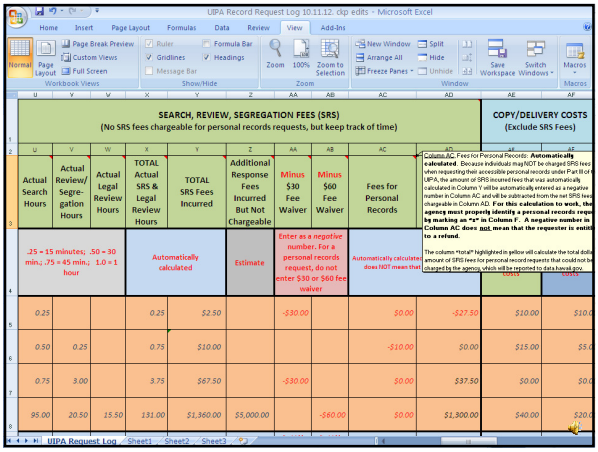

UIPA Record Request Log 10.11.12. ckp edits - Microsoft Excel
SEARCH, REVIEW, SEGREGAT
(No SRS fees chargeable for personal records r
(track of time)
Request Abandoned or Requester Failed to Pay?
UIPA Lawsuit Filed Against Agency?
Actual Search Hours
Actual Review/ Segre-gation Hours
Actual Legal Review Hours
TOTAL Actual SRS & Legal Review Hours
TOTAL SRS Fees Incurred
Additional Response Fees Incurred But Not Chargeable
Minus $30 Fee Waiver
Minus $60 Fee Waiver
Fees for Personal Records
TOTAL Net SRS Fees CHARGEABLE
will not be
.25 = 15 minutes; .50 = 30 min.; .75 = 45 min.; 1.0 = 1 hour
Automatically calculated
Estimate
Enter as a negative number. For a personal records request, do not enter $30 or $60 fee waiver
Automatically calculated. Negative number does NOT mean that a refund is due.
UIPA Request Log
Sheet1
Sheet2
Sheet3

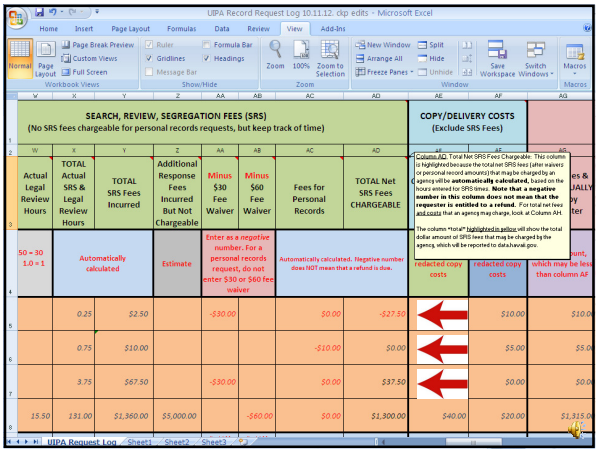

SEARCH, REVIEW, SEGREGATION FEES (SRS)
(No SRS fees chargeable for personal records requests, but keep track of time)
Request Abandoned or Requester Failed to Pay?
UIPA Lawsuit Filed Against Agency?
Actual Search Hours
Actual Review/ Segre-gation Hours
Actual Legal Review Hours
TOTAL Actual SRS & Legal Review Hours
TOTAL SRS Fees Incurred
Additional Response Fees Incurred But Not Chargeable
Minus $30 Fee Waiver
will not be
.25 = 15 minutes; .50 = 30 min.; .75 = 45 min.; 1.0 = 1 hour
Automatically calculated
Estimate
UIPA Request Log
Sheet1
Sheet2
Sheet3

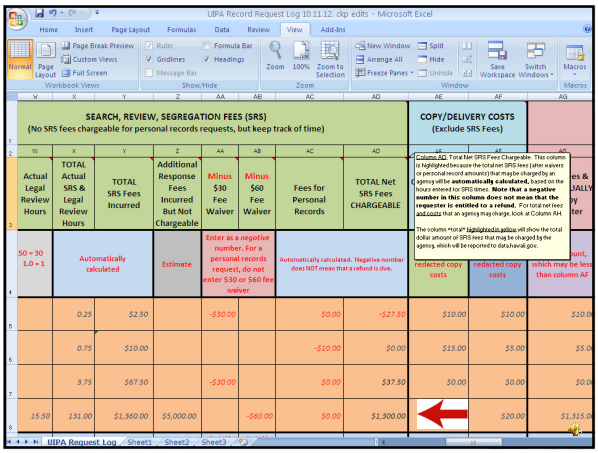

UIPA Record Request Log 8.27.12 FINAL! (07ver) CLY - Microsoft Excel
ARCH, REVIEW, SEGREGATION FEES (SRS)
geable for personal records requests, but keep track of time)
COPY/DELIVERY COSTS
(Exclude SRS Fees)
TOTAL SRS Fees Incurred
Additional Response Fees Incurred But Not Chargeable
Minus $30 Fee Waiver
Minus $60 Fee Waiver
Net Copy/Delivery Costs CHARGEABLE to Requester
Estimate
Enter as a negative number. For a personal records request, do not enter $30 or $60 fee waiver
EXCLUDE redacted copy costs
Column AB, Minus $60 Fee Waiver: The agency must grant the $60 public interest fee waiver for a government record request when (1) the request for such waiver is supported by a statement of facts, including the requester's identity, and (2) the agency finds that the waiver would be in the public interest. § 2-71-32 (a) H.A.R. A $60 public interest fee waiver is in the public interest when (1) the requested record pertains to an agency's operation or activities (but the record's relative importance to the public is not applicable in applying the waiver); (2) the record is not readily available in the public domain; and (3) the requester has the primary intention and actual ability to widely disseminate information from the government record to the general public at large. § 2-71-32 (b) H.A.R. Enter as a negative number "-60" in this box if the public interest fee waiver is granted by the agency. (See Example 4.) Do not enter the $60 fee waiver if this is a personal record request (see Example 2) or if the $30 fee waiver is granted (see Examples 1 and 3.)
Although the waiver is entered as a negative dollar amount so that fees can be properly calculated, the column "total" highlighted in yellow will calculate the number of $60 fee waivers granted by the
UIPA Request Log
Sheet1
Sheet2
Sheet3

Search, Review, Segregation Fees (SRS)
Q & A

- **What about personal records?**
  No SRS fees are chargeable for **personal** records requests, but keep track of time.
- **What about net SRS fees?**
  Net SRS fees chargeable will be **automatically calculated** (without personal record amounts or fee waivers).







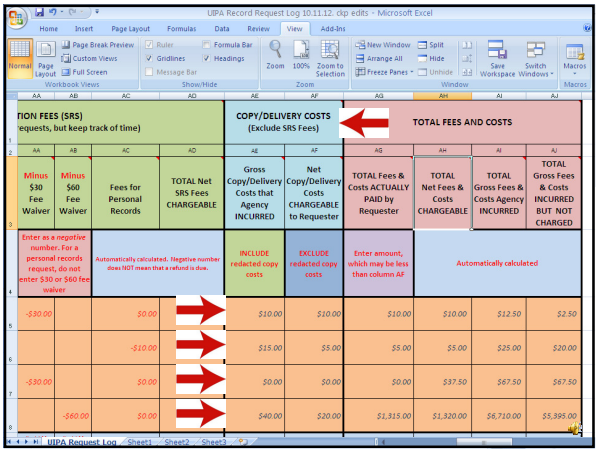
SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time)								COPY/DELIVERY COSTS (Exclude SRS Fees)		
Actual Legal Review Hours	TOTAL Actual SRS & Legal Review Hours	TOTAL SRS Fees Incurred	Additional Response Fees Incurred But Not Chargeable	Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE			
50 = 30 1.0 = 1	Automatically calculated		Estimate	Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.		redacted copy costs	redacted copy costs	which may be less than column AF
	0.25	$2.50		-$30.00		$0.00	-$27.50	$10.00	$10.00	$10.00
	0.75	$10.00				-$10.00	$0.00	$15.00	$5.00	$5.00
	3.75	$67.50		-$30.00		$0.00	$37.50	$0.00	$0.00	$0.00
15.50	131.00	$1,360.00	$5,000.00		-$60.00	$0.00	$1,300.00		$20.00	$1,315.00

Column AD. Total Net SRS Fees Chargeable. This column is highlighted because the total net SRS fees (after waivers or personal record amounts) that may be charged by an agency will be **automatically calculated,** based on the hours entered for SRS times. **Note that a negative number in this column does not mean that the requester is entitled to a refund.** For total net fees and costs that an agency may charge, look at Column AH.

The column "total" highlighted in yellow will show the total dollar amount of SRS fees that may be charged by the agency, which will be reported to data.hawaii.gov.

Columns AE & AF:
Copy/Delivery Costs

- **Gross** copy/delivery costs that agency actually **incurred**, but may not have totally recovered
  - -- Include copies made for redaction
- **Net** copy/delivery costs properly **chargeable** to requester
  - -- Exclude copies made for redaction
  - -- Include copies made of electronic record if requester wants them faxed, mailed, or provided in a physical form



TION FEES (SRS) equests, but keep track of time)				COPY/DELIVERY COSTS (Exclude SRS Fees)		TOTAL FEES AND COSTS			
Minus $30 Fee Waiver	Minus $60 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 Requester	TOTAL Net Fees & Costs CHARGEABLE	TOTAL Gross Fees & Costs Agency INCURRED	TOTAL Gross Fees & Costs INCURRED BUT NOT CHARGED
Enter as a *negative* number. For a personal records request, do not enter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.		INCLUDE redacted copy costs	EXCLUDE redacted copy costs	Enter amount, which may be less than column AF		Automatically calculated	
-$30.00		$0.00		$10.00	$10.00	$10.00	$10.00	$12.50	$2.50
		-$10.00		$15.00	$5.00	$5.00	$5.00	$25.00	$20.00
-$30.00		$0.00		$0.00	$0.00	$0.00	$37.50	$67.50	$67.50
	-$60.00	$0.00		$40.00	$20.00	$1,315.00	$1,320.00	$6,710.00	$5,395.00

Columns AG thru AJ:

Total Fees & Costs

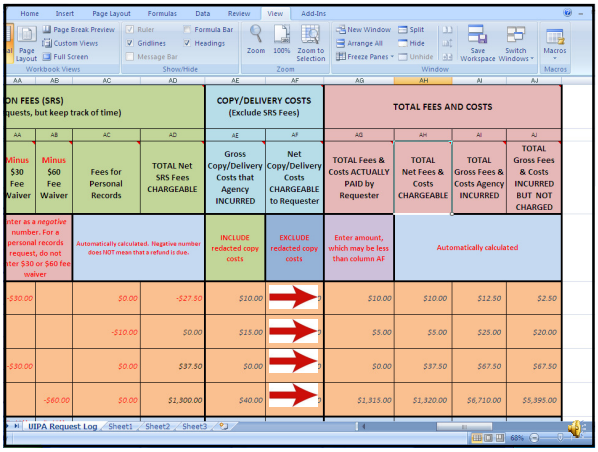
(this last section shows the "bottom line" for agency fees & costs)

Agency to input:

- Total fees & costs **actually paid** by requester

Log automatically calculates (for statistical purposes):

- Total net fees & costs **chargeable**
- Total gross fees & costs **incurred**
- Total gross fees & costs **incurred but not charged**

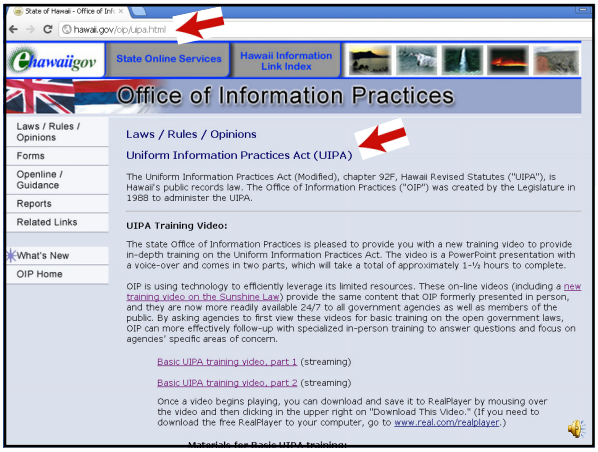


ON FEES (SRS) (quests, but keep track of time)				COPY/DELIVERY COSTS (Exclude SRS Fees)		TOTAL FEES AND COSTS			
AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
Minus $30 Fee Waiver	Minus $60 Fee Waiver	Fees for Personal Records	TOTAL Net SRS Fees CHARGEABLE	Gross Copy/Delivery Costs that Agency INCURRED	Net Copy/Delivery Costs CHARGEABLE to Requester	TOTAL Fees & Costs ACTUALLY PAID by Requester	TOTAL Net Fees & Costs CHARGEABLE	TOTAL Gross Fees & Costs Agency INCURRED	TOTAL Gross Fees & Costs INCURRED BUT NOT CHARGED
nter as a negative number. For a personal records request, do not nter $30 or $60 fee waiver		Automatically calculated. Negative number does NOT mean that a refund is due.		INCLUDE redacted copy costs	EXCLUDE redacted copy costs	Enter amount, which may be less than column AF	Automatically calculated		
-$30.00		$0.00	-$27.50	$10.00		$10.00	$10.00	$12.50	$2.50
		-$10.00	$0.00	$15.00		$5.00	$5.00	$25.00	$20.00
-$30.00		$0.00	$37.50	$0.00		$0.00	$37.50	$67.50	$67.50
	-$60.00	$0.00	$1,300.00	$40.00		$1,315.00	$1,320.00	$6,710.00	$5,395.00

UIPA Request Log / Sheet1 / Sheet2 / Sheet3

For detailed UIPA Log Instructions, Frequently Asked Questions, & other training materials:

- see OIP's website **hawaii.gov/oip**
- click on Laws/Rules/Opinions, then the UIPA page: **http://hawaii.gov/oip/uipa.html**



Need Help?

- Call OIP **586-1400**

- E-mail: **oip@hawaii.gov**
- OIP website: **www.hawaii.gov/oip**