

Linda Lingle
Governor

PATRICIA HAMAMOTO
Superintendent

STATE OF HAWAII
DEPARTMENT OF EDUCATION

D A T E: 08/11/2008

MEMO TO: All Schools and Offices

Priority:

CC: Office of Fiscal Services

F R O M: Patricia Hamamoto, State Superintendent
Office of the Superintendent

SUBJECT: Copying Charges

Effective immediately, the Department of Education has increased the copying charge to twenty-five cents (\$.25) per page for requests for copies of public records, in accordance with Section 92-21, Hawaii Revised Statutes, Copies of records; other costs and fees. This memo supersedes the memo dated July 15, 1999 on copying charges distributed by Superintendent Paul LeMahieu.

The requester may also incur additional charges as outlined by the Office of Information Practices (OIP). For more detailed information, please refer to the following website:

<http://www.state.hi.us/oip/rules.html>

The following are excerpts from the rules for your reference.

FEES FOR PROCESSING RECORD REQUEST

You may be charged fees for the services that the agency must perform when processing your request. INITIAL \$30 FREE: The first \$30 of fees for searching for a record, reviewing, and segregating will not be charged to you. Any amount after this first \$30 will be charged to you, in addition to any other fees authorized by law. These fees are as follows:

<i>Search for a Record</i>	<i>\$2.50 for 15 minutes</i>
<i>Review and Segregation of a Record</i>	<i>\$5 for 15 minutes</i>
<i>Any other fees authorized by law</i>	<i>Agency shall notify you.</i>

WAIVER OF FEES IN THE PUBLIC INTEREST

Up to \$60 of fees that may be charged only for searching for, segregating and reviewing records may be waived when the waiver would serve the public interest as described in Section 2-71-32, Hawaii Administrative Rules. If you wish to apply for a fee waiver 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 may be found in Section 2-71-32, Hawaii Administrative Rules:

- 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.*

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The Agency to whom you addressed your request must respond within a set period of time. The Agency will normally respond to you within 10 business days from the date of your request; however, in extenuating circumstances the agency must respond within 20 business days from the date of your request. If you are not satisfied with the Agency's response, you may call the Office of Information Practices at 586-1400.

Thank you for your cooperation.

PH:AS:dk

c: Office of Fiscal Services