	HAWAII HEALTH SYSTEMS C O R P O R A T I O N "Touching Lives Everyday"	Department: Legal Services	Policy No.: ADM 0001 Revision No.:
1	Policies and Procedures	Issued by: President & CEO	Effective Date: August 21, 2008
Subject: Record Charge	s Release and Copying s	Approved by: HHSC-Board of Directors By: Raymond Ono Its: Secretary/Treasurer	Supersedes Policy: June 30, 2000 Page: 1 of 2

- I. COVERAGE: This policy is intended to supplement existing policies within each facility. Where more specific policies and procedures exist governing the release or copying of a particular type of record, the more specific shall control.
- II. DISCLOSURE OF RECORDS: HHSC and public health facilities within its governance are subject to the Uniform Information Practices Act, Haw. Rev. Stat. Chapter 92F, with added exceptions to disclosure set forth in H.R.S. 323F-6. The general rule is that the documents, records, computer files, pictures, and any recordable information of HHSC, is subject to public scrutiny. The general exceptions to disclosure include:
 - 1. Where disclosure would frustrate a legitimate government purpose;
 - 2. Where disclosure would violate personal privacy interests;
 - 3. Where disclosure would result in an unfair advantage;
 - 4. Applications for credentials or staff privileges, records from peer review proceedings and medical records. Disclosure of medical records is governed by Section 622-57, H.R.S.
 - Marketing strategies, strategic plans, evaluations, assessments, negotiations, or rates and charges, the disclosure of which would raise the costs of procurement or give a manifestly unfair advantage to any competitor or to any person or entity seeking to do business or proposing to enter into an agreement with HHSC or a facility;
 - 6. Where prohibited from disclosure by law.

Where there is a question as to disclosure, the communications and public affairs officer should be consulted, who may decide to consult with legal counsel. Where there is a claim of confidentiality, the issue may be submitted to the Office of Information Practices for resolution, in accordance with Chapter 92F.

All requests for information considered potentially sensitive to disclosure by the records custodian (even where it is clear that disclosure is required) should be coordinated with the communications and public affairs officer.

Prompt response to requests for disclosure of records is required by Chapter 92F. Please review the Office of Information Practices Administrative Rules, Title 2, subtitle 7, chapter 71, for further instructions on proper processing.

III. CHARGES: Where the facility does not have a copying fee schedule, the following shall apply:

1. Search and Segregation Fees: Labor costs of \$10 per hour (in 15 minute

intervals) to search for the record. Labor costs of \$20 per hour (in 15 minute intervals) for segregating and redacting the non-disclosable portions of the record. The first \$30 of charges under this section shall not be assessed.

2. Copying Charge: \$1.00 per page for 1 to 5 pages.

\$.25 per page thereafter.

3. Mail/Delivery Charge: Actual cost plus \$1.00 handling fee.

4. Review of Original Records: Where a requester asks permission to review

the original document, it should be scheduled for the reasonable convenience of the records custodian. The records custodian shall remain with the records while they are being reviewed in order to preserve the integrity of our original

records.

5. The facility may request one-half advance payment (estimated) prior to disclosure.

6. The facility shall waive \$60 of the fees pertaining to formal requests when the request contains a statement of facts including the identity of the requester and it is in the public's interest to waive the fees.