June 1, 2016
Questions?
Call OIP 586-1400
Email oip@hawaii.gov
oip.hawaii.gov/training

| DEPT. | AGENCY | ALL WRITTEN REQUESTS (Include routine requests are automatically granted/denied without supervisory review, such as agency brochures/forms, school transcripts, birth/marriage certificates, police accident reports, etc. Do not include informal requests. Exclude subpoenas.) | | | | | | | | COMPLEX REQUESTS (Estimating Circumstances) | FINAL RESOLUTION OF REQUESTS | | | | | | | | | | | SEARCH, REVIEW, SEGREGATION FEES (SRS) (No SRS fees chargeable for personal records requests, but keep track of time) | | | | | | | | | COPY/DELIVERY COSTS (Exclude SRS Fees) | | TOTAL FEES AND COSTS ALL Requests | | | | TOTAL FEES AND COSTS Complex Requests Only | | | | ACTUAL PAYMENTS BY REQUESTERS | | | | | | | | DAYS TO COMPLETE REQUESTS | | | SEARCH, REVIEW & SEGREGATION HOURS INCURRED | | | | | | | | | |
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