

THE CIVIL BEAT  
LAW CENTER FOR THE PUBLIC INTEREST

700 Bishop Street, Suite 1701  
Honolulu, HI 96813

Office: (808) 531-4000  
info@civilbeatlawcenter.org

VIA U.S. MAIL

April 27, 2021

Sarah Allen, Director  
Department of Community Services  
925 Dillingham Boulevard, Suite 200  
Honolulu, HI 96817

RECEIVED  
21 APR 29 PM 2:28  
DEPT OF COMMUNITY SERVICES

**RE: March 25, 2021 Public Records Request**

On March 25, 2021, I submitted to the Department of Community Services a formal request for access to government records pursuant to Chapter 92F, Hawaii Revised Statutes. After I did not receive a response, I sent a follow-up message on April 11, to which I received no response. The Department has not provided a timely response in accordance with Hawaii Administrative Rules § 2-71-13.

If I do not hear from the Department by May 7, I will consider the refusal to respond as denial of access, authorizing the commencement of proceedings in either circuit court or the Office of Information Practices. *SHOPO v. Soc'y of Prof'l Journalists-Univ. of Hawaii Chapter*, 83 Haw. 378, 392-93, 927 P.2d 386, 400-01 (1996) ("Access is withheld, and a person is aggrieved thereby, not only by an agency's outright denial of access, but also, for example, by the agency's non-response . . .").

Please contact me as soon as possible to address this violation.

Regards,



R. Brian Black

Enclosures: March 25, 2021 request  
April 11, 2021 e-mail



From: R. Brian Black  
Date: April 11, 2021, 11:57 a.m.  
Via: Email  
URL: <https://uipa.org/r/408#message-1588>  
Subject: Records Request for Department of Community Services: UIPA  
Log [#408]

Please let me know the status of this request.

Regards,  
Brian



From: R. Brian Black  
Date: March 25, 2021, 2:17 p.m.  
Via: Email  
URL: <https://uipa.org/r/408#message-1478>  
Subject: Records Request for Department of Community Services: UIPA Log [#408]

Aloha,

Pursuant to the public records law, I would like to request the following records in electronic format sent to my email address.

The UIPA Record Request Log(s) used by the Department of Community Services to track record requests received from July 1, 2019 to December 31, 2019. I am seeking the underlying data spreadsheet(s). I would like the record provided in its original Excel format. It is not my intent that this request require effort that would necessitate fees. If this request is expected to require significant effort, please contact me because there may be a miscommunication.

Mahalo,

R. Brian Black  
Civil Beat Law Center for the Public Interest

=====

Attachments:  
[1] form1\_records\_request.pdf



# REQUEST TO ACCESS A GOVERNMENT RECORD

This is a model form that may be used by a Requester to provide sufficient information for an agency to process a record request. Although the Requester is not required to use this form or to provide any personal information, the agency needs enough information to contact the Requester with questions about this request or to provide its response. This request may not be processed if the agency has insufficient information or is unable to contact the Requester.

DATE: 03-26-2021

TO: **Department of Community Services**  
**Agency that Maintains the Government Record**

dcs@honolulu.gov  
Agency's Contact Information

FROM: request+3rpke9xnp5@foi.uipa.org  
Requester's Name or Alias

request+3rpke9xnp5@foi.uipa.org  
Requester's Contact Information

---

## AS THE REQUESTER, 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 requested government record will prevent delays in locating the record. Attach additional pages if needed.

The UIPA Record Request Log(s) used by the Department of Community Services to track record requests received from July 1, 2019 to December 31, 2019. I am seeking the underlying data spreadsheet(s). I would like the record provided in its original Excel format. It is not my intent that this request require effort that would necessitate fees. If this request is expected to require significant effort, please contact me because there may be a miscommunication.

**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:** (Please check only one of the options below.) See the next page for information about fees and costs 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 agency (**date and time**): \_\_\_\_\_

Mail (address): \_\_\_\_\_

E-mail (address): request+3rpke9xnp5@foi.uipa.org

Fax (toll free and only if available; provide fax number): \_\_\_\_\_

Other, if available (please specify): \_\_\_\_\_

If the agency 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 next page).

#### **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 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

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. 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.

#### **COSTS**

The Agency may charge you any other lawful fees and the costs to copy and deliver your personal or public record 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 request to consult with the agency's UIPA contact person.

**Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies and a requester must seek records directly from the agency.** If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at 808-586-1400, [oip@hawaii.gov](mailto: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, 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. The rules and additional training materials are available online at [oip.hawaii.gov](http://oip.hawaii.gov) or from OIP.

