

# LEGISLATIVE RESOURCE & REFERENCE CENTERS

## I. GOVERNMENTAL DEPARTMENTS AND AGENCIES

### ‣ GOVERNOR'S OFFICE OF CONSTITUENT SERVICES

*For information relating to state agencies.*

Phone: 586-0221 or 586-0222  
Fax: 586-0019  
Hours: 8:00 a.m. - 5:00 p.m., Monday - Friday  
Location: State Capitol, Room 415

### ‣ CITY INFORMATION

*For information relating to Honolulu county agencies.*

Phone: 768-4385  
Fax: 768-3750  
Web address: [www.honolulu.gov](http://www.honolulu.gov)  
E-mail address: [csd@honolulu.gov](mailto:csd@honolulu.gov)  
Hours: 7:45 a.m. - 4:30 p.m., Monday - Friday  
Location: Department of Customer Services  
Mission Memorial Building, 550 S. King Street

### ‣ FEDERAL INFORMATION CENTER

*For information relating to the federal government.*

Phone: 1-800-FED-INFO (1-800-333-4636)  
Web address: [www.usa.gov](http://www.usa.gov)  
Hours: 8:00 a.m. - 8:00 p.m. Eastern Standard Time  
Monday - Friday except federal holidays

## II. THE LEGISLATIVE REFERENCE BUREAU (LRB) LIBRARY

*Maintains a collection of public documents and publications relating to governmental issues. Also has a comprehensive newspaper-clipping file.*

Phone: 587-0690  
Fax: 587-0699  
Web address: [www.hawaii.gov/lrb](http://www.hawaii.gov/lrb)  
E-mail address: [lrb@capitol.hawaii.gov](mailto:lrb@capitol.hawaii.gov)  
Hours: Session:  
7:45 a.m. - 6:00 p.m., Monday - Friday  
8:30 a.m. - 12:00 p.m., Saturday  
Interim:  
7:45 a.m. - 4:30 p.m., Monday - Friday  
Location: State Capitol Basement, Room 005

### III. THE PUBLIC ACCESS ROOM, STATE LEGISLATURE

*The public access room provides assistance to the public by enhancing their efforts in lobbying state lawmakers. This is the citizens' office in the Legislature, equipped with computer terminals, telephones, access to legislative documents and reference materials, a fax machine, and a copy machine. Staff are available to assist those who come to Room 401 in the State Capitol, or who call in with questions. Classes are given on the legislative process, reading legislative documents, writing and presenting testimony, and using relevant legislative websites. Workshops can be provided on site for community and citizen groups. All public access room services are free of charge.*

Phone: 587-0478  
TTY: 587-0749  
Toll-free from the Neighbor Islands:  
Hawaii: 974-4000  
Maui: 984-2400  
Kauai: 274-3141  
Molokai/Lanai: 1-800-468-4644  
(followed by the extension 7-0478)  
Fax: 587-0793  
Web address: [www.hawaii.gov/lrb/par](http://www.hawaii.gov/lrb/par)  
E-mail address: [par@capitol.hawaii.gov](mailto:par@capitol.hawaii.gov)  
Hours: Session:  
8:00 a.m. - 6:00 p.m., Monday-Friday  
8:00 a.m. - 2:00 p.m., Saturdays  
Interim:  
9:00 a.m. - 5:00 p.m., Monday-Friday  
Location: State Capitol, Room 401

### IV. THE STATE ARCHIVES

*The Hawaii State Archives Office collects, preserves, and makes available to the public Hawaiian government records of permanent value. These records date from the monarchy to the current legislative session, and include private collections of individuals and organizations, photographs, maps, artifacts, and library collections specializing in Hawaiian history, culture, and Pacific voyages. The Legislative Records Collection includes bills, committee reports, journals, testimonies, petitions, messages, communications and resolutions.*

Phone: 586-0329  
Web address: [www.hawaii.gov/dags/archives](http://www.hawaii.gov/dags/archives)  
E-mail address: [archives@hawaii.gov](mailto:archives@hawaii.gov)  
Hours: 9:00 a.m. - 4:00 p.m., Monday-Friday  
(except on State holidays and furlough days)  
Location: Kekauloahi (Archives) Building on the Iolani Palace grounds  
364 S. King Street

## **V. THE STATE SUPREME COURT LAW LIBRARY**

*The library has information on Hawaii law, and statutes and case law of other states and the federal government.*

Phone: 539-4964  
Web address: [www.courts.state.hi.us](http://www.courts.state.hi.us)  
E-mail address: [lawlibrary@courts.state.hi.us](mailto:lawlibrary@courts.state.hi.us)  
Hours: 7:45 a.m. - 4:15 p.m., Monday-Friday  
(except on State holidays and furlough days)  
Location: Ali'iolani Hale  
417 S. King Street, Room 119

## **VI. THE CITY AND COUNTY OF HONOLULU - RECORDS MANAGEMENT**

Phone: 768-3766  
E-mail address: [apulfrey@honolulu.gov](mailto:apulfrey@honolulu.gov)  
Hours: By appointment only.  
Location: City Hall Annex  
550 S. King Street