

RECORDS REPORT SYSTEM

Log of Written Requests for Access to Agency Records

Department: DOH - Wastewater Branch

Agency: Planning & Design Section

Fiscal year: July 2023 – June 2024

Please record written requests for access to records and send this log to your RRS Department Coordinator at the end of each fiscal year, as required by section 92F-18(b)(12), Hawaii Revised Statutes.

- **Date of written request:** Use the date on the request; log only **written** requests (including e-mail requests). For each request, check **one** of the following responses.
- **Request granted:** Check this column if the request was wholly granted.
- **Request denied in its entirety:** Check this column if the request was wholly denied.
- **Request denied in part:** Check this column if the request was partially denied, including if part of the record was redacted before disclosure or if part of the request could not be granted for one of the four reasons listed below.
- **Unable to respond to request:** Check this column if the agency is unable to respond because (1) the record does not exist; (2) the agency does not maintain the record; (3) the request was abandoned by the requester; or (4) the request requires the agency to create a summary or compilation not readily retrievable.

Month of Request	Number of Written Request	Request Granted	Request Denied in its Entirety	Request Denied in Part	Unable to Respond to Request
July 2023	332	NA			
August 2023	300	NA			
September 2023	279	NA			
October 2023	198	NA			
November 2023	352	NA			
December 2023	237	NA			
January 2024	328	NA			
February 2024	276	NA			
March 2024	324	NA			
April 2024	551	NA			
May 2024	492	NA			
June 2024	288	NA			
Totals for the Fiscal Year	3957	NA			