



Records Request Fee Schedule

Adopted by Board Resolution — May 28, 2026

This Fee Schedule is established pursuant to the PHCA Records Request Policy and HRS §421J-7. Fees are limited to reasonable costs of duplication, postage, stationery, and other administrative costs associated with handling the request. The Fee Schedule may be amended by Board resolution without amendment to the policy.

Copying and Reproduction

Black & white copy, per page: \$0.25

Color copy, per page: \$0.50

Electronic document transmission: No charge for standard requests; preparation fees apply for large or complex requests per staff time rate below.

Staff Time

Blended staff rate for retrieval, examination supervision, redaction, and administrative processing: \$50.00 per hour, billed in fifteen (15) minute increments.

Postage and Handling

Actual cost of postage and materials, passed through at cost.

Off-Site or Archival Retrieval

Third-party retrieval costs passed through at actual cost.

Fee Estimate Threshold

For requests estimated to exceed \$50.00 in total fees, PHCA will provide a written estimate before processing begins. Processing shall not commence until the member confirms acceptance in writing.

Fee Waivers

The Board may waive fees in whole or in part where circumstances warrant. Fee waivers do not establish precedent.