

Log of Written Requests for Access to Agency Records

Agency: _____

Division: _____

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.

➤ **Written Requests for Records:**

- Include only **written** requests. This includes e-mail requests.
- Include a written request for **information** if the agency responds by providing an agency record.
- Include requests for records in physical forms other than paper, such as electronic records transmitted or tape recordings.
- Include requests from government officials or employees who are making the requests in their individual (as opposed to official) capacities.
- Do **not** include requests by individuals within the agency who are making the request as part of their official duties as an employee.
- Do **not** include requests made by other government agencies.
- Do **not** include record requests that are **routinely** filled as a clerical function. Examples of these routine record requests include:

1. University of Hawaii: requests for transcripts
2. Department of Health: requests for vital records
3. Department of Commerce and Consumer Affairs: requests for certificates of good standing
4. All agencies: requests for agency forms
5. All agencies: requests for publications created for the public

- **Date of written request:** Use the date on the request. For each request, check **one** of the following responses.
- **Request granted:** Check this column if the request was granted in its entirety.
- **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 a record was redacted before disclosure.
- **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.

**Log of Written Requests for
Access to Agency Records**

Request number	Date of written request	Request granted	Request denied in its entirety	Request denied in part	Unable to respond to request
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Totals for the fiscal year					