

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: **Maui Police Department**
Agency that Maintains the Government Record

crs@mpd.net
Agency's Contact Information

FROM: request+dk6v2zb5fm@foi.uipa.org
Requester's Name or Alias

request+dk6v2zb5fm@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 Maui Police Department to track record requests received from July 1, 2019 to June 30, 2020. 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+dk6v2zb5fm@foi.uipa.org
- Fax (toll free and only if available; provide fax number): _____

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 or from OIP.