

# FIRST AND FINAL NOTICE TO REQUESTER

File or MPD Report No. \_\_\_\_\_

TO: \_\_\_\_\_  
FROM: \_\_\_\_\_

DATE REQUEST RECEIVED: \_\_\_\_\_

DATE OF THIS NOTICE: \_\_\_\_\_

**GOVERNMENT RECORDS YOU REQUESTED** (or attach copy of request):

- 1.
- 2.
- 3.
- 4.

**A. YOUR REQUEST WILL BE MADE AVAILABLE AFTER PAYMENT:**

After full payment of fees and costs of \$ \_\_\_\_\_

Payment may be made by  cash (in-person) or  Check payable to **County of Maui**

Once payment has been received we will begin work on your request. The agency has within 20 business days to disclose each increment of the records you requested. HAR § 2-71-15.

Records Provided: \_\_\_\_\_

Documents as requested in \_\_\_\_\_ request. \_\_\_\_\_ pages, bates numbers \_\_\_\_\_

\*Note – \_\_\_\_\_  
\_\_\_\_\_

**B. FEES & COSTS:**

An agency is authorized to charge fees and costs to process your request (even if no record is found to exist), but must waive the first \$30 in fees assessed for general requesters and the first \$60 in fees if you provide the information to support a request to waive \$60 as in the public interest. HAR §§ 2-71-14, -31 and -32. The agency may require prepayment of 50% of the total estimated fees and 100% of the total estimated costs prior to processing your request. HAR § 2-71-19. The following is the estimate of the fees and costs that the agency will charge:

Fees: Search	Time spent: (\$2.50 for each 15-minute period = \$10/hr)	\$
Review and segregation	Time spent: (\$5.00 for each 15-minute period = \$20/hr)	\$
Other	(Pursuant to HAR §§ 2-71-19 & 2-71-31)	\$
	<b>FEES:</b>	\$
Costs: Copying	# of pages copied: (@ \$ 0.25 per page.)	\$
Other costs		\$
	<b>TOTAL COSTS:</b>	\$
	<b>TOTAL FEES AND COSTS:</b>	\$
	<b>TOTAL AMOUNT DUE AND OWING WITH THIS NOTICE</b>	\$

**C YOUR RECORDS REQUEST:**

- Will be granted in its entirety .
- Cannot be granted because
  - Agency does not maintain the records. Agency believed to maintain records:
  - Agency needs a further description or clarification of the records requested. Please contact the agency and provide the following information:
  - Request requires agency to create a summary or compilation from records not readily retrievable.
- Is denied in its entirety       Will be granted only as to certain parts  
 based upon the following exemption provided in HRS § 92F-13 and/or § 92F-22 and other laws cited below (portions of records that agency will not disclose should be described in general terms).

<u>RECORDS OR INFORMATION WITHHELD</u>	<u>APPLICABLE STATUTES</u>	<u>AGENCY JUSTIFICATION</u>

**D. METHOD & TIMING OF DISCLOSURE:**

Records available for public access in their entireties must be disclosed within a reasonable time, not to exceed 10 business days, or after receipt of any prepayment required. Records not available in their entireties must be disclosed within 5 business days of this notice or after receipt of any prepayment required. If incremental disclosure is authorized by HAR § 2-71-15, the first increment must be disclosed within 5 business days of this notice or after receipt of any prepayment required.

**Method of Disclosure:**

- Inspection at the following location:
- As requested, a copy of the record(s) will be provided in the following manner:
  - Available for pick-up at the following location: .
  - Will be mailed to you.
  - Will be transmitted to you by other means requested:

For questions about this notice, please contact the person named above. Questions regarding compliance with the UIPA may be directed to the Office of Information Practices at 808-586-1400 or oip@hawaii.gov.

For incremental disclosures, each subsequent increment will be disclosed within 20 business days after:  
 The prior increment (if one prepayment of fees is required and received).  
 Receipt of each incremental prepayment required.

Disclosure is being made in increments because the records are voluminous and the following extenuating circumstances exist:

- from Agency must consult with another person to determine whether the record is exempt disclosure under HRS chapter 92F.
- Request requires extensive agency efforts to search, review, or segregate the records or otherwise prepare the records for inspection or copying.
- Agency requires additional time to respond to the request in order to avoid an unreasonable interference with its other statutory duties and functions.
- A natural disaster or other situation beyond agency's control prevents agency from responding to the request within 10 business days.

THIS RESPONSE IS BEING PROVIDED PURSUANT TO THE UIPA, ITS ADMINISTRATIVE RULES AND HAWAII LAW. CHAPTER 92F, HRS AND CHAPTER 2-7 HAWAII ADMINISTRATIVE RULES