

REQUEST TO ACCESS A GOVERNMENT RECORD

DATE:			
TO: COUNTY OF HAWAII, DEPARTMENT OF FINANCE		DIVISION:	
FROM: Name or Alias (Last, First M.):			
Address:	City:	State:	Zip Code:
Telephone Number:	Fax Number:	E-Mail Address:	

Although you are not required to provide any personal information, you should provide enough information to allow the department to contact you about this request. The processing of this request may be stopped if the department is unable to contact you. Therefore, please provide any information that will allow the department to contact you (name or alias, telephone or fax number, mailing address, e-mail address, etc.).

I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:

Describe the government record as specifically as possible so that it can be located. Try to provide a record name, subject matter, date, location, purpose, or 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 government record you request will prevent delays in locating the record. Attach a second page if needed.

I WOULD LIKE: (please check one or more of the options below)

To inspect the government record.

A copy of the government record: (Please check one of the options below.) See the back of this page for information about fees that you may be required to pay for agency services to process your record request. Note: Copying and transmission charges may also apply to certain options.

Pick up at department (**date and time**): _____

Mail

Fax (toll free and only if available)

Other, if available (please specify): _____

If the department maintains the records in a form other than paper, please advise in which format you would prefer to have the record.

Electronic Audio Other (please specify): _____

Check this box if you are attaching a request for waiver of fees in the public interest (see waiver information on back).

SEE BACK FOR IMPORTANT INFORMATION

FOR FINANCE DEPARTMENT USE ONLY

Date Received: _____

Required Initiated by Requester Disagreement over denial Fees over \$15 Other: _____

FEES FOR PROCESSING RECORD REQUESTS

You may be charged fees for the services that the agency must perform when processing your record request, including fees for making photocopies and other lawful fees. The first \$30 of fees charged 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

The following are charges contained in the Hawaii County Code, Section 2-104 through 2-107:

- Duplicated copy of any record
for the first page of each record \$1.00
each additional page or copy thereof \$0.10
- Typewritten copy of any record
per page or fraction thereof \$1.00
- Copy of street map, plan, or diagram
sheet sizes of 8¹/₂" x 13" to 10" x 15" \$1.00
sheet sizes over 10" x 13" to 22" x 36" \$2.00
sheet sizes over 22" x 36", size/sq. ft. \$0.50
- Photograph
for use of negative only \$2.00
- Property tax records and tax searches
Real property tax searches shall be conducted and statements furnished to persons requesting this service upon the payment of a fee; provided, however, this fee will not be applicable to an owner or lessee making an inquiry concerning his or her own property; further provided that this search be limited to the records of the current tax year. Tax searches will include preparation of statements of title history, assessment information, taxes due, and other similar record searches.
 - duplicated copy of the real property assessment rolls or tax rolls from computer tax files (requester provides blank tape) per computer tape listing - \$500
 - per hour or fraction thereof \$15.00
 - minimum charge \$15.00Duplicated copy of any record pertinent to the field history sheets, notice of assessment, transfer sheets, exemption claims, tax bill, tax ledgers, and tax clearances:
 - for the first page of a specific tax key \$1.00
 - each additional page or copy thereof \$0.10

Charges for publications- Charges for publications shall be based on cost, including reproduction costs, printing and other handling charges attributable to making the publication available to the public; except for reasonable charges in excess of cost may be made for copies of records to be used for commercial purposes. The term publication refers to copies of documents which are reproduced on a volume basis for general distribution and shall include, but not be limited to, such items as: County Charter, ordinances, engineering and construction standards, directories, manuals or handbooks.

Exemptions from payment of fees and charges-The following agencies and organizations may be exempted from the payment of fees established in this section, as well as charges to cover mailing and other handling costs by the public officer having custody or control of the records involved: government agencies, news media (limited to one copy), and organizations which have arranged reciprocal agreement with a county agency for mutual exchange of records and publications.

WAIVER OF FEES IN THE PUBLIC INTEREST

Up to \$60 of fees for searching for, segregating and reviewing records may be waived when the waiver would serve the public interest as described in section 2-71-32, Hawaii Administrative Rules. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, 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.

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The department to which you addressed your request must respond within a set time period. The department will normally respond to you within 10 business days from the date it receives your request; however, in ***extenuating circumstances*** the department must respond within 20 business days from the date of your request. If you have questions about the response time, you may contact the department's Office of Information Practices contact person. If you are not satisfied with the department's response, you may call the Office of Information Practices at (808) 586-1400.

REQUESTER'S RESPONSIBILITIES

You have certain responsibilities under §2--71-16 Hawaii Administrative Rules. You may obtain a copy of these rules from the Lieutenant Governor's Office or from the Office of Information Practices. These responsibilities include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees, if assessed. You shall be presumed to have abandoned the record request, and the department shall have no duty to further process the request, if you fail to comply with subsection 2-71-16 (a) within twenty business days after the postmark date of the department's notice; or the date that the department made the record available to you.