

COUNTY COUNCIL
BILL "KAIPO" ASING, CHAIR
JAY FUREARO, VICE CHAIR
TIM BYNUM
DICKIE CHANG
DARYL W. KANESHIRO
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OFFICE OF THE COUNTY CLERK
Council Services Division
Elections Division
Records Division
PETER A. NAKAMURA, County Clerk
ERNESTO G. PASION, Deputy County Clerk
Telephone: (808) 241-6371
Facsimile: (808) 241-6349

July 6, 2009

TO: TIM BYNUM, COUNCILMEMBER
LANI KAWAHARA, COUNCILMEMBER

FROM: PETER A. NAKAMURA, COUNTY CLERK

SUBJECT: REQUEST FOR COUNCIL DOCUMENTS (2006 - 2009)

My apologies for the delay in responding to your request for Council documents from 2006 through the present. Because of the voluminous nature of the request and the ongoing workload of the office, we are experiencing extenuating circumstances in meeting your request within prescribed time limits as extensive agency efforts have been required to search for and prepare the records for copying, as well as to avoid an unreasonable interference with our other duties and functions. However, with the assistance of Council Services staff, we are working towards fulfilling the scope of your request through incremental disclosure of the requested records.

Council Meeting Minutes

As a result of changes in Council Services personnel assigned to Council meetings prior to 2008 and physical workstation replacement/upgrades, we have had difficulty locating electronic copies of Council meeting minutes prior to 2008 at this time. In these cases, the actual hard copy Council meeting minutes were scanned and converted to Portable Document Format ("PDF") files (inclusive of 2008 - 2009 Council meeting minutes). As such, we are able to provide PDF copies of Council meeting minutes from 2006 to May 20, 2009. Approved Council meeting minutes after the May 20, 2009, Council meeting are available on and may be downloaded from the Council's website.

The enclosed four (4) compact discs ("CDs") contain those PDF Council meeting minutes files from 2006 to May 20, 2009.

Council Committee Meeting Minutes

We are continuing to locate electronic copies of Committee minutes prior to 2008.

As with Council meeting minutes prior to 2008, locating electronic copies of these minutes has taken some time due to changes both in personnel assigned to Council Committee support and physical workstation replacement/upgrades over the past several years, the result of which has been storage of electronic records in several different physical locations. We are continuing to locate these records. If we are not able to locate these documents in a timely manner, we will undertake scanning of hard copies into PDF format.

Reports of Council Meeting Actions

Again, while we have located these subject communications for most of 2008 to 2009, changes in Council personnel and physical workstation replacement/upgrades have spread the storage of these documents over different locations. As with Council Committee meeting minutes, if we are not able to locate these soft copies in a timely manner, we will undertake scanning of hard copies into PDF format.

Please also note that after May 20, 2009, reports of Council meeting actions ("Recap Memos") are available on and may be downloaded from the Council's website.

Waiver of Fees

Regarding your request for waiver of fees associated with the production of documents, please note that the time and effort our staff has and will be continuing to expend on meeting your request will not be charged. In light of your request being made on official Council letterhead and, as far as can be discerned, in your official capacities as Councilmembers, a "waiver of fees" request is not applicable.

Incremental Disclosure

For the remaining balance of your information request which would consist of Council Committee meeting minutes (2006 - 2009) and reports of Council meeting actions, or "recap memos" (2006 - 2009), we estimate that it will take our office approximately two (2) weeks to complete locating and converting these files to electronic formats. The most time-intensive component of meeting the balance of this request would be if we are not able to timely locate electronic copies of the requested documents, which would mean searching, segregating and scanning hard copies of these documents into an electronic format.

As always, please feel free to contact me at the Council Services offices if you may have any further questions regarding your request.

Enclosures (4 compact discs w/2006 - 2009 Council meeting minutes)

copy: - Council Chair Asing & Councilmembers (w/o enclosures)
- Council Services (w/o enclosures)