

**INFORMATIONAL PURPOSES ONLY.** This document is made available to the public for informational purposes only and is not a substitute for personal legal advice. Each public records request is unique. Please contact the Public First Law Center to discuss whether this letter would be appropriate for your public records request. Inquiries to Public First are confidential, and advice is provided without charge.

VIA **CERTIFIED MAIL**

[Date]

Custodian of Records  
[Agency]  
[Agency Address]

**Re: Public Records Request, dated [date of original request]**

Dear Custodian of Records:

On [date of original request], I submitted to the [Agency] a formal request for access to government records pursuant to Chapter 92F, Hawaii Revised Statutes. The [Agency] has not provided a timely response in accordance with Hawaii Administrative Rules § 2-71-13.

If I do not hear from the [Agency] by \_\_\_\_\_, I will consider the refusal to respond as denial of access, authorizing the commencement of proceedings in either circuit court or the Office of Information Practices. *SHOPO v. Soc’y of Prof’l Journalists-Univ. of Hawaii Chapter*, 83 Haw. 378, 392-93, 927 P.2d 386, 400-01 (1996) (“Access is withheld, and a person is aggrieved thereby, not only by an agency’s outright denial of access, but also, for example, by the agency’s non-response . . .”).

Please contact me as soon as possible to address this violation. I may be contacted [contact information].

Sincerely,

**Commented [A1]:** Certified mail is not required, but it is recommended that you retain some form of documentation that the letter was mailed.

**Commented [A2]:** A summary of the response deadlines in HAR § 2-71-13 is available on Public First’s website.

**Commented [A3]:** Set a reasonable deadline for response, so that you have a timeline for next steps.