

REQUEST TO ACCESS A DEPARTMENT OF WATER SUPPLY RECORD

DATE: _____

TO: _____

FROM: _____

Name or Alias

Contact Information

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 DEPARTMENT OF WATER SUPPLY RECORD:

Describe the department 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 department identify the record. A complete and accurate description of the department 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 department record.**
- A copy of the department 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 department 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 NEXT PAGE FOR IMPORTANT INFORMATION

FEES FOR PROCESSING RECORD REQUESTS

You may be charged fees for the services that the department 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

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 §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 § 2-71-32, Hawaii Administrative Rules, are:

- (1) The requested record pertains to the operations or activities of an department;
- (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 department record to the public at large.

DEPARTMENT 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's UIPA contact person. If you are not satisfied with the department's'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 department's's notice, and making a prepayment of fees, if assessed.