§17-15-1 Definitions. As used in this chapter:
"Individual" shall be as defined in section 92F-3, HRS.
"Personal record" shall be as defined in section 92F-3, HRS.
"Government record" shall be as defined in section 92F-3, HRS. [Eff 11/5/84; am and comp APR 13 1995] (Auth: HRS §§26-38, 92F-11) (Imp: HRS §§92F-3)


§17-15-3 Government records. (a) Government records shall be available for inspection in accordance with section 92F-11, HRS and this chapter.
(b) Requests to inspect or obtain copies of government records shall be made in writing to the department. The request shall identify or describe the government record and state the purpose for which the
§17-15-3

request is made.
(c) When denying a request for inspection of
government records, the department shall state its
reason for refusal and procedures for review of the
refusal.
(d) A reasonable fee, determined in accordance
with section 92-21, HRS, shall be charged for copies of
government records furnished. [Eff 11/5/84; am and
comp APR 1 3 1995 ] (Auth: HRS §§26-38,) (Imp: HRS
§§91-2, 92F-11)

§17-15-4 Access of individual to own personal
record. (a) An individual's request for access to the
individual's personal record may be made either
verbally or in writing to the department. Unless
exempted by section 92F-22, HRS, other applicable law,
or this chapter, the personal record shall be made
available for review during the normal business hours
of the department. The individual shall provide
adequate identification prior to this review.
(b) The department shall furnish a copy of the
personal record when requested by the individual.
Charges shall be determined in accordance with section
92-21, HRS.
(c) The agent of an individual, when so
designated and authorized in writing by the individual,
shall have access to the personal record of the
individual as provided in this section.
(d) When denying the request for access to an
individual's personal record, the department shall
inform the individual in writing of its refusal, the
reason for the refusal, and procedures for review of
the refusal. [Eff 11/5/84; am and comp APR 1 3 1995 ]
(Auth: HRS §§26-38, 346-14) (Imp: HRS §§92F-21, 92F-
22, 92F-23)

§17-15-5 Correction or amendment of a personal
record. To correct or amend a personal record in
accordance with section 92F-24, HRS, the individual
shall submit a written request to the department that
contains the following information:
(1) Name and address of the individual;
(2) Title of the personal record;
(3) Information to be corrected or amended; and
(4) Supporting evidence or information. [Eff
11/5/84; am and comp APR 1 3 1995 ] (Auth:
§17-15-6

Review procedures. An individual shall submit a written request to the director for a review of the department's refusal to allow access to, or correction or amendment of a personal record. It may contain any additional pertinent information or evidence.** [Eff 11/5/84; comp APR 13 1995] **(Auth: HRS §§26-38, 346-14) (Imp: HRS §92F-25)

6. Material, except source notes, to be repealed is bracketed. New material is underscored.

7. Additions to update source notes to reflect these amendments and compilations are not underscored.

8. These amendments to and compilations of Chapters 17-1, 17-2, 17-3, 17-4, and 17-15, Hawaii Administrative Rules, shall take effect ten days after filing with the Office of the Lieutenant Governor.