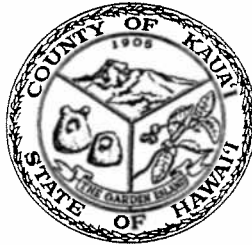


COUNTY COUNCIL  
BILL "KAIPO" ASING, CHAIR  
JAY FURFARO, VICE CHAIR  
TIM BYNUM  
DICKIE CHANG  
DARYL W. KANESHIRO  
LANI T. KAWAHARA  
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OFFICE OF THE COUNTY CLERK  
Council Services Division  
Elections Division  
Records Division  
PETER A. NAKAMURA,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

July 27, 2009

TO: COUNCILMEMBERS  
*B.K.A.*  
FROM: BILL "KAIPO" ASING, COUNCIL CHAIR

SUBJECT: DOCUMENT DISTRIBUTION POLICY

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To follow-up on discussions held at the July 22, 2009 Council meeting on distribution of Council documents, please be advised of the following policy.

Copies of incoming Council documents will be placed in a binder that will be on the Council's "break room" table. If you would like a copy of a document in the binder we would ask that you request available staff to make a copy for you.

Documents over thirty (30) days old will be removed from the binder. Also, large document attachments (such as the Finance Department's monthly Statement of Revenues and similar "bulky" documents) are available for review upon request.

Copies of any confidential documents will also not be placed in this circulation binder, but are available for review upon request.

Given recent guidance from the State Office of Information Practices ("OIP") on distribution of documents received by Vice Chair Furfaro (June 23, 2009), please be aware that we are also currently in discussion with the OIP on whether this practice is in line with their previous advice and that the final outcome of this discussion may result in changes to our current policy direction on document distribution.

Please feel free to see me if you may have any questions.

copy: Council Services