

**OFFICE OF INFORMATION PRACTICES'
AGENCY REPORT ON FEES AND WAIVERS OF FEES**

Please complete this form and deliver or mail to:

Office of Information Practices
No. 1 Capitol District Building
250 South Hotel Street, Suite 107
Honolulu, HI 96813
Telephone: 808-586-1400
Fax: 808-586-1412
Email: oip@hawaii.gov

Agency and Department Name: _____

Person Reporting (UIPA Contact Person): _____

Telephone: _____

Reporting for the following four-month period(s):

- March through June _____ [year]
- July through October _____ [year]
- November _____ [year] through February _____ [year]

Reporting required by HAR 2-71-3*:

1. Number of requests for access to records in reporting period
 - a. for which the agency assessed fees: _____
 - b. that qualified for a waiver of fees under section 2-71-32: _____
2. The amount of fees waived for each request for records in the reporting period (you may attach a separate sheet): _____

Signature: _____ Date: _____

*** Hawaii Administrative Rules (see www.hawaii.gov/oip/rules):
§2-71-3 Reporting to the OIP.**

As required by the OIP, each agency shall file with the office of information practices a report setting forth the following information:

- (1) The number of requests for access to records for which fees were assessed; and
- (2) The number of requests for access to records which qualified for a waiver of fees pursuant to section 2-71-32, and the amount of fees waived for each request.

[eff FEB 26 1999]