

DEPARTMENT OF THE ATTORNEY GENERAL
Referral Form (revised August 2014)

R

From: Attorney General/First Deputy Attorney General

Date: 10/15/18

TO: LT (Lead) (Coordinate with: _____)

AG Referral:

**ACTION: UPON FINAL COMPLETION OF CASE OR ACTION,
PLEASE CLOSE CASE**

- Submit comments & recommendations Appropriate attention
- Investigate and submit report
- Prepare reply for AG's signature
- Prepare reply for AG's approval signature
- Prepare direct reply; copy OAG with final reply
- Coordinate reply with _____

Governor's Referral:

- Draft comments and recommendations to Governor--for AG's review Coordinate with _____
- Prepare transmittal to Governor enclosing direct reply with cc to Governor-- for AG's review _____ is lead agency
- Prepare reply for Governor's signature and transmittal to Governor--for AG's review
- Follow up and draft report to Governor--for AG's review
- Return enclosure(s)

MLD designation:

- No involvement
- Monitor
- Major litigation

Case Name & Civil Number (Court):

Final due by: 10/29/18

Constituent Services No.: _____

Governor's Referral No.: _____

AG Matter ID Number: 18-18832

Return this form and original request. Enter appropriate routing comments in ProLaw. Give OAG access to all iManage documents. Thank you in advance for your cooperation.

Arakaki, Ardis L

From: hawaiiag
Sent: Monday, October 15, 2018 10:21 AM
To: Arakaki, Ardis L; Joyce, Aaron S; Ikemoto, Derick Y
Subject: FW: Records Request for Department of the Attorney General: Hawaii Loa Ridge Preserve [#140]
Attachments: form1_records_request.pdf

Hello,

Forwarding over UIPA Request.

Thank you

Paul B. Lacuesta
Secretary to
David Moore, Administrative Services Manager James Walther, Special Assistant to the AG Department of the Attorney General
425 Queen Street
Honolulu Hawaii 96813
Phone: (808) 586-1287
Fax: (808) 586-1239
E-Mail: Paul.B.Lacuesta@hawaii.gov

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-----Original Message-----

From: Natalie Iwasa <request+3ravfthybv@foi.uipa.org>
Sent: Monday, October 15, 2018 10:18 AM
To: hawaiiag <hawaiiag@hawaii.gov>
Subject: Records Request for Department of the Attorney General: Hawaii Loa Ridge Preserve [#140]

Aloha,

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

I'd like a copy of the 2017 AG's file and emails about the Hawaii Loa Ridge Preserve inquiry.

Mahalo,

Natalie Iwasa

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: 10-15-2018

TO: **Department of the Attorney General**
Agency that Maintains the Government Record

hawaiiag@hawaii.gov
Agency's Contact Information

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

request+3ravfthybv@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.

I'd like a copy of the 2017 AG's file and emails about the Hawaii Loa Ridge Preserve inquiry.

This information will be shared with the Kuliouou Neighborhood Board and Aina Haina community.

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+3ravfthybv@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): _____

[X] 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, 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 or from OIP.