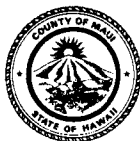


Council Chair  
Mike White

Vice-Chair  
Don S. Guzman

Presiding Officer Pro Tempore  
Michael P. Victorino

Councilmembers  
Gladys C. Baisa  
Robert Carroll  
Elle Cochran  
Don Couch  
Stacy Crivello  
Riki Hokama



Director of Council Services  
David M. Raatz, Jr., Esq.

**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 2, 2016

Mr. Keith Regan, Director  
Department of Management  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Regan:

**SUBJECT: FISCAL YEAR ("FY") 2017 BUDGET (MD-2) (BF-1)**

May I please request a copy of the County's record retention policy.

May I further request you transmit your response no later than **April 11, 2016**, to enable the Committee to comprehensively review the FY 2017 budget. To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Steve Selee at ext. 7687, Michele Yoshimura at ext. 7663, Shelly Espeleta at ext. 7134, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama".

RIKI HOKAMA, Chair  
Budget and Finance Committee

bf:2017bgt:160330amd01:srs

cc: Mayor Alan M. Arakawa  
Budget Director