File No.	Island	Street Address	City	ZIP Code	TMK	Applicant (as appropriate)	Exempt. HAR 11-200.1-15(c)	Action: Title & Description	Notes
XX-XXX	Oahu	123 Beretania	Honolulu	968XX	(X) X-X-XXX:XXX	NA	5	Sample line to show examples of completing the list	Delete this row

Use your agency's normal record tracking system so that a member of the public has a reference number. OPTIMALLY, agencies will have posted this action's file on their website, and this cell will contain a hyperlink to that online document.

For the agency name at the top, use the full name of the agency instead of the abbreviation. Provide the government jurisdiction as well because county and state agencies can share the same name. Only one list per agency is submitted; do not include separate submissions by division or agency subunit.

Examples:
Planning Department (County of Maui)
Department of Transportation (State of Hawai'i)

Provide a succint description of the exempted action so that a member of the public can accurately assess whether the action might be of interest.

Provide additional information the agency believes will assist the public with identifying or understanding the purpose of the exemption declaration.

For the date on the top, identify the date the list is submitted to the OEQC, which may be on or before the submittal deadline 5 business days prior to publication on the 8th of the month. For example, for publication on September 8, 2019, the date must be on or before August 30, 2019.