

# PUBLIC RECORD REQUEST FORM

This form may be used to request a public record from the Office of Council Services (OCS). You are not required to use this form or to provide any personal information, however it may expedite the process if you do so. Processing of your request may also be incomplete if there is insufficient information or if OCS is unable to contact you. OCS is required to respond within 10 business days from the date the request is received, or in extenuating circumstances, within 20 business days. If you are not satisfied or have questions about the response time, you may call the Office of Information Practices at (808) 586-1400.

**TO:** Office of Council Services  
200 South High Street, 7<sup>th</sup> Floor  
Wailuku, HI 96793  
Tel: (808) 270-7838  
Fax: (808) 270-7686  
Email: ocs.request@mauicounty.us

**Date**

---

**Name**

---

**Phone**

---

**Email**

---

**Mailing Address**

---

**City, State, Zip Code**

---

## **I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:**

Describe the 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 OCS identify the record. A complete and accurate description of the requested government record will prevent delays in locating the record. Attach additional pages if needed.

**Record Description**

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

☐ **To inspect the government record:**

I understand and agree to the following:

UNAUTHORIZED REMOVAL, DESTRUCTION, MUTILATION OR OBLITERATION OF ANY FILE OR DOCUMENT FILED IN THE CUSTODY OF THE COUNTY OF MAUI CONSTITUTES A CRIME UNDER SECTION 710-1017, HAWAII REVISED STATUTES.

\_\_\_\_\_  
Signature

☐ **To receive a copy of the government record:** (Please select only one option below)

- ☐ Pick up at OCS Front Desk  
☐ Mail to address provided  
☐ E-mail to email address provided  
☐ Fax to fax number provided

☐ Check this box **if attaching a request for waiver of fees** (See waiver information below)

**FEES FOR PROCESSING PUBLIC RECORD REQUESTS**

You may be charged fees for the services OCS must perform when processing your request for record request, including fees for making photocopies and other lawful fees. **The first \$30 of fees charged for searching, reviewing, and segregating records 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
Duplication Fees	\$0.25 per page

**WAIVER OF FEES IN THE PUBLIC INTEREST**

The first \$60 of fees for searching for, reviewing, and segregating records may be waived when the waiver would serve the public interest. 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.

**REQUESTER'S RESPONSIBILITIES**

You have certain responsibilities under Section 2-71-16, Hawaii Administrative Rules, which 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 and costs, if assessed.

FOR OCS OFFICE USE ONLY

DATE:

DELIVERY:

STAFF: