

**A BILL FOR AN ORDINANCE AMENDING
CHAPTER 4, KAUAI COUNTY CODE 1987, PERTAINING TO GENERAL
PROVISIONS RELATING TO COUNTY ORGANIZATION
AND ADMINISTRATION**

BE IT ORDAINED BY THE COUNCIL OF THE COUNTY OF KAUAI, STATE OF HAWAII

Article 5 ELECTRONIC ACCESS TO COUNTY OF KAUAI COUNTY DOCUMENTS
AND RECORDS

Sec. 4-5.1 Electronic Conversion of County Documents and Records

The current state of information technology enables municipalities to provide its constituency with easy online access to government information, services and products. The advantages to the constituent and the municipality are manifold resulting in greater efficiency in the use of county personel and a savings in time, money and natural resources for the county and the constituent. Currently, in order for constituents to view pubic documents they must physically travel to County facilities and ascertain the specific locations of the departments that maintain the documents. The constituent must then engage the time of the appropriate personnel in order to view the documents. Should the constituent seek reproductions they are required to pay a significant fee and additional county time and resources are expended.

Currently the County of Kauai maintains a government website with pages managed by various County departments. There are no technological barriers to the implementation of this ordinance. The services, information and products available from the various departments however, differ in quality and quantity from department to department.

It is the intent therefore of this ordinance to encourage countywide uniformity and quality in the provision of online county documents, information, services, and products and to require that specific key documents be routinely posted online in a timely manner. Therefore:

(1) All departments and agencies of the County of Kauai shall determine which records in their custody, including, but not limited to, documents, ordinances, rules, publications, minutes of public meetings, policies, procedures, not exempted from public dissemination under federal or state law and, as far as practicable, can be converted electronically for placement online in the County of Kauai website for access by the general public.

(2) All Boards, Councils and Commissions sanctioned by the County of Kauai including but not limited to the County Council and the Planning Comission shall at a minimum post the following public documents online:

- 1) Meeting agendas (including committees and sub committees)
- 2) Meeting Minutes (including committees and sub committees)
- 3) Reports of Actions Taken
- 4) Proposed Ordinances

(3) Meeting minutes of public meetings shall be posted at a minimum no later than 5 business days following their approval.