REQUEST TO ACCESS A GOVERNMENT RECORD

This form helps a record requester provide sufficient information for an agency to process a record request. Use of this form is optional. Some personal information is not required, but the agency needs enough information to contact the requester with questions about this request and to provide its response. This request may not be processed if the agency has insufficient contact information.

The Office of Information Practices (OIP) does not maintain other agencies' records and does not respond to requests on behalf of other agencies. **Requesters must submit their requests directly to the agency that holds** or administratively controls the **requested record**.

DATE: _____

TO: _____
Agency that Maintains the Government Record

_____
Agency's Contact Information (e.g., email or mailing address this form is being sent to)

FROM: _____
Requester's Name or Alias

_____
Requester's Contact Information (required)

_____

AS THE REQUESTER, I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:

Describe the government record as specifically as possible so that the agency can find it. Try to include details such as the record's name, subject matter, date, location, purpose, names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the requested record will prevent delays in locating the record. Attach additional pages if needed.

I WOULD LIKE: (Please check one or more of the options below, as applicable)

- ☐ **To inspect the government record**
- ☐ **A copy of the government record transmitted as follows**:
  - ☐ Pick up at agency (**preferred date and time**): _____
  - ☐ Mail (address): _____
  - ☐ E-mail (address): _____
  - ☐ Fax Number (toll free and only if available): _____
  - ☐ Other, if available (please specify): _____

  See next page for information about fees and costs that you may be required to pay the agency for processing your request. Note: Copying and transmission charges may also apply.

- ☐ The record in the following format, if the agency maintains the records in a form other than paper:
  - ☐ Electronic
  - ☐ Audio
  - ☐ Other (please specify):_____

☐ Check this box **if you are attaching a request for waiver of fees in the public interest** (See p. 2)

FEES FOR PROCESSING PUBLIC RECORD REQUESTS

You may be charged fees for the services that the agency must perform when processing your request for public records, including fees for making photocopies and other lawful fees. The **first $30 fee** for searching for a record, reviewing, and segregating **will not be charged to you**. **Any amount over $30 will be charged to you**. Fees are as follows:

- Search for a Record $2.50 for 15 minutes
- Review and Segregation of a Record $5.00 for 15 minutes

Generally, no search, review, and segregation fees may be charged if you are making a request for personal records that are about you.

WAIVER OF FEES IN THE PUBLIC INTEREST

As an alternative to the $30 fee waiver (not in addition to), the agency may waive the first $60 of fees for searching for, reviewing and segregating records when the waiver would serve the public interest. To request this public interest waiver, you must attach a statement of facts identifying who you are and showing how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules (HAR), are

(1) The requested record pertains to the operations or activities of an agency;
(2) The record is not readily available in the public domain; and
(3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

COSTS

The agency may charge you any other lawful fees and the costs to copy and deliver the personal or government records you request.

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in ***extenuating circumstances,*** the agency must respond within 20 business days from the date of your request. If you have questions about the response time or the records being sought, you should first contact the agency and ask for the agency's UIPA contact person.

Please note that OIP does not maintain the records of other agencies and a requester must request records directly from the agency. If the agency denies or fails to respond to your written request for records, or if you have questions regarding compliance with the UIPA, contact OIP at 808-586-1400, oip@hawaii.gov, or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

REQUESTER'S RESPONSIBILITIES

You have certain responsibilities under section 2-71-16, HAR, which include making arrangements to inspect and copy records, providing a further clarification or description of the requested record if so instructed by the agency's notice, and making a prepayment of fees and costs, if assessed. The rules and additional training materials are available online at ags.hawaii.gov/oip or from OIP.