

**INDEX OF  
OIP OPINION LETTERS  
(NOS. 89-1 THROUGH 10-05)**

**Op. Ltr. No.**

**A**

Access: See **REQUESTERS, ACCESS INTEREST OF;  
REQUESTS UNDER UIPA**

**ACCREDITATION REPORT** ..... 91-15

**ADDRESSES:**

Business

Business Conducted in Home .....	92-18
Candidate for Promotion, Successful.....	94-8
Certified Payroll Records .....	89-8
Corporation Employers .....	02-04
Government Employment.....	95-2
License/Permit Certification Applicants .....	91-1, 92-18, 07-11
Fund Applicants/Recipients .....	93-1, 05-16
Applicants or Nominees, Boards & Commissions.....	91-8
Partners.....	02-04
Seminar Attendees .....	89-16
Senior Citizens.....	99-6

Trust

Beneficiary.....	02-04
Trustee.....	02-04

Home

Applicants

Certification.....	92-18
Dog License.....	90-31
Entry and Activity Permit in Marine Refuge .....	07-11
Government Employment .....	91-12, 95-2, 06-04
Government Funds/Lands .....	89-4, 05-16, 07-07
License Applicants, Professional & Vocational .....	90-10

Arrested Individuals.....	91-4
Business Address, Used as.....	92-18
Candidate for Promotion, Successful.....	94-8
Citations, Marine Patrol.....	94-20
Condominium Association Board Members .....	93-16
Corporation Employees .....	02-04
Criminal Suspect .....	99-2
Declarations of Water Use, Filers of .....	90-35
Examination Jurors.....	91-5
Government Employee Subject of Investigation .....	98-5
Law School Faculty.....	91-15
Library Patrons.....	90-30
Licensed Drivers .....	92-16
Nominees, Boards & Commissions.....	91-8, 03-04

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**ADDRESSES: (cont.)**

Home: (cont.)

Partners.....	02-04
Petition Signatories.....	04-11
Petitioners, Liquor License Protest.....	94-10
Police Reports.....	99-2
Quarantined Animals, Owners' Names.....	93-12
Registration	
Architectural.....	91-5
Firearms.....	90-25, 07-01
Vessel.....	99-3
Voter.....	04-08
Requesters of Conviction Information.....	96-4
Retirees, Inter-Agency Disclosure.....	90-24
Seminar Attendees.....	89-16
Special Treatment Facilities Employees, Officers & Directors.....	89-13
Trust	
Beneficiary.....	02-04
Trust.....	02-04
UIPA Record Requesters.....	90-37, 93-23
Veterans Residing in Hawaii.....	92-8
Water Service Location.....	90-29
Workers' Compensation, Work Injury Notices.....	94-21
Mailing	
Government Subsidized Housing Applicants.....	92-11
Hawaiian Home Lands Lessees.....	91-19
Massage Therapist License Applicants.....	91-1
Membership List of Citizens' Group.....	93-20
Registered Lobbyists.....	92-12
Post Office Box Numbers.....	91-19, 92-11, 93-20, 99-6

**"ADMINISTRATIVE CONTROL" OVER RECORDS..... 95-8, 97-2**

**ADMINISTRATIVE PROCEEDINGS..... 95-17**

**ADMINISTRATIVE RULES:**

Agency Interpretations of.....	90-34
Child Abuse Records.....	90-5
Confidentiality Provisions.....	91-13, 91-15, 92-4, 93-7, 94-18, 95-22, 04-05
Conflict with Legislative Enactment.....	93-7,02-02
Federal Regulations.....	94-13, 03-05
Hearings on.....	01-06
Motor Vehicle Registration.....	91-13
Name Change Records.....	92-4
Not "State Law" for Purposes of HRS 92F-13(4).....	92-3, 92-4, 94-6, 94-18, 04-05

*See also OIP RULES; POLICIES AND PROCEDURES*

**ADOPTION RECORDS..... 90-23**

**ADULT RESIDENTIAL CARE HOMES..... 89-17**

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

Advice (Legal): See **PRIVILEGED RECORDS**

**AFFIDAVITS:**

Name Change Petition..... 92-4  
Voter Registration..... 90-22

Age: See **BIRTH DATES**

Agencies: See **DEPARTMENTS & AGENCIES**

**AGENCY:**

Duties Under the UIPA ..... 02-01

**AGENCY, DEFINED:**

Akaku-Maui Community Television, Inc..... 93-18, 02-08  
Aloha Tower Development Corporation (ATDC)..... 89-15  
American Bar Association ..... 91-15  
American Law Schools, Association of..... 91-15  
Architectural Registration Boards ..... 91-5  
Bar Examiners, Board of ..... 93-8  
Board of Water Supply..... 90-9  
Charter Schools ..... 05-09  
Circuit Court File Room..... 93-11  
Commissions  
    Sexual Orientation & The Law ..... 95-1  
    State Water Code Review..... 94-2  
Convention Center Authority ..... 94-18  
Corporations Operated/Managed on Behalf of State ..... 90-31, 02-08, 09-01  
East-West Center ..... 92-2  
Hawaiian Affairs, Office of ..... 93-1  
Hawaiian Humane Society ..... 90-31, 09-01  
Hawaiian Sovereignty Advisory Commission ..... 94-9  
Ho'ike: Kauai Community Television ..... 94-23, 02-08  
Hybrid Public-Private Entity ..... 09-31, 93-18, 94-23,  
    02-08, 03-04, 09-01  
Judicial Council..... 93-13  
Judicial Selection Commission ..... 92-3  
Judiciary  
    Administrative Functions Only ..... 90-4, 91-24, 92-3, 92-16,  
    93-8, 93-11, 93-13, 97-2  
Legislature..... 93-17, 00-01, 02-10, 02-12  
Na Leo 'O Hawai'i..... 94-24, 02-08  
Office of Disciplinary Counsel ..... 04-02  
'Olelo: The Corporation for Community Television ..... 02-08, 03-04  
Protection and Advocacy Agency of Hawaii ..... 90-21  
Research Corporation of the University of Hawaii (RCUH) ..... 90-27, 90-33  
University of Hawaii ..... 89-9, 90-11  
Villages of Kapolei Association..... 94-5

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**AGRICULTURE:**

Application, Pesticide Applicator Certification .....	92-18
Reports	
Investigations.....	91-6
Loans, Delinquent.....	89-6
Plant Quarantine Inspections.....	94-14

**AIRPORTS:**

Appraisals, Statewide Property.....	91-10
-------------------------------------	-------

**AMBULANCE:**

Employees, Prospective .....	93-5
Reports.....	91-33, 05-05

Amounts Owed to Government: See **FEES; FINES; LOANS, GOVERNMENT**

**ANIMALS:**

Licenses, Dog .....	90-31
Quarantined Animals, Owners of .....	93-12
Rusti the Orangutan .....	03-06

**APPLICANTS:**

Boards and Commissions.....	91-8, 93-13, 93-22,03-04,
Certifications	05-04
Pesticide Applicators .....	92-18
Civil Service Applications: See Government Employment (below)	
Condominium Association .....	93-16
Crime Victim Compensation Commission .....	05-16
Employment History .....	91-12
Evaluations.....	89-2, 90-14
Firearm Permit.....	90-25, 07-01
Government Employment	
Criminal History, DOE Applicants.....	92-23
Generally: See <b>PERSONNEL</b> , Applicants	
Police Promotion .....	94-8
Special Master .....	89-2
Unsuccessful Job Applicants.....	89-2, 90-14, 91-28, 94-8,
	95-2
Grant Application for CBED Program.....	94-15
Hawaiian Home Lands .....	89-4
Housing, Government-Subsidized.....	92-11
Law School Admission .....	89-9, 95-10
Library Patrons .....	90-30
Licenses and Permits	
Building Permits.....	90-20, 99-5
Certificate of Experience .....	92-24, 97-10
Contractor's License .....	97-10
Dog Licenses .....	90-31
Entry and Activity in Marine Refuge.....	07-11
Massage Therapist License .....	91-1, 91-11
Professional & Vocational License.....	90-10,90-23, 92-24, 93-6
Loans, State .....	89-5

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**APPLICANTS: (cont.)**

Name Change .....	92-4
Nominees	
Ethics Commission .....	93-13, 93-22
Judicial Vacancy .....	92-3, 03-03
State Employment Service Job Applicants .....	91-12
Subdivision.....	03-08
Welfare .....	90-26

See also **FRUSTRATION OF GOVERNMENT FUNCTION;  
PERSONNEL, PRIVACY**

**Passports**

Name Change Petition .....	92-4
Unsuccessful Permit Applicant.....	07-01

Applications: See **APPLICANTS; LICENSES AND PERMITS; LOANS,  
GOVERNMENT, PERSONNEL**

Appointees: See **APPLICANTS**

Appointment Logs: See **LOGS**

**APPRAISALS:**

**Public Lands**

Airport Property .....	91-10
------------------------	-------

**ARBITRATION:**

Decisions and Awards: See **OPINIONS AND ORDERS**

**ARCHITECTS:**

Architect's License Exam & Answers .....	91-5, 93-6
Archive Records.....	05-18
Certificate of Experience .....	92-24

<b>ARCHIVE RECORDS.....</b>	<b>05-18</b>
-----------------------------	--------------

Arrest Data: See **LAW ENFORCEMENT RECORDS**

**ATTENDEES:**

Conference (Bidders).....	94-26
Seminar.....	89-16

Attorney-Client Privilege and Work Product: See **PRIVILEGED RECORDS**

**AUDIT REPORTS:**

Airport Concessioners .....	90-3
Protection and Advocacy Agency of Hawaii .....	90-21
Workpapers of Private CPA Firm .....	92-25

Automobiles: See **MOTOR VEHICLE RECORDS**

<b>AUTOPSY REPORTS.....</b>	<b>91-32</b>
-----------------------------	--------------

See also **PRIVACY**

OIP Op. Ltr. Index

Op. Ltr. No.

**B**

Bankruptcy: See **EMBARRASSING DISCLOSURES**

**BAR EXAMINATIONS** ..... 93-8

**BIDS AND PROPOSALS:**

Component Prices .....	90-15, 91-21
Evaluation and Rating Sheets.....	91-14
Exempt from Sunshine .....	03-07
Frustration of Government Function	
Confidential Commercial Financial Information .....	90-2, 90-15, 91-16
"Manifestly Unfair Advantage".....	89-15, 90-2, 91-16, 91-21, 93-5
Hawaii Visitors Bureau Contract Attachments .....	92-17
Identities of Offerors or Prospective Offerors .....	94-26, 09-02
Insurance Premiums .....	10-01
Intent to Bid .....	94-26
List of Bidder's Conference Attendees .....	94-26
List of Prospective Employees .....	93-5
Negotiations.....	97-4
Point Tabulation Sheets .....	94-18
Protests .....	09-02
Requests for Proposals (RFPs) .....	89-15, 90-2, 94-18
Scores .....	94-18
Settlement Proposal (OTG) .....	94-17
Title Services for Leasehold Fee Purchases .....	91-21
Trade Secrets.....	90-02
Unsuccessful Bids .....	90-15

**BILLS:**

County Council..... 02-09

**BIRTH DATES:**

Age	
Arrested Individuals.....	91-4
Government Employees .....	91-26
Applicants	
Boards and Commissions .....	91-8
Contractors' Licenses.....	90-28
Licenses .....	90-10
Name Change.....	92-4
State Employment Service.....	91-12, 06-04
Vessel Registration .....	99-3
Apprentices .....	92-20
Blind Individuals.....	92-22
Deceased Individual.....	05-16
Firearms Registrants .....	90-25
Inmates .....	01-03
Law School Faculty .....	91-15
Licensed Drivers.....	92-16
Marine Patrol Citations, Persons Cited.....	94-20

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**BIRTH DATES:** (cont.)

Members, Hawaii Public Employees Health Fund .....	91-18
Petition Signatories.....	04-11
Teachers.....	90-7
Workers' Compensation, Work Injury Notices .....	94-21

<b>BIRTH RECORDS</b> .....	90-23
----------------------------	-------

**BOARDS AND COMMISSIONS:**

Charter School Board.....	03-10, 05-09
County Councils .....	01-07
Disciplinary Board .....	04-02
Minutes of Open Meetings.....	92-27, 02-06
Resumes of Members .....	94-9, 03-04

**BUDGET:**

Applicant, Special Treatment Facility License .....	89-13
Budget Data.....	89-13
County Budget Ordinance .....	91-17
FAMIS System .....	02-12
Hawaii Visitors Bureau Contract Attachments .....	92-17

**BUILDING PERMIT INFORMATION:**

Applications for Permits .....	90-20, 99-5
Architectural Plans .....	90-20, 99-5
Disclosure Before/After Permit Issued .....	90-20, 99-5

**BURDEN OF PROOF:**

Agency to Establish Confidentiality .....	91-15, 94-11, 94-17, 94-18, 95-5, 95-21, 98-4, 98-5, 01-01, 01-02, 06-07
Privileged Records.....	93-15

**C**

<b>CHARTER SCHOOLS</b> .....	03-01, 03-10, 05-09
------------------------------	---------------------

<b>CHILD ABUSE</b> .....	90-5
--------------------------	------

<b>CITIZENSHIP</b> .....	90-25, 94-8, 95-2, 99-3, 02-04
--------------------------	-----------------------------------

<b>CIVIL RIGHTS ACT</b> .....	01-04
-------------------------------	-------

<b>CIVIL RIGHTS COMMISSION</b> .....	91-12, 91-22
--------------------------------------	--------------

**CIVIL SERVICE:**

Applications of Unsuccessful Applicants .....	91-28, 94-8, 95-2
Certified List of Eligibles .....	90-14, 95-2
Examination	
Questions.....	94-8
Scores.....	90-14
Interview Questions .....	94-8

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**CIVIL SERVICE: (cont.)**

Interview Score Worksheets ..... 94-8  
Rating Guidelines..... 94-8  
Salary Ranges..... 91-26, 91-31, 93-10  
See also **GOVERNMENT EMPLOYEES; PERSONNEL**

**CLAIMS:**

Against the State..... 92-14  
Contractual (OTG) ..... 94-17  
Workers' Compensation ..... 94-21

**COLLECTIVE BARGAINING AGREEMENTS** ..... 90-39, 95-7, 98-5, 99-1,  
03-16

**COMMUNITY TELEVISION STATIONS** ..... 93-18, 94-23, 94-24, 02-08

**COMPENSATION:**

Contract Hires ..... 89-11, 91-31, 03-16  
Crime Victim Compensation ..... 05-16  
Expert Witnesses..... 94-11  
Government Employees  
Average Earnings ..... 91-26  
Civil Service Employees ..... 91-26, 93-10  
Exact Salaries Determinable from Information Provided ..... 93-19  
Exempt Employees ..... 93-10  
Identified in Budget Ordinance ..... 91-17  
Law School Personnel..... 91-15  
Payroll Information ..... 92-25  
Pensions, Retirement: See **PENSIONS AND RETIREMENT SYSTEMS**  
Police Officers ..... 91-26  
Government Employees (cont)  
Police Special Duty Services Pay ..... 91-2  
Research Corporation of the University of Hawaii Employees ..... 90-33  
Salary Range..... 91-26, 91-31, 93-10  
Transportation Department Employees..... 93-19  
University of Hawaii Athletic Director and Coaches ..... 91-31  
University of Hawaii Employees ..... 93-10  
Hawaii Visitors Bureau Employees' Position and Pay Schedule ..... 92-17  
Legislators' Annual Allowance ..... 93-17  
Protection and Advocacy Agency Employees ..... 90-21

Compilations: See **REQUESTS UNDER UIPA; SUMMARIES**

**COMPLAINANT'S IDENTITY:**

Child Abuse ..... 90-5  
Civil Litigation, During ..... 89-12  
Disclosure Would Frustrate Government Function..... 89-12  
Honolulu Ethics Commission ..... 98-1  
Known by Target of Complaint ..... 95-23  
Police Commission File ..... 95-19  
Police Internal Affairs Report ..... 98-5  
Remains Confidential Even After Conclusion of Investigation..... 89-12, 90-8



**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**COMPLAINANT'S IDENTITY: (cont.)**

Sexual Harassment ..... 90-12, 94-27, 01-04  
Zoning Violations ..... 89-12, 90-8  
See also **INFORMATION PROVIDED BY A SOURCE**

**COMPLAINTS:**

Disclosure to Complainant ..... 03-18  
Disclosure to Target of Complaint ..... 95-23,01-04  
Evidence..... 03-11

Computer, Information Contained In: See **ELECTRONIC INFORMATION**

Computer Programming or Reprogramming: See **ELECTRONIC INFORMATION**

**CONFESSIONS:**

Court Record..... 90-18  
Disclosure of Existence ..... 90-18, 97-8  
Investigatory Evidence ..... 90-18

**CONFIDENTIAL BUSINESS INFORMATION: See CONFIDENTIAL COMMERCIAL AND FINANCIAL INFORMATION**

**CONFIDENTIAL COMMERCIAL AND FINANCIAL INFORMATION:**

Actual Competition ..... 89-5, 89-13, 90-3, 92-17,  
94-15, 95-9, 97-4, 02-07  
Actual Costs ..... 97-4  
Audits ..... 90-3, 90-21, 92-25  
Bid/Proposal Information ..... 90-15, 91-21, 94-17  
Budget Data..... 89-13, 94-15, 97-4  
Competitive Harm Test ..... 89-5, 89-13, 90-3, 90-15,  
90-21, 91-16, 91-29, 92-17,  
94-14, 94-15, 94-17, 97-4,  
97-9, 98-2, 01-02, 02-07,  
04-12, 05-13  
Consultants' Contract Attachments..... 92-17  
Contract Amount (subcontracts) ..... 97-4  
Correspondence Regarding Consultant's Contracts ..... 91-16  
Customer Names ..... 92-9  
Defined..... 89-1, 89-5, 91-16, 91-21,  
92-7, 92-17, 93-1, 93-3,  
94-17, 95-9, 97-9, 01-02,  
02-07, 05-13  
"Embarrassing Disclosures" ..... 89-5, 90-21  
Fee Schedules ..... 02-07  
Government Loan Status..... 89-5, 89-6, 91-19, 93-1  
    Generally..... 03-15  
Impairment Prong..... 95-9, 97-9, 01-02, 02-07,  
05-13  
Invoices ..... 93-9, 94-14  
List of Prospective Employees ..... 93-5  
Non-Profit Organizations ..... 90-21, 92-17, 94-15, 97-9

OIP Op. Ltr. Index

Op. Ltr. No.

**CONFIDENTIAL COMMERCIAL AND FINANCIAL INFORMATION: (cont.)**

Not Applicable to	
DLIR-Assigned Account Numbers.....	93-3
Financial Reports Filed with PUC .....	93-4
Information Publicly Available .....	92-17, 05-13
List of Self-Insured Employers for Workers' Compensation Purposes .....	92-7
Non-Competitive Situations.....	92-17
Overheads.....	97-4
Permits.....	94-14, 07-11
Entry and Activity in Marine Refuge, Application for .....	07-11
Prices.....	94-14, 95-9, 97-4
Profit .....	97-4
Quantity.....	94-14
"Reverse" FOIA.....	94-17
Shipping Manifests .....	94-14
Subcontract Amounts.....	97-4
Terms of Transaction .....	95-9
Trade Secrets.....	90-2, 91-21, 92-17, 97-4
Unit Costs .....	97-4
University of Hawaii Foundation Donors.....	97-3
Workpapers.....	91-29, 92-25
See also <b>FINANCIAL INFORMATION (OF INDIVIDUALS)</b>	

**CONFIDENTIAL RECORDS:**

Account Books, Pension Benefits for Retired Government Employees .....	90-1
Agreements, Settlement.....	89-10
Applications	
Civil Service Employment.....	91-28, 94-8
Licensing .....	90-10
Names of Unsuccessful Applicants for	
Appointment to Boards and Commissions .....	91-8
Names of Unsuccessful Civil Service Applicants.....	91-28, 94-8
Police Promotions .....	94-8
Appointment Log of Health Clinic .....	93-14
Apprentice Data .....	92-20
Architect's License Exam & Answers .....	93-6
Bids .....	90-15
Complainant, Records Identifying .....	89-12
Confessions .....	90-18
Contract .....	97-4
Correspondence	
Advice and Counsel of Attorney General .....	91-23
Consultants' Correspondence.....	91-16
Draft Master Plan for Proposed Spaceport .....	91-16
Drafts.....	90-8
Court Order, Records Protected by .....	93-9
Disciplinary Records (students) .....	95-3
Drafts	
Correspondence.....	90-8
Master Plan for Proposed Spaceport .....	91-16
State Enforcement Plan .....	93-19

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**CONFIDENTIAL RECORDS: (cont.)**

Education	
Continuing Education Classes Taken by Certified Pesticide Applicator .....	92-18
Employees' Retirement System Plan Election .....	91-7
Examinations	
Architect's License Exam & Answers .....	93-6
Questions .....	94-8
Scores .....	90-14
FBI Identification Records Received by DOE .....	92-23
Financial Information, State Loan Program Borrower .....	89-5
Firearms Registration .....	95-18
General County Register .....	04-08
Inmate Transfer Policy .....	94-19
Interview Questions .....	94-8
Inventory	
Trails & Accesses, Unpublished Portion .....	92-6
Investigations	
Attorney General .....	03-18
Child Abuse .....	90-5
Confessions .....	90-18
Criminal .....	03-11
Criminal, Suspect's Identity .....	92-19
DLNR .....	91-9
Library Records	
Patron Circulation .....	90-30
Licensing Application Data .....	90-10
Lists	
Attendees at DAGS Bidders' Conference .....	94-26
Certified List of Eligibles .....	90-14
Complaints, Hawaii Civil Rights Commission .....	91-22
Judicial Selection Commission Nominees for Judicial Vacancy .....	92-2, 03-03
Membership List, Hawaii Public Employees' Health Fund .....	91-18
Police Officers' Names and Amounts Received for Special Duty Compensation .....	91-2
Lump Sum Subcontracts .....	97-4
Medical Records .....	92-22, 93-15, 03-05, 05-05
Membership List for Citizens' Group .....	93-20
Minors	
911 Tapes .....	05-17
Name Change	
Petitions and Fact Sheets .....	92-4
Notes	
Agency Staff .....	90-8
Judicial Oversight Committee .....	03-20
Panelists for Employment Interviews .....	91-24
Occupational Safety & Health Records .....	95-17
Pawn Transactions .....	95-9
Petition, Against Government Employee .....	95-4
Policy, Inmate Transfer .....	94-19
Proposals	
Aloha Tower Development .....	89-15

OIP Op. Ltr. Index

Op. Ltr. No.

**CONFIDENTIAL RECORDS: (cont.)**

Proposals: (cont.)  
    Before Contract Award..... 09-02  
    Geothermal Development ..... 90-2  
Proposal Point Tabulation Sheets ..... 94-18  
Reports  
    DAGS Report on Claim Against the State (Deliberative Portion)..... 92-14  
    Education Department Claim Report ..... 92-14  
    Police Reports ..... 95-21  
    Unfiled Senate Committee Report..... 90-19  
Rule, Records Protected by: See **RECORDS PROTECTED BY RULE**  
Salaries  
    University Coaches' Salaries ..... 91-31  
Sex Offender Custody Level Review ..... 95-11  
Statute, Records Protected by: See **RECORDS PROTECTED BY STATUTE**  
Student Disciplinary Records..... 95-3  
Tax  
    Compromises..... 89-3  
    Determinations/Opinions ..... 92-10  
    Return Information ..... 89-3, 90-38, 92-22  
Trail & Access Inventory, Unpublished Portion ..... 92-6  
University of Hawaii Foundation Donors..... 97-3  
Videotaped Confessions ..... 90-18  
Welfare..... 90-26  
Workpapers (private sector) ..... 91-29  
911 Tapes (minor)..... 05-17

**CONFIDENTIALITY, GENERAL CONCEPTS:**

Certificate of Confidentiality ..... 91-29  
Child Abuse ..... 90-5  
Complainant's Identity: See **COMPLAINANT'S IDENTITY**  
Contract, Confidentiality Provision in ..... 89-10, 91-15, 92-11, 92-25  
Established by Administrative Rules ..... 91-13, 91-15, 92-4, 93-7,  
94-18  
Established by Ordinance..... 01-02  
Established by Statute: See **RECORDS PROTECTED BY STATUTE**  
No Vested Right in ..... 90-39  
Prior to UIPA Enactment ..... 90-39, 93-22  
Promises or Assurances of ..... 89-10, 89-12, 90-2, 90-39,  
91-15, 91-29, 92-7, 92-11,  
92-21, 92-24,93-16, 93-22,  
94-27, 95-4, 95-5, 95-7,  
95-19, 95-21, 95-23,99-3,  
05-05, 05-16, 10-01  
Records Designated Public Before UIPA..... 89-13, 90-4, 90-20,90-29,  
90-36, 91-17, 91-32,92-5,  
99-5  
Threat of Retaliation..... 95-4, 01-04  
Welfare Recipients ..... 90-26, 94-4  
Welfare Records of Deceased Persons..... 90-26  
    See also **CONFIDENTIAL RECORDS; INFORMATION PROVIDED BY A SOURCE;  
    PRIVACY**

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**CONFIDENTIALITY AGREEMENTS:**

Collective Bargaining	
Confidentiality Provisions.....	90-39, 95-7, 98-5
No Interference with Agency Disclosure.....	90-39, 95-7, 98-5
Contractors Information Received From National Association .....	90-28
Hawaiian Electric Co. (HECO).....	90-2
Impairment of Contract .....	90-39
Information from National Organization .....	90-28
Litigation in	
Aloha Stadium .....	89-10
Film Exhibition Anti-Trust Case .....	92-21
Ka Loko Dam .....	10-01
Oral Assurance of Confidentiality.....	93-22
Prior to UIPA Enactment .....	90-39
Sample Language.....	90-2
Self-Insured Employers, Workers' Compensation .....	92-7
Validity of .....	90-2, 90-39, 92-11,92-21, 10-01

See also **CONFIDENTIALITY**, Promises or Assurances of

Consent to Disclosure: See **PRIVACY**, Waiver by Consent

**CONSTITUTIONAL RIGHT TO EQUAL PROTECTION..... 02-02**

**CONSTITUTIONAL RIGHT TO DUE PROCESS**

No Violation of.....	90-39
Right to Fair Trial	
Confessions.....	90-18
Police Reports .....	95-21
Police Internal Officer Report.....	98-5

**CONSTITUTIONAL RIGHT TO FREEDOM OF SPEECH..... 02-02**

**CONSTITUTIONAL RIGHT TO PRIVACY:**

Generally .....	03-03, 07-09
Medical Records.....	95-16
Suspended Police Officers.....	97-1

Construction of UIPA Provisions: See **DISCLOSURE OF RECORDS;  
PERSONAL RECORDS REQUESTS;  
STATUTORY CONSTRUCTION**

**CONSTRUCTION RECORDS:**

Architectural Plans .....	90-20
Disclosure of Architectural Plans	
Before/After Building Permits Issued .....	90-20, 99-5
Document Reviews for Public Building Construction Plans .....	92-5

**CONSULTANTS:**

Agreements to Locate Unclaimed Property.....	90-13
Audit Reports .....	90-21
Confidentiality Provisions .....	89-10

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**CONSULTANTS: (cont.)**

Contract Between AG and Expert Witnesses.....	94-1
Contract Hires.....	89-11
Correspondence.....	91-16
Executive Search Firm Report.....	89-2
Expert Comments and Recommendations.....	07-11
Expert Witnesses (Litigation).....	94-11
Government Contracts.....	90-3, 90-15, 91-16
Personnel, Unpaid.....	95-12
Records Maintained by.....	95-8
Title Service for Leasehold Fee Purchases.....	91-21

**CONTRACTORS:**

Certificate of Experience.....	97-10
--------------------------------	-------

**CONTRACTS:**

Attachments to Hawaii Visitors Bureau Contract.....	92-17
Confidentiality Provisions.....	89-10, 91-15, 92-11, 92-25
Consultant's Contracts.....	91-16, 95-8
Consultants Retained as Expert Witnesses.....	94-11
Contract Hires.....	91-31, 92-17
Control of Records Provisions.....	92-25, 95-8
Correspondence Regarding Consultant's Contracts.....	91-16
Eligible Charges.....	98-2
Employment Contracts.....	91-31, 03-16
Expert Witnesses and Consultants.....	94-11
Information Protected by.....	92-11
Insurance, Effect of Litigation on Premiums.....	10-01
List of Prospective Employees.....	93-5
National Council of Architectural Registration Boards.....	91-5
Settlement Proposal (OTG).....	94-17
Special Duty Service Contracts (Honolulu Police Department).....	91-2

**COPYING FEES:**

Autopsy Reports.....	91-32
Electronic Information (Format Requested).....	04-16, 05-06
Not Governed by the UIPA.....	92-26
Transcripts (Court Reporter).....	95-22
Waiver.....	91-25

See also **RECORD FORMAT; REQUESTS UNDER UIPA,**  
Right to Inspect Includes Right to Copy

**COPYRIGHT:**

Architectural Plans.....	90-20
Consent.....	90-20
Fair Use.....	90-20, 97-9, 99-5
Non-Disclosure Statute.....	90-20, 99-5
Relationship to FOIA.....	90-20, 97-9
Transcripts of Public Hearings.....	95-22, 96-1

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**CORRECTIONAL FACILITY:**

**Inmates**

Directory Information .....	89-14, 01-03
Institutional File.....	02-05, 05-14
Medical Records, Inmate Access to.....	93-7
Release Dates, Tentative.....	89-14
Search Policies .....	94-25
Transfer Policies .....	94-19
Mainland Prisons .....	02-05
Newspaper Clippings Binder.....	91-25
Policy and Procedure Manual.....	90-34, 91-30, 94-19, 94-25
Record Maintenance.....	02-05
Regulating Method of Delivery of UIPA Request .....	05-14
Reports.....	05-14
Restrictions on UIPA Rights .....	05-14
Special Master, Executive Search Firm Report .....	89-2
Standards of Conduct, Employees'.....	92-1

Correspondence: See **CONFIDENTIAL RECORDS, Correspondence;**  
**INTER/INTRA-AGENCY CORRESPONDENCE/**  
**MEMORANDA; PUBLIC RECORDS, Correspondence**

**COUNTY CHARTER** ..... 01-07, 02-11, 02-13,  
05-04

County Charter, Information Protected By: See **RECORDS PROTECTED BY**  
**STATUTE**

County Ordinance, Information Protected By: See **RECORDS PROTECTED BY**  
**STATUTE**

Court Orders: See **RECORDS MADE PUBLIC BY COURT ORDER;**  
**RECORDS PROTECTED BY COURT ORDER**

Court Records: See **JUDICIARY**

**COURT REPORTER TRANSCRIPTS** ..... 95-22

Creation of Records: See **REQUESTS UNDER UIPA**

Criminal Records: See **LAW ENFORCEMENT RECORDS**

**D**

**DEATH RECORDS** ..... 90-23, 91-32

Deceased Individuals: See **PRIVACY, Deceased Persons**

**DECISION MAKING:**

See **INTER/INTRA AGENCY CORRESPONDENCE/MEMORANDA,**  
Deliberative Process

Decisions By Agencies: See **OPINIONS AND ORDERS**

Declarations of Water Use: See **WATER, Declarations of Water Use**

**DEFERRED ACCEPTANCE OF NOLO CONTENDERE (DANC) PLEA:**

Effect on Disclosure of Police Investigation Report ..... 99-2

OIP Op. Ltr. Index

Op. Ltr. No.

**DEFINITIONS:**

Adjudication.....	90-40
Administrative.....	90-4
Administrative Procedure.....	94-27
Administrative Remedy .....	94-27
Adult Residential Care Homes.....	89-17
Agency: See <b>AGENCY, DEFINED</b>	
Agency Record (FOIA) .....	91-29, 95-15
Ambiguity .....	90-1, 92-27
Among.....	93-15
Anyone (HRS § 92F-16).....	91-20
Arbitration Proceeding.....	90-40
Assets .....	90-25
Attorney General Opinions.....	91-23
Audit .....	90-9, 92-8
Building Permit Information.....	90-20
Charge.....	90-12
Client.....	02-13
Compensation .....	90-1
Compiled .....	91-32
Confidential Commercial & Financial Information .....	89-1, 89-5, 91-16, 91-21, 92-7, 92-17, 01-02,05-13
Contested Case .....	90-40
Contract Hire.....	91-21, 91-31, 92-17
Control .....	91-5, 92-11, 92-25, 95-8
Criminal History Record Information.....	91-4
Criminal Justice Agency .....	95-15
Detective .....	91-13
Directory .....	89-14
Directory Information (FERPA).....	94-28
Disciplinary Action/Proceeding (FERPA) .....	95-3
Education Records (FERPA).....	95-3
Firearm .....	90-25, 95-18
Formal.....	90-12
Formal Charge.....	90-12
Government Record: See <b>GOVERNMENT RECORD, DEFINED</b>	
Grievance .....	95-7
Health Care Facility.....	93-7
Health Care Provider.....	93-7
Individual .....	89-10, 89-13, 90-9, 90-29, 92-7, 92-14, 92-17, 93-1, 93-5, 93-20, 93-23
Instrumentality .....	92-2
Inter/Intra-Agency Memoranda .....	90-8
Investigator .....	91-13
Judicial.....	90-4
Law Enforcement Unit (FERPA) .....	95-3
Lease .....	90-40
License .....	92-18



**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**DEFINITIONS: (cont.)**

Maintain .....	91-5, 91-12, 91-25, 91-29, 92-11, 92-13, 92-15, 92-17, 92-25, 93-17, 94-29, 95-8, 95-15, 95-20, 97-2, 97-8, 02-05
Maintained.....	89-15
Maintenance .....	93-17
Minutes .....	92-27
Monitoring .....	90-9, 92-8
Motor Carrier .....	93-4
Name .....	92-16
Non-Administrative Records .....	90-4
Nonconviction Data.....	95-11
Office .....	94-9
Officer .....	94-9
Officer (Law Enforcement) .....	90-31
Order .....	90-40, 94-30
Person .....	89-5, 90-34, 92-20
Person (Insurance Code).....	90-32
Personal Record.....	90-29, 92-14, 92-24, 93-8, 95-19, 95-23, 05-16
Police Blotter/Arrest Log .....	91-4
Proceeding .....	95-22
Public Utility .....	93-4
Purchase of Service .....	91-14
Rap Sheet.....	91-4
Reasonable Search .....	97-8
Record (under Federal Privacy Act).....	92-24, 94-27, 95-19, 95-23
Registrant .....	90-23
Report (Child Abuse).....	90-5
Report (Criminal Law Enforcement) .....	95-4, 05-14
Residential Lot .....	90-40
Return (Tax) .....	89-3
Return Information (Tax) .....	89-3, 92-10
Rule .....	90-34
Special Duty (Honolulu Police Department) .....	91-2
Special Treatment Facility .....	89-13
Status .....	90-12
Trade Secret .....	90-2, 92-17, 97-4
Transcript .....	92-13
Work History .....	89-13
Written Determination .....	92-10

Deliberative Process: See **INTER/INTRA-AGENCY CORRESPONDENCE/  
MEMORANDA**

**DEPARTMENTS AND AGENCIES:**

**COUNTY AGENCIES**

**City and County of Honolulu**

Auditoriums Department.....	89-11
Board of Water Supply .....	90-9, 90-29

OIP Op. Ltr. Index

Op. Ltr. No.

**DEPARTMENTS AND AGENCIES: (cont.)**

COUNTY AGENCIES: (cont.)

**City and County of Honolulu: (cont.)**

Budget and Fiscal Services .....	02-04
Building Department.....	90-20
City Clerk .....	06-04
City Council.....	96-1, 02-02, 05-08, 05-15
Corporation Counsel.....	90-18, 94-17
Design and Construction Department	
Mayor's Vision Teams .....	01-01
Ethics Commission .....	96-1, 98-1, 07-09
Finance Department.....	91-13, 92-16
Health Department	
Emergency Ambulance Service Division .....	91-33
Emergency Medical Services Division .....	94-22
Housing & Community Development Department .....	92-11
Liquor Commission.....	94-10, 01-06
Mayor's Office .....	93-10, 94-17, 05-01
Medical Examiner's Office .....	91-32
Police Commission .....	04-05
Police Department .....	90-18, 90-25, 91-2, 91-3, 91-4, 91-26, 94-7, 94-8, 95-9, 95-18, 95-19, 95-20, 98-5
Prosecuting Attorney's Office.....	90-9, 95-20, 98-3
Real Property Tax Division .....	01-02

**County of Hawaii**

Building Department.....	99-5
Civil Service Department.....	90-14, 95-2
County Clerk .....	90-22, 04-08
County Council .....	05-02
Fire Department .....	93-15
Personnel Department .....	95-2
Planning Department.....	89-12, 90-8, 93-20
Police Department .....	91-32,94-12, 95-13,05-17

**County of Kauai**

Department of Planning	
Planning Commission .....	03-08
Finance Department.....	91-17
Police Department .....	91-32, 92-19, 99-2, 07-04

**County of Maui**

Board of Ethics.....	95-14
County Council .....	01-07, 04-09
Mayor.....	01-07
Police Department .....	91-32
Prosecuting Attorney's Office.....	02-13
Public Works Department.....	90-36

STATE EXECUTIVE AGENCIES

Accounting & General Services, Department of (DAGS)	
Aloha Stadium .....	89-10
Archives.....	94-6

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**DEPARTMENTS AND AGENCIES: (cont.)**

**STATE EXECUTIVE AGENCIES: (cont.)**

Generally .....	89-8, 90-38, 92-14, 92-15, 93-5, 97-7, 98-4, 02-12
State Procurement Office .....	94-26, 09-02
Agriculture, Department of	
Agricultural Loan Division .....	89-6
Animal Industry Division.....	91-6
Animal Quarantine Station .....	93-12
Plant Industry, Pesticide Branch .....	92-18
Plant Quarantine Branch.....	94-14
Attorney General, Department of the	
Asbestos Litigation Division .....	94-11
Commerce & Economic Development Division.....	92-21
Criminal Justice Division.....	93-9
Generally.....	92-15, 03-18
Hawaii Criminal Justice Commission .....	89-16
Hawaii Criminal Justice Data Center .....	91-4, 92-23, 95-15, 96-4, 97-5
Litigation Division .....	89-10
Regulatory Division .....	91-23
Budget & Finance, Department of	
Employees' Retirement System (ERS) .....	90-1, 90-24, 92-27
Finance Division .....	90-13, 91-14
Hawaii Public Employees Health Fund .....	91-18
Housing Finance & Development Corporation.....	90-40, 91-21, 94-5
Public Utilities Commission.....	93-4
Business, Economic Development & Tourism, Department of .....	05-13
Aloha Tower Development Corporation .....	89-15
Convention Center Authority .....	92-26, 94-18, 97-4
Energy Planning & Policy Branch.....	07-05
Financial Assistance Branch.....	89-5
Office of Space Industry .....	91-16
Office of Tourism .....	92-17
Commerce & Consumer Affairs, Department of	
Business Registration Division.....	89-13, 90-28
Cable Television Division.....	93-18, 94-23, 94-24, 02-08
Consumer Advocacy Division.....	91-29
Contractors' Licensing Board.....	90-28
Insurance Division.....	90-32
'Ōlelo: The Corporation for Community Television .....	02-08, 03-04
Commerce and Consumer Affairs, Department of	
Professional & Vocational Licensing Division .....	90-10, 91-1, 91-5, 91-11 92-24, 93-6
Real Estate Branch.....	93-16
Regulated Industries Complaints Office (RICO) .....	90-37
Corrections, Department of: See Public Safety, Department of (below)	
Defense, Department of	
Office of Veterans Affairs .....	92-8, 92-13
State Commission, Memorials for Veterans of Korean & Vietnam Conflicts .....	92-13

OIP Op. Ltr. Index

Op. Ltr. No.

**DEPARTMENT AND AGENCIES: (cont.)**

**STATE EXECUTIVE AGENCIES: (cont.)**

Education, Department of (DOE)	
Charter Schools.....	03-10
Generally.....	90-7, 92-14, 92-22, 92-23
Hawaii State Public Library System.....	90-30, 93-21, 95-6
Personnel Services, Office of.....	90-7
Governor, Office of the	
Generally.....	89-2, 90-21, 91-8, 93-9, 95-24, 03-03
State Planning, Office of.....	94-9
Hawaiian Affairs, Office of.....	93-1
Hawaiian Home Lands, Department of (DHHL).....	89-4, 91-19
Hawaiian Sovereignty Advisory Commission.....	94-9
Health, Department of Health	
Commission on Persons with Disabilities.....	92-5
Environmental Council.....	91-23
Epidemiology Branch.....	91-27
Generally.....	92-22, 93-5, 93-14, 97-6
Kona Community Hospital.....	98-2, 99-4
Hawaii Health Systems Corporation (HHSC).....	98-2, 98-5, 99-1, 99-4
Hospital & Medical Facilities Branch.....	89-13, 89-17, 95-16
Office of Environmental Quality Control.....	91-23
Research & Statistics, Vital Records.....	90-23
Sanitation Branch.....	91-27
State Laboratories Division.....	05-12
Human Resources Development, Department of (formerly known as Department of Personnel Services).....	90-6, 91-28, 95-12, 95-24
Human Services, Department of	
Finance & Contracts Administration Branch.....	91-14
Hawaii Housing Authority.....	90-15, 94-4
Office of the Director.....	92-22
Public Welfare Division.....	90-26
Labor & Industrial Relations, Department of	
Apprenticeship Division.....	92-20
Disability Compensation Division.....	89-1, 93-3
Enforcement Division.....	90-24
Hawaii Civil Rights Commission.....	91-12, 91-22
Hawaii Labor Relations Board.....	95-22
Hawaii State Employment Service Division.....	91-12
Occupational Health & Safety Division.....	95-5, 95-17
Workers' Compensation.....	92-7, 94-30, 02-07
Land & Natural Resources, Department of	
Boating & Ocean Recreation Division.....	99-3
Commission on Water Resource Management.....	90-35
Conservation & Resources Enforcement Division.....	91-9
Co-Trustee, Marine Refuge and Monument.....	07-11
Generally.....	92-6, 02-13
Land Division.....	07-07
State Parks Division.....	03-21
Lieutenant Governor, Office of the	
Generally.....	92-4

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**DEPARTMENTS AND AGENCIES: (cont.)**

**STATE EXECUTIVE AGENCIES: (cont.)**

Office of Information Practices .....	90-37
Public Safety, Department of (PSD) <i>(formerly known as Department of Corrections)</i> .....	89-2, 89-14, 90-34, 91-25, 91-30, 92-1, 93-7, 94-19, 94-25, 95-11, 01-03, 02-05, 05-14
Crime Victim Compensation Commission.....	05-16
Marine Patrol.....	94-20
Taxation, Department of.....	89-3, 92-10, 92-18, 92-22
Transportation, Department of	
Airports Division.....	91-10
Generally.....	93-19, 95-8
Harbors Division.....	92-9
Motor Vehicle Safety Office.....	91-13
University of Hawaii	
Administration.....	90-12, 90-39, 91-31, 93-23, 94-7, 94-28, 95-3, 95-7, 95-23
Agronomy & Social Science, Department of .....	94-29
Animal Care Advisory Committee.....	03-15
Athletic Department.....	03-16, 06-03
Auxiliary Services, Hilo.....	94-3
Board of Regents.....	04-07
Campus Security.....	93-2
Honolulu Community College.....	90-16
Manoa Library .....	05-18
Office of Academic Affairs .....	90-11
Research Corporation of the University of Hawaii (RCUH).....	90-27, 90-33, 93-15, 01-04
William S. Richardson School of Law.....	89-9, 91-15, 95-10

**STATE JUDICIARY**

Administrative Drivers' License Revocation Office .....	02-10
Budget & Planning Office.....	91-24
Chief Justice .....	03-03
Circuit Court File Room.....	93-11
Disciplinary Board .....	04-02
Judicial Council.....	93-13, 93-22
Judicial Selection Commission.....	92-3, 03-03
Jury Clerk Supervisor.....	92-16
Land Court.....	95-4
Office of Disciplinary Counsel .....	04-02
Supreme Court .....	93-8
Traffic Violations Bureau .....	90-4, 95-20

**STATE LEGISLATURE**

Chief Clerk, House of Representatives .....	94-21
Legislative Reference Bureau	
Commission on Sexual Orientation & Law.....	95-1
State Water Code Review Commission .....	94-2
Legislators' Offices .....	93-1, 99-4, 00-01

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**STATE LEGISLATURE: (cont.)**

Office of the State Auditor	
Generally .....	92-25, 03-14, 07-08
State Ethics Commission .....	92-12, 93-13, 93-22
Senate, Unfiled Committee Report .....	90-19

**UNITED STATES**

East West Center .....	92-2
Federal Highway Administration .....	93-19
Justice, Department of	
Federal Bureau of Investigation .....	92-23
U.S. Attorney's Office .....	90-9
Labor, Department of	
Employment & Training .....	91-12
Postal Service .....	93-21
Veterans Affairs, Department of .....	92-8

Destruction of Records: See **RECORDS DESTRUCTION**

**DIRECTORY INFORMATION:**

Contractors' Licensees .....	90-28
Inmates .....	89-14, 01-03

**DISABLED INDIVIDUALS:**

Blind Individuals.....	92-22
Document Reviews (Commission on Persons with Disabilities) .....	92-5
State Employment Service Job Applicants.....	91-12

**DISCIPLINARY ACTION:**

Discharge of Government Employee.....	95-6, 98-5, 99-1
Massage Therapist Licensees .....	91-1
Police Internal Affairs Report .....	98-5
Police Standards of Conduct.....	91-3
Students' Disciplinary Records .....	95-3
Suspension of Government Employee .....	97-1, 98-5, 99-1
See also <b>SEXUAL HARASSMENT</b> , Disciplinary Action Taken	

Disciplinary Records: See **GOVERNMENT EMPLOYEES; LICENSES AND PERMITS; PERSONNEL RECORDS REQUESTS**

**DISCLOSURE, INTENTIONAL:**

Confidential Records, Criminal Offense Under the UIPA.....	92-10, 93-14, 95-18
Premature Disclosure .....	95-6

**DISCLOSURE OF RECORDS:**

Exclusive Representative, Disclosure to.....	90-14, 94-22, 94-29
Format Requested .....	99-3, 05-06
Future Disclosure, Warning .....	93-16
Health/Safety of an Individual.....	93-12, 93-15, 94-4, 95-17, 03-19
Immunity Under the UIPA.....	91-20, 95-6, 04-09
Improper Inter-Agency Disclosure .....	90-9
Individual's Records, No Need to Notify of Disclosure .....	90-4

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**DISCLOSURE OF RECORDS: (cont.)**

Postal Service, Disclosure to.....	93-21
Premature Disclosure .....	95-6
Processing Requests, Agency Procedures .....	92-26, 99-3
Records that do not Exist.....	97-8
Requests for Government Records .....	90-37, 93-23
Requests for Records that have already been Disclosed.....	00-3
Requests for OIP Advisory Opinions .....	90-37
Right to Inspect Includes Right to Copy .....	90-20, 99-5
Time Limit for Agency Disclosure .....	90-29, 92-24, 92-27, 00-3
Timing of Disclosure .....	93-5, 94-26, 94-27
UIPA Inapplicable to Intra-Agency Disclosure .....	95-10
"Unofficial" Personnel File.....	94-29

*See also* **PERSONAL RECORDS REQUESTS; REQUESTS UNDER  
UIPA; SUMMARIES**

<b>DISCOVERY PROHIBITIONS .....</b>	89-10, 92-91, 94-11, 95-5, 95-16, 98-3, 01-05, 02-01, 02-03, 02-13, 10-01, 10-04
-------------------------------------	---

Drafts: See **INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA**, Drafts

**DRUG TESTING:**

UH Student-Athletes.....	06-03
--------------------------	-------

**DUE PROCESS:** See Constitutional Right to Due Process

Duplication of Records: See **COPYING FEES; RECORD FORMAT**

**E**

<b>EDUCATIONAL BACKGROUND .....</b>	89-2, 90-16, 91-8, 92-18, 94-9, 95-2
-------------------------------------	---

**ELECTRONIC INFORMATION:**

Addresses of Registered Lobbyists .....	92-12
Computer Disk .....	96-1
Computer Tapes .....	90-22
Condominium Association Registry .....	93-16
Conviction Data.....	95-15
E-Mail List.....	10-02
FAMIS System .....	02-12
Format Requested .....	90-35, 92-8, 92-12,01-03 10-02
Frustration Where Contains Embedded Data .....	10-02
Library Circulation & Fine Records.....	90-30
Mailing Lists.....	90-35, 99-6
Police Blotter Data .....	91-4
Police Special Duty Services Database .....	91-2
Programming Capabilities.....	92-7
"Readily Retrievable" .....	90-35, 92-7, 10-02
"Routinely Compiled" .....	90-35

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**ELECTRONIC INFORMATION: (cont.)**

Teacher Databank .....	90-7
Testimony .....	03-06
Traffic Accident Report System.....	05-06
Transcript of Meeting .....	96-1
Vessel Registration .....	99-3
Voter Registration Affidavits.....	90-2
Workers' Compensation Self-Insured Employers, List of.....	92-7

Employees: See **GOVERNMENT EMPLOYEES**

**EMPLOYMENT HISTORY:**

Commission or Board Members .....	94-9, 03-04
Current Employment .....	89-13, 89-16, 90-16, 91-8, 95-2, 98-5
Discharge of Government Employee.....	95-6, 98-5, 99-1
Employer's Name & Address.....	95-2
“Hybrid” Agency Employees, Board Members .....	03-04
Misconduct.....	94-7, 95-6, 99-1
Non-government Employment History.....	89-13, 91-8, 94-9, 95-2, 03-04, 10-05
Application for Entrance and Activity Permit in Marine Refuge.....	07-11
Previous Positions .....	89-2, 89-13, 90-16, 90-21, 91-8, 91-12, 94-9, 95-2, 03-04
Resumes .....	89-2, 94-9, 95-2, 03-04
Suspension of Government Employee .....	97-1, 98-5, 99-1, 07-09

**ENGINEERS:**

Certificate of Experience .....	92-24
---------------------------------	-------

**ENVIRONMENTAL IMPACT STATEMENT** ..... 91-16

Equal Protection: See **CONSTITUTIONAL RIGHT TO EQUAL PROTECTION**

Escheated Warrants Reports: See **REPORTS**

**ETHICS:**

City & County of Honolulu Ethics Commission .....	96-2, 98-1, 07-09, 10-03
Financial Disclosure Filing .....	95-14
University Ethics Committee .....	95-23

**ETHNICITY:** See **PRIVACY**

**EVALUATIONS:**

Bids and Proposals .....	94-18
Government Employees: See <b>PERSONNEL RECORDS</b>	
License Applicants .....	92-24
Permit Applicants, Entry and Activity in Marine Refuge .....	07-11

**EVIDENCE:**

Inadmissible Records (by statute).....	95-5, 95-17, 10-04
Complaining Party .....	03-11



**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**EXAMINATIONS:**

Answers.....	91-5, 93-6, 93-8, 94-8
Architect's License .....	91-5, 93-6
Medical: See <b>MEDICAL INFORMATION</b>	
Questions	
Police Promotions .....	94-8
Rating Guidelines.....	94-8
Scores	
Bar Examination Applicant .....	93-8
Civil Service .....	90-14
General .....	94-8
Pesticide Applicator .....	92-18
Successful Applicant.....	90-14
Unsuccessful Civil Service Applicant .....	91-24, 91-28
See also <b>INTERVIEWS</b>	

**EXCEPTIONS (UIPA):**

Burden upon Agency to Establish.....	91-15, 94-11, 94-18, 95-5, 95-21, 98-4, 00-3, 01-02, 05-16, 07-04
Conflict Between Records Protected by Statute & HRS 92F-12(a).....	92-10, 00-02
Disclosure Favored over Confidentiality .....	93-10, 94-3, 94-9, 94-11, 94-18, 95-5, 05-16
Discovery Objections & UIPA Exceptions .....	95-16, 98-3, 02-13
Do not Apply Indefinitely .....	90-2
Exclusive Bases for Access Denial .....	91-15, 05-16
Executive Session, Not State Law Requiring Confidentiality.....	05-04
Interpretations of General Applicability .....	92-10
Narrowly Construed.....	89-14, 89-16, 90-3, 90-20, 91-15, 92-27, 93-5, 93-10, 94-3, 94-9, 94-11, 94-18, 95-4, 95-5, 95-14, 95-21, 99-5, 05-16
Not Applicable to Records Designated Public before UIPA.....	89-13, 90-4, 90-20, 90-36, 91-17, 91-32, 92-5, 93-4, 99-5
Not Applicable to Speculative Arguments.....	93-5, 98-5, 05-16
Permissive, Not Mandatory .....	90-8, 05-03
See also <b>FRUSTRATION OF GOVERNMENT FUNCTION; PRIVACY;     RECORDS PROTECTED BY STATUTE; STATUTORY     CONSTRUCTION</b>	

Exemptions (for Part III Requests): See **PERSONAL RECORDS REQUESTS**

**EXPUNGEMENT :**

Effect on Disclosure of Police Investigation Report .....	99-2, 03-09
---	-------------

**F**

**FAMILY EDUCATIONAL AND PRIVACY RIGHTS ACT (FERPA):**

Generally .....	92-22, 93-2, 94-28, 95-3, 95-10
-----------------	------------------------------------

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**FAMILY EDUCATIONAL AND PRIVACY RIGHTS ACT (FERPA): (cont.)**

Regulations, Department of Education (Federal) ..... 95-3

**FEDERAL REGULATIONS, WITHHOLDING UNDER** ..... 94-13, 03-05, 03-15,  
04-18, 10-04

**FEES:**

Copying: See **COPYING FEES**

Fee Schedules-Workers' Compensation ..... 02-07

Harbor Demurrage and Storage Fees ..... 92-9

Public Records under H.R.S. § 92f-12 ..... 00-02

Segregation ..... 00-02

Special Duty Services (Police) ..... 91-2

Water Consumption ..... 90-29

See also **FINES**

Final Opinions and Order: See **OPINIONS AND ORDERS**

Financial Information (of Business): See **CONFIDENTIAL COMMERCIAL AND  
FINANCIAL INFORMATION**

**FINANCIAL INFORMATION (OF INDIVIDUALS):**

Airport Concessioners' Gross Receipts ..... 90-3

Applicants for Boards & Commissions ..... 91-8

Applicants for Crime Victim Compensation ..... 05-16

Applicants for Permit for Entry and Activity in Marine Refuge ..... 07-11

Athletic Coach ..... 03-16

Award of Public Money ..... 05-16

Bankruptcy Status of State Loan Applicant ..... 89-5

Bid Price Components for Government Contracts ..... 90-15

Corporate Shareholders ..... 02-04

Donors to University of Hawaii Foundation ..... 97-3

Escheated Warrants Reports ..... 90-38

Financial Disclosure Statement's Face Sheet ..... 95-14

Financial Information, State Loan Applicants ..... 89-5

Hawaiian Home Lands Lessees ..... 91-19

Income: See **COMPENSATION**

Inmates ..... 01-03

Leases ..... 03-21

Legislators' Annual Allowances ..... 93-17

Liens ..... 99-3

Loan Applications for State Loans ..... 89-5

Native Hawaiian Revolving Loan Status ..... 93-1

Pawn Transactions ..... 95-9

Pension Benefits, Retired Government Employees ..... 90-1

Receipts, Airport Concessioners' ..... 90-3

Revenue Audit Reports ..... 90-3

Salaries of Government Employees: See **COMPENSATION**

Tort Claims Paid by the State ..... 92-14

Unclaimed Property Valuation Information ..... 90-13

Vessel Ownership ..... 99-3

Veterans Pension Status ..... 92-8

Water Service Holder's Account Balance ..... 90-29

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**FINES:**

Library ..... 90-30, 93-21  
Marine Patrol Citations ..... 94-20

**FIREARMS REGISTRATION:**

Concealed Firearms, Licensees ..... 95-18  
Firearms Description ..... 90-25  
Handguns ..... 90-25  
Long Guns ..... 90-25  
Permit Information ..... 90-25, 07-01

**FORMAL CHARGE/COMPLAINT:**

Sexual Harassment ..... 90-12, 90-39, 01-04  
Status, Disclosure of ..... 90-39

Format of Records: See **RECORD FORMAT**

**FORMS:**

Applications  
Animal Registration ..... 90-31  
Boards & Commissions ..... 91-8  
Building Permit ..... 90-20, 99-5  
Certification as Pesticide Applicator ..... 92-18  
Civil Service Employment ..... 91-28, 94-8  
Condominium Association Registration ..... 93-16  
Declarations of Water Use ..... 90-35  
Leave of Absence ..... 90-17  
Massage Therapist License and Massage Apprentice Training Reports ..... 91-11  
Permit for Entry and Activity in Marine Refuge ..... 07-11  
Seminar Attendee Registration ..... 89-16  
Certificate of Experience ..... 92-24  
Claim for Damage or Injury ..... 92-14  
Complaint & Summons, Harbor ..... 94-20  
Invoices, Harbor Demurrage Fee ..... 92-9  
Interview Score Worksheet ..... 94-8  
Lobbyist Registration Statement ..... 92-12  
Name Change Petition and Fact Sheet ..... 92-4  
Notices  
Insurance, Workers' Compensation ..... 89-1  
Violation, Department of Public Works ..... 90-36  
Permits  
Building ..... 90-20, 99-5  
Import, Agricultural ..... 94-14  
Public Employees, Personnel Forms  
Application for Leave of Absence ..... 90-17  
Attendance and Leave Record ..... 90-17  
PUC Common Carriers' Financial Report ..... 93-4  
Purchase of Service Bidding ..... 91-14  
Summary, Rating for Government Position ..... 91-24  
Registrations  
Firearms and Ammunition ..... 90-25, 95-18  
Stream Diversion Works ..... 90-35

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**FORMS: (cont.)**

Reports

Ambulance Report .....	91-33
Homicide Report, Supplementary .....	94-1
Inspection, Agricultural .....	94-14
Massage Apprentice Training Report.....	91-11
Self-Insurer for Workers' Compensation.....	93-3
Score Sheets.....	94-18
Sex Offender Custody Level Review Form .....	95-11
Water Consumption	
Changes to Customer Record.....	90-29

Freedom of Information Act (FOIA): See **LEGISLATIVE HISTORY (FOIA);  
LEGISLATIVE HISTORY (UIPA)**

Freedom of Speech: See **CONSTITUTIONAL RIGHT TO FREEDOM OF SPEECH**

**FRUSTRATION OF GOVERNMENT FUNCTION:**

Ability to Negotiate .....	03-16
Administrative Burden .....	98-4, 02-07
Applicants .....	89-2, 90-14, 91-8, 91-24, 91-28, 93-13, 94-8
Appraisals .....	91-10
Attorney-Client Privilege.....	06-07
Attorney General Opinions and Advice .....	91-23, 01-05
Audit Reports .....	90-3, 92-25
Autopsy Reports .....	91-32
Balancing with Public Interest.....	10-01
Bid Information: See <b>BIDS AND PROPOSALS</b>	
Budget Data.....	89-13
Circumvention of Laws, Risk of .....	90-6, 95-11, 94-25, 95-13
Committee Membership	
Law School Admissions Committee.....	89-9
Search Committee .....	90-16
Complainant's Identity .....	89-12, 98-5
Confidential Commercial & Financial Information: See <b>CONFIDENTIAL COMMERCIAL &amp; FINANCIAL/INFORMATION</b>	
Confidential Source .....	03-20, 05-16
Correspondence .....	91-16
Criminal Investigations: See <b>LAW ENFORCEMENT RECORDS</b>	
Deliberative Process: See <b>INTER/INTRA-AGENCY CORRESPONDENCE/ MEMORANDA</b>	
Daily Activity (Incident) Reports .....	94-3
Drafts .....	90-8, 91-16, 92-27, 93-19
Eligible Charges .....	98-2
Electronic Database .....	10-02
Embarrassing Disclosures: See <b>EMBARRASSING DISCLOSURES</b>	
Exam Answers.....	91-5, 93-6
Exam Questions .....	94-8
Exam Scores, Unsuccessful Job Applicants.....	91-28
FBI Identification Records.....	92-23
Fear of Retaliation .....	93-5, 03-02
Fee Schedules .....	02-07

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**FRUSTRATION OF GOVERNMENT FUNCTION: (cont.)**

Firearms Registration.....	90-25, 07-01
Forecasted Tax Credit Information.....	04-15
Future Sharing of Information Jeopardized .....	92-23
Government Purchasing Information.....	93-5, 93-9, 94-17, 02-01, 09-02
Governor's Records, Former Governors.....	94-6
Harbor Demurrage Fee Reports.....	92-9
Informants: See <b>INFORMANTS</b>	
Inspection Reports: See <b>LAW ENFORCEMENT RECORDS; REPORTS</b>	
Insurance Proceeds, Disclosure of.....	10-02
Inter/Intra-Agency Correspondence: See <b>INTER/INTRA-AGENCY</b>	
Internal Procedures .....	98-5
"Internal" Records .....	90-6, 90-34, 91-3, 91-30, 92-1, 94-19, 94-25, 95-13, 98-3
Interview Questions.....	94-8
Investigation Reports: See <b>LAW ENFORCEMENT RECORDS</b>	
Judicial Rule, Records Protected by.....	92-14, 98-3
Law Enforcement Records: See <b>LAW ENFORCEMENT RECORDS</b>	
Law School Site Evaluation Report .....	91-15
Laws, Records Protected by Other .....	09-02
Laws, Risk of Circumvention of .....	90-6, 90-34, 91-3, 91-30, 92-1, 94-19
List	
Attendees, Bidders Conference.....	94-26
Nominees	
Ethics Commission.....	93-13
Judicial Vacancy.....	03-03
Self-Insured Employers, Workers' Compensation .....	92-7
Litigation Involving Agency .....	92-5
Manifestly Unfair Advantage.....	89-15, 90-2, 90-3, 91-16, 91-21, 94-18, 94-26, 09-02
Minutes, Executive Meeting.....	06-07
Morale .....	03-16
Negative Reflection on Agency.....	91-15, 92-5
No "Balancing" (HRS § 92F-13(3)) .....	90-11, 90-18
Notes .....	90-8, 91-24
Not Applicable to Information Already Provided to Target of Investigation .....	90-36, 93-2
Not Applicable to Part III Requests .....	01-04
Police Internal Affairs Report .....	98-5
Policy and Procedure Manual, Department of Public Safety .....	90-34, 91-30, 94-19, 94-25
"Predominately Internal".....	90-6, 90-34, 91-3, 91-30, 92-1, 94-19, 94-25, 95-13
Prison Security Procedures .....	94-19
Program Reviews .....	90-11
Proprietary Information: See <b>PROPRIETARY INFORMATION</b>	
Public Security .....	07-05
Raise Cost of Government Procurements.....	93-5, 94-18, 94-26, 95-9, 09-02
Real Property Under Consideration .....	94-17



**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**GOVERNMENT EMPLOYEES: (cont.)**

Consultants, Unpaid .....	95-12
Contracts.....	03-16
Discharge of Government Employee.....	95-6, 98-5
Disciplinary Action.....	90-12, 90-39, 94-7, 95-6, 98-5
DOE Applicants.....	92-23
DOE Employee Information in NASDTEC .....	90-7
Drafts of Correspondence .....	90-8
Educational Background: See <b>EDUCATIONAL BACKGROUND</b>	
Electronic Database Information .....	10-02
Employment Contracts .....	91-31
Employment History: See <b>EMPLOYMENT HISTORY</b>	
Evaluations.....	94-22, 04-07
Financial Disclosure Statement Filing Date .....	95-14
Financial Information .....	90-1, 91-7
Health Fund Membership Lists .....	91-18
Immunity Under UIPA, Good Faith Actions.....	91-20, 95-6, 04-09
Investigative Report Concerning .....	94-27, 95-19, 03-18, 04-05, 07-09
Leave of Absence .....	90-17, 91-26, 92-25, 94-22
Legislators' Annual Allowances .....	93-17
Limited Privacy Rights .....	89-9, 90-16
Mailing Lists, Retirees.....	90-24
Medical Records.....	93-15
Misconduct.....	90-12, 90-39, 95-6, 95-23, 96-2, 97-1, 98-5, 07-09
Notes .....	90-8, 91-24
'Olelo: The Corporation for Community Television .....	03-04
Outside Income.....	91-2
Parking Rates .....	89-11
Payroll Records.....	89-11, 92-25
Pension Information.....	90-1, 91-7
Personnel File	
Individual Access to.....	94-29
Union Access to.....	94-22
"Unofficial" .....	94-29
Petition Against Employee .....	95-4
Police Internal Affairs Report .....	98-5
Research Corporation of the University of Hawaii (RCUH) .....	90-33
Salary Information: See <b>COMPENSATION</b>	
Seminar Attendance .....	89-16
Service, Years of Credited .....	91-26
Settlement Agreement.....	04-02
Sexual Harassment.....	90-12, 90-39, 94-27, 01-04
Sick Leave: See Leave of Absence (above)	
Standards of Conduct.....	91-3, 92-1
Survey Responses.....	95-24
Suspect in Criminal Investigation .....	92-19
Suspension of Government Employee .....	98-5
Vacation Leave: See Leave of Absence (above)	

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**GOVERNMENT EMPLOYEES: (cont.)**

Work Injury Notices (Workers' Compensation)..... 94-21  
See also **PERSONNEL**

Government Loans: See **LOANS, GOVERNMENT**

Government Purchasing Information: See **BIDS AND PROPOSALS; FRUSTRATION  
OF GOVERNMENT FUNCTION,  
Government Purchasing Information**

**GOVERNMENT RECORDS, DEFINED:**

Administratively Control..... 91-5, 92-15, 92-25, 97-2  
Ag Rag, The ..... 92-15  
Airport Property Appraisals ..... 91-10  
Aloha Tower Development Proposals ..... 89-15  
Applications, Boards & Commissions ..... 91-8  
Audio Tape Recording of Public Meeting..... 92-13, 97-6  
Autopsy Reports ..... 91-32  
Calendars, Public Officials' Personal ..... 04-17  
Dog License Applications..... 90-31  
Drafts ..... 90-8, 91-16  
Electronic Mailing List ..... 90-35  
Employee Photograph ..... 97-2  
FBI ID Records Received by DOE..... 92-23  
Governor's Records, Former Governors ..... 94-6  
Hawaii Visitors Bureau Contract Attachments ..... 92-17  
Interview Scores & Panelists' Notes ..... 91-24  
Law School Accreditation Reports ..... 91-15  
Legislators' Records, Annual Allowances ..... 93-17  
Library Patron Records..... 90-30  
Live Organisms ..... 05-12  
Newspaper Clippings Binder..... 91-25  
Notes ..... 90-8  
Point Tabulation Sheets for Proposals..... 94-18  
Police Blotter ..... 91-4  
Taxpayers' Offers-in-Compromise..... 89-3  
Telephone Message Slips ..... 04-17  
Telephone Records ..... 05-08  
Training Course Materials ..... 90-6  
UIPA Requests ..... 93-23  
Videotaped Recording of Confession ..... 90-18  
Workpapers  
    Matson Navigation Company ..... 91-29  
    Private CPA Firm ..... 92-25

Government Spending: See **PRIVACY, Public Interest in Government Spending**

Governor's Committee Report: See **REPORT OF GOVERNOR'S COMMITTEE  
ON PUBLIC RECORDS AND PRIVACY**

**GOVERNOR'S RECORDS:**

Applications, Boards & Commissions ..... 91-8  
Executive Search Firm Report ..... 89-2  
Former Governor..... 94-6



OIP Op. Ltr. Index

Op. Ltr. No.

**GOVERNOR'S RECORDS:** (cont.)

List of Nominees  
    Ethics Commission ..... 93-13, 93-22  
    Judicial Vacancy ..... 03-03  
Pardons & Commutations ..... 89-7

**GRAND JURY RECORDS** ..... 93-9

**GRANTS:**

    CBED Grant Applications ..... 94-15  
    Protection and Advocacy Agency of Hawaii ..... 90-21

Grievance, Union: See **UNIONS, DISCLOSURE TO**

Guns: See **FIREARMS REGISTRATION**

**H**

**HAWAII ADMINISTRATIVE PROCEDURES ACT (HAPA)** ..... 03-07

Hawaii Administrative Rules: See **ADMINISTRATIVE RULES; RECORDS  
PROTECTED BY REGULATION OR RULE**

Hawaii Revised Statutes (HRS): See **RECORDS PROTECTED BY STATUTE**

**HAWAII VISITORS BUREAU** ..... 92-17

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA):**

    DHHS Medical Privacy Rules Under ..... 03-05  
    Health Information about living or deceased persons ..... 03-19

Health/Safety of an Individual: See **DISCLOSURE OF RECORDS**

Health Records: See **MEDICAL INFORMATION**

**HEARINGS TRANSCRIPTS** ..... 95-22

Home Addresses: See **ADDRESSES, Home**

Home Telephone Numbers: See **TELEPHONE NUMBERS, Home**

**HOSPITALS:**

    Adult Residential Care Home..... 89-17  
    Special Treatment Facility ..... 89-13

**HOUSING, GOVERNMENT-SUBSIDIZED** ..... 92-11, 94-4

**I**

**IDENTIFICATION, LIKELIHOOD OF ACTUAL** ..... 95-2, 98-5, 99-2, 99-6,  
99-7, 01-04

Identities: See **COMPLAINANT'S IDENTITY; INFORMANTS; LAW ENFORCEMENT  
RECORDS; NAMES**

OIP Op. Ltr. Index

Op. Ltr. No.

**IDENTITY OF UIPA RECORD REQUESTER:**

Disclosure of Requester's Name .....	90-37, 93-23, 96-4
Generally Irrelevant .....	90-9, 90-29, 90-34,04-03, 10-05
Government Employee.....	01-07
Privacy Interest Not Significant .....	90-37, 93-23
Verification of Identity Required .....	90-29, 93-11

*See also* **REQUESTERS, ACCESS INTEREST OF**

Illegitimacy: See **VITAL STATISTIC RECORDS, Birth**

<b>IMMUNITY UNDER THE UIPA.....</b>	91-20, 95-6, 04-09
-------------------------------------	--------------------

Income: See **COMPENSATION**

<b>IN CAMERA REVIEW .....</b>	01-05, 02-01
-------------------------------	--------------

<b>INDIVIDUALLY IDENTIFIABLE INFORMATION .....</b>	91-24, 94-3, 94-8, 98-1, 98-5, 99-2, 07-01
--	---

Individual's Access to Own Records: See **PERSONAL RECORDS REQUESTS**

"Inextricably Intertwined": See **INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA,**  
Deliberative Process Privilege

**INFORMANTS:**

Identity

After Investigation is Concluded .....	90-18, 98-5, 99-7, 01-04
Crime Victim Compensation Applicant.....	05-16
Deceased.....	90-18
Occupational Safety & Health Witnesses .....	95-17
Personal Records, Contained in.....	89-12, 92-24, 01-04
Police Internal Affairs Reports .....	98-5

Potential Informants

Arrestees .....	07-04
-----------------	-------

Statements Made: See **INFORMATION PROVIDED BY A SOURCE**

*See also* **COMPLAINANT'S IDENTITY; LAW ENFORCEMENT RECORDS;**  
**PERSONAL RECORDS REQUESTS, EXEMPTIONS**

<b>INFORMATION PROVIDED BY A SOURCE.....</b>	90-18, 91-9, 92-24, 94-27, 95-17, 95-19, 95-23, 98-1, 99-7, 99-8, 03-11, 03-20, 05-16
--	--

**INSURANCE:**

Airport Concessioners .....	90-3
Contracts & Policies .....	89-1
Financial Information, Captive Insurance Company .....	90-32
No Effect on Disclosure of Settlement .....	10-01
Notices.....	89-1
Proceeds to Pay County Settlement.....	10-01
Statements of Benefits.....	89-1

Workers' Compensation: See **WORKERS' COMPENSATION**

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA:**

Agency Internal Policies/Rules/Practices.....	90-6, 90-34, 91-3, 91-30, 92-1
Attorney-Client Communications: See <b>PRIVILEGED RECORDS</b>	
Attorney Work Product: See <b>PRIVILEGED RECORDS</b>	
Consultants, Records Generated by .....	90-21, 91-16
Deliberative Process	
Committee Memoranda .....	03-20
Decision Making by Non-Agency .....	91-15
Drafts.....	90-8, 91-16, 91-22, 92-26, 92-27, 93-19, 00-01, 04-12
Electronic Records, Embedded Data.....	10-02
Expert Comments and Recommendation.....	07-11
Express Adoption/Incorporation.....	90-3
Factual Material .....	89-9, 90-3, 90-8, 90-11, 90-21, 91-22, 91-24, 95-5, 98-3, 00-01
Functional Test .....	90-21
"Inextricably Intertwined" .....	89-9, 90-8, 90-11, 90-21, 91-24
Loss of Protected Status .....	00-01, 07-11
Adopted/Incorporated by Agency .....	90-3, 90-8, 91-16, 91-22, 92-26, 00-01, 07-11
Not Applicable to	
Audiotape of Public Meeting .....	92-13
Interview Score Worksheets .....	94-8
Notes.....	90-8, 91-24, 03-20
Purpose of Privilege.....	89-9, 90-3, 90-8, 90-11, 91-3, 91-15, 91-22, 92-5, 92-15, 92-26, 92-27, 93-13, 93-19, 95-12, 00-01, 04-15
Staff Forecasts.....	04-15
Staff Recommendations.....	07-11
Waiver by Disclosure .....	90-8, 91-22, 91-23, 92-26, 00-01, 07-11
Workpapers .....	92-26
Education Department Claim Report .....	92-14
Governor's Records, Former Governors .....	94-6
Legislative Records .....	00-01
Negative Reflection on Agency .....	91-15, 92-5
Purchase of Service Proposal.....	91-14
Rating Sheets .....	91-14

**INTER-AGENCY DISCLOSURE:**

Agencies of Other States, Disclosure to .....	90-1, 90-4, 90-29, 94-16
Disclosure in Writing .....	90-9
Disclosure Permitted, Not Required .....	90-24, 92-22
Disclosure Required by Statute.....	92-16
Improper Inter-Agency Disclosure .....	90-9
Law Enforcement Investigation Purpose .....	93-14
Legislature, Disclosure to .....	90-10, 91-8, 91-9, 99-4

OIP Op. Ltr. Index

Op. Ltr. No.

**INTER-AGENCY DISCLOSURE: (cont.)**

Legislative Records .....	00-01
Limitations on Inter-Agency Disclosure	
Compatible with Purpose Obtained.....	91-28
Confidential Status Preserved.....	91-18, 99-9
Consistent with Expectations of Use.....	91-28
Program Receiving Federal Funds .....	92-20, 92-22
Reasonably Proper, Performance of Duties .....	90-9, 90-24, 91-12, 91-18, 91-28, 92-8, 92-22
Records Protected by Statute.....	92-22, 93-14, 93-15
Requesting Agency's Duties and Functions Narrowly Construed.....	90-9, 92-24
Specific Laws Restricting Disclosure.....	92-22, 93-15
Written in Disjunctive .....	90-9, 91-18, 91-28
Personnel Information .....	91-28
Privileged Records.....	93-15
Recipient Agency's Duties .....	91-18, 92-8, 99-4
Requests not Required to be in Writing.....	90-9
See also <b>LEGISLATIVE HISTORY (UIPA)</b> , Inter-Agency Disclosure	

"Internal" Records: See **FRUSTRATION OF GOVERNMENT FUNCTION**

Internal Revenue Code: See **TAXATION**

**INTERVIEW RECORDS:**

Interview Questions .....	94-8
Panelists' Notes .....	91-24
Rating Guidelines.....	94-8
Score Worksheets .....	94-8
Summaries, Scores .....	91-24

**INTRA-AGENCY DISCLOSURE (CONFIDENTIAL INFORMATION) .....** 94-16, 95-10

**INVENTORY, TRAILS AND ACCESSES .....** 92-6

Investigation Reports: See **LAW ENFORCEMENT RECORDS**

**INVESTIGATORS:**

Federal Criminal Investigation.....	90-9
Private Detectives .....	91-13
Professional Finders, Unclaimed Property.....	90-13

**INVOICES.....** 94-14

**J**

**JUDICIARY:**

Administrative Records	
Certified Drivers' Abstracts .....	90-4
Chief Justice.....	03-03
Generally.....	90-4, 04-02
Judicial Council's List of Nominees.....	93-13, 93-22
Judicial Selection Commission .....	92-3, 03-03

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**JUDICIARY:** (cont.)

Administrative Records (cont.)	
Jury Master List .....	92-16
Traffic Citations .....	95-20
Board of Examiner's Records.....	93-8
Circuit Court File Room, Access to .....	93-11
Committee of .....	03-20
Non-Administrative Records .....	90-4, 91-24, 92-3, 93-8, 93-11,95-4,02-10, 03-20, 04-02, 04-06
Written Receipts, Judicial Nominees' List .....	92-3

Jury Lists: See **LISTS**

Juveniles: See **MINORS**

**L**

**LAW ENFORCEMENT RECORDS:**

Accident Investigation Records (DOSH).....	95-5
Animal Control Law Enforcement .....	09-01
Arrests.....	91-4, 93-2, 97-5, 03-09, 07-04
Autopsy Reports .....	91-32
Campus Security Records (UH).....	93-2, 95-3
Citations	
Occupational Safety & Health .....	95-5
PSD Marine Patrol .....	94-20
Traffic .....	95-20
Civil Law Enforcement Agencies .....	89-17, 99-7, 99-8
Code Violation, Notices of.....	90-36
Complainants: See <b>COMPLAINANT'S IDENTITY</b>	
Confessions .....	90-18
Conviction Data.....	89-7, 89-14, 91-8, 95-15, 96-4, 97-5
Crimes, General Information .....	93-2
Crime Victim Compensation Commission Report, As .....	05-16
Criminal History Record Information .....	91-4, 92-23, 97-5, 99-2, 03-09
Daily Activity Reports, UH (HILO).....	94-3
Directory Information, Inmates .....	89-14, 01-03
Evidence.....	03-11
FBI Identification Records.....	92-23
Firearms: See <b>FIREARMS</b>	
Formal Charges.....	90-39
General Orders (police).....	95-13
Glomar Response.....	95-21, 04-05
Health/Safety of Witness/Informant .....	95-21, 98-5, 03-09
Informants: See <b>INFORMANTS</b>	
Inmates: See <b>CORRECTIONAL FACILITY</b>	
Internal Affairs Reports.....	98-5
Investigation, Code Violation .....	90-36

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**LAW ENFORCEMENT RECORDS: (cont.)**

Investigation, Closed.....	95-21, 99-2, 99-7, 99-9, 04-05
Investigation Reports	
Accidents, Occupational Safety & Health .....	95-5
Adult Residential Care Home Facilities.....	89-17
Agriculture Inspection.....	91-6
Animal Control .....	09-01
Campus Security.....	93-2, 05-10
Criminal History Record Law Not Applicable .....	99-2
Occupational Safety & Health .....	95-5
Pending Cases, DLNR .....	91-9
Police Commission .....	04-05
Police Internal Affairs Reports .....	98-5
Police Investigation Report.....	99-2
Sanitarian's Report, Food Establishment .....	91-27
Suicide .....	95-21
Investigation Target, Information Already Provided to .....	89-17, 90-36, 91-27, 93-2
Investigatory Techniques .....	95-13, 95-21, 98-5
Juvenile Offenders .....	91-4
Mug Shots (Booking Photographs).....	94-1, 03-09
Nonconviction Data.....	97-5
Occupational Safety & Health Investigation Records .....	95-5
Pardons & Commutations .....	89-7
Pawn Records .....	95-9
Pending Proceedings .....	95-21, 98-5
Persons Named in Investigation .....	99-9
Police Internal Affairs Report .....	98-5
Policy and Procedures Manual, Department of Public Safety .....	90-34, 91-30, 94-19, 94-25, 98-5
Prisoners: See <b>CORRECTIONAL FACILITY</b>	
Privacy: See <b>PRIVACY</b> , Law Enforcement Records, Police Records	
Rap Sheets .....	91-4
Reports, Criminal Law Enforcement Agency .....	05-14
Right to Fair Trial.....	95-21, 98-5
Security Records (UH) .....	93-2, 05-10
Sex Offender Records.....	95-11
Standards of Conduct.....	91-3, 92-1
Supplementary Homicide Report.....	94-1
Suspect's Identity, Criminal Investigation.....	92-19, 93-2, 95-21, 99-2, 99-4
Witness Statements .....	90-18, 91-9, 95-21, 98-5
See also <b>POLICE RECORDS; CORRECTONAL FACILITY</b>	

<b>LAW SCHOOL (UNIVERSITY OF HAWAII)</b> .....	89-9, 91-15
--	-------------

**LEASES:**

Airport Concessionaires.....	90-3
Appraisals for Public Land: See <b>APPRAISALS</b>	
Hawaiian Home Lands .....	91-19
Kahana Valley State Park Interpretive Leases .....	03-21
Lease Rent Arbitration Decisions & Awards: See <b>OPINIONS AND ORDERS</b>	

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**LEASES: (cont.)**

Non-Public Land..... 01-02

**LEAVE TIME, GOVERNMENT EMPLOYEES'** ..... 90-17, 91-26, 92-25, 94-22

**LEGISLATIVE HISTORY, FEDERAL PRIVACY ACT PROVISIONS:**

5 U.S.C. § 552a(b)(9) ..... 90-10

Generally ..... 95-23

**LEGISLATIVE HISTORY, FREEDOM OF INFORMATION ACT PROVISIONS:**

5 U.S.C. § 552(b)(4) ..... 89-5

5 U.S.C. § 552(b)(7)(C) ..... 89-16

**LEGISLATIVE HISTORY, JUDICIAL SELECTION COMMISSION** ..... 03-03

**LEGISLATIVE HISTORY, UIPA:**

Affirmative Disclosure under H.R.S. §92F-12..... 00-02

Agency Defined..... 90-4, 92-3, 93-17

Legislature ..... 00-01

Common Law Analogy ..... 89-5, 90-2, 90-17, 90-25,  
90-31

Employment-Related Misconduct ..... 94-7, 95-6

Exceptions for Frustration & Privacy, Non-Applicability of ..... 89-5, 89-6, 89-7, 89-8,  
89-9, 89-16, 90-7, 90-16,  
90-29, 90-31, 90-34, 90-40,  
91-10, 91-11, 91-13, 91-14,  
91-17, 91-26, 92-10, 92-13,  
92-17, 92-18, 93-1, 93-4,  
93-10, 94-9, 94-17, 94-18,  
94-30, 95-12, 95-18, 95-22,  
97-7

Exceptions Narrowly Construed ..... 90-20, 91-15, 92-27, 99-5

Frustration of Government Function Exception

Compromise Fairness of Examination ..... 93-6, 94-8

Confidential Commercial & Financial Information..... 89-1, 89-5, 89-13, 90-2,  
90-3, 91-16, 91-21, 92-9,  
92-17, 93-1, 93-4, 02-07

Examples not Exclusive.....07-05

FOIA Comparison.....07-05

Government Procurement..... 89-15, 91-10, 92-17, 94-18,  
02-01

Government Record Defined..... 90-35

Immunity Under the UIPA ..... 91-20

Law Enforcement Purposes ..... 89-17, 90-6, 90-8, 90-18,  
90-36, 91-6, 91-9, 91-27,  
91-32, 93-2, 94-1, 94-3

Manifestly Unfair Advantage ..... 89-10, 89-15, 90-2, 90-3,  
91-10, 91-16, 91-21, 94-18

Proprietary Information..... 90-2, 01-07

Protected by Statute or Judicial Rule ..... 90-2, 91-23, 92-14

OIP Op. Ltr. Index

Op. Ltr. No.

**LEGISLATIVE HISTORY, UIPA: (cont.)**

Inter-Agency Disclosure Provisions	
Current Prohibitions Continued .....	90-9, 90-24, 92-22
Generally .....	90-24
To Federal Agency for Criminal or Civil Law Enforcement .....	90-1
Judiciary Non-Administrative Records .....	93-11
Model Code Analogy .....	89-5, 89-15, 90-2, 90-9, 90-12, 90-21, 90-30, 90-31, 90-35, 90-40, 91-15, 91-18, 92-7, 92-11, 92-15, 92-25, 93-6, 93-17, 94-3, 94-8, 94-18, 94-26, 95-6, 95-8, 95-15, 00-02, 02-07
Motor Vehicle Registration Information.....	91-13, 95-16
Part III Origins.....	91-18
Personal Records, Access to .....	89-12, 95-23
Privacy Exception	
Consult Model Code.....	89-5, 90-21, 92-19
Federal Privacy Act Analogy.....	91-18, 93-6
FOIA Case Law, Use as Guidance .....	89-1, 89-2, 89-4, 89-5, 89-12, 89-16, 90-1, 90-7, 90-9, 90-14, 90-18, 90-37, 95-10
Right to Privacy .....	91-33
Records Designated Public .....	89-5, 89-6, 89-7, 89-8, 89-9, 89-14, 90-1, 90-7, 90-15, 90-16, 90-28, 90-29, 90-31, 91-11, 91-14, 91-15, 91-21, 91-26, 92-18, 92-27, 94-6, 94-9, 94-17
Records Designated Public Before UIPA.....	89-13, 90-4, 90-20, 90-36, 91-17, 91-32, 92-5, 92-20, 92-25, 93-4
Report of Governor's Committee on Public Records & Privacy, Influence of.....	89-6, 89-11, 89-14, 90-1, 90-4, 90-15, 90-20, 90-29, 91-14, 91-20, 91-26, 92-17, 92-27, 93-5, 93-10, 02-04, 02-07
“Scintilla of Public Interest” .....	89-1, 89-2, 89-5, 89-9, 89-17, 90-7, 90-12, 90-13, 90-14, 90-16, 90-18, 90-35, 90-36, 90-38, 91-2, 91-4, 91-24, 92-4, 92-8, 92-20, 93-1, 93-3, 93-5, 93-13, 94-3, 94-6, 94-21, 95-10, 95-12, 95-16, 95-24
Tax Records not Open to Public .....	89-3
Trade Secrets.....	90-2, 90-15, 97-4
See also <b>STATUTORY CONSTRUCTION</b> , Legislative History	



**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**LEGISLATIVE RECORDS:**

Committee Reports, Unfiled ..... 90-1  
Correspondence ..... 00-01  
Legislators' Annual Allowances ..... 93-17  
Legislators' Personal Files ..... 00-01

Legislature, Access Privileges: See **INTER-AGENCY DISCLOSURE**

**LETTERS OF COMMENDATION OR APPRECIATION** ..... 94-22

**LIBRARIES:**

Circulation Records ..... 90-30  
Fines ..... 90-30  
Newspaper Clippings Binder ..... 91-25  
Overdue Notices on Postcards ..... 93-21  
Patron Circulation/Registration Data ..... 90-30

**LICENSES AND PERMITS:**

Adult Residential Care Homes ..... 89-17  
Airport Concessioners ..... 90-3  
Applicants  
    Character, Evaluation of ..... 92-24  
    Experience, Certificate of ..... 92-24, 97-10  
Applications ..... 90-10, 91-1, 91-11, 92-18,  
    97-10  
Architects ..... 91-5, 93-6, 99-5  
Building Permit Information ..... 90-20  
Certifications, Pesticide Applicators ..... 92-18  
Contractors' Licenses ..... 90-28, 97-10  
Disciplinary Records, Licensees ..... 90-28  
Dog Licenses ..... 90-31  
Driver's License Information Used for Jury List ..... 92-16  
Educational Background of Licensee ..... 91-1, 92-18  
Emergency Medical Services ..... 93-5  
Entry and Activity in Marine Refuge ..... 07-11  
Experience, Licensee's ..... 91-1, 91-11, 92-18, 92-24  
Firearms Registration ..... 90-25, 95-18  
Fitness for License, Individual's ..... 89-13, 91-1, 92-18  
Import Permits (Agricultural) ..... 94-14  
Massage Therapist ..... 91-1, 91-11  
"Permit to Acquire" (Firearm) ..... 90-25  
Revenues of Permittees ..... 90-3  
Revocation of License  
    Contractors' Licenses ..... 90-28  
    Massage Therapist Licenses ..... 91-1  
Special Treatment Facilities' License ..... 89-13  
Suspension of License ..... 91-1  
Vessels ..... 99-3, 99-8

**LIKELIHOOD OF ACTUAL IDENTIFICATION** ..... 94-8, 95-2, 95-5, 95-11,  
    95-17, 95-21, 98-1, 98-5,  
    99-2, 99-6

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**LISTS:**

Blind Individuals, Register.....	92-22
Certified List of Eligibles.....	90-14, 95-2
Civil Rights Commission, Complaints.....	91-22
Condominium Association Registry.....	93-16
Create/Compile a List, No Duty to.....	90-31, 97-8
Employees, Prospective.....	93-5
Employers, Self-Insured (Workers' Compensation).....	92-7
General County Register.....	04-08
Government Employees, Health Fund Membership.....	91-18
Inmates.....	89-14, 01-03
Law School Admissions Committee Members.....	89-9
Licensed Contractors.....	90-28
Mailing Lists.....	90-35, 92-12, 99-6
Master Jury.....	92-16
Membership in Citizens' Group.....	93-20
Nominees	
Ethics Commission.....	93-13, 93-22
Judicial Vacancy.....	03-03
Police, Names & Amounts (Special Duty).....	91-2
Voters, General County Register.....	90-22, 04-08
Waiting Lists.....	89-4, 92-11

See also **ELECTRONIC INFORMATION**

<b>LITIGANT, RECORDS SOUGHT BY.....</b>	<b>92-5, 95-8, 95-16</b>
---	--------------------------

**LITIGATION:**

Agencies' Fear of.....	92-5, 92-6
Discovery Privileges not Created by UIPA Exceptions.....	95-16
Exception Does Not Protect Settlement Agreement.....	10-01
Inadmissible Records (by statute).....	95-5, 10-04

**LOANS, GOVERNMENT:**

Activity Reports.....	89-5
Agricultural Loans.....	89-6
Amount.....	93-1
Applications.....	89-5
Bankruptcy Status.....	89-5
Borrowers' Names & Addresses.....	89-5, 89-6, 91-19
Defaulted Loans, Federal Pursuit of.....	90-9
Delinquent Loan Reports.....	89-2, 89-6
Federally Funded.....	93-1
Financial Statements.....	89-5
Guarantors' Names & Addresses.....	89-5
Lessee's Trial Balance & Age Analysis.....	91-19
Native Hawaiian Revolving Loan Fund.....	93-1
Purpose of Loan.....	93-1
Status.....	89-5, 89-6, 91-19, 93-1

Location of Record: See **RECORDS COLLECTION PRACTICES**

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**LOGS:**

Appointments, Health Clinic .....	93-14
Arrest .....	91-4, 07-04
Calendars and Telephone Message Slips.....	04-17

**M**

Mailing Lists: See **ELECTRONIC INFORMATION; LISTS**, Mailing

**MARITAL/FAMILIAL STATUS:**

Law School Personnel .....	91-15
Name Change Applicants .....	92-4
Police Employees as Subject of Investigation.....	98-5
Workers' Compensation Applicants .....	94-21

**MEDICAL INFORMATION:**

Ambulance Reports .....	91-33, 05-05
Appointment Log, Health Clinic .....	93-14
Autopsy Reports .....	91-32
Blindness .....	92-22
Claim Against the State, DAGS Report of.....	92-14
Government Employees' Sick Leave Records.....	90-17, 91-26, 92-25, 94-22
Handicap Status .....	91-12
Health Fund Membership Lists .....	91-18
Health/Safety of an Individual .....	93-12, 93-15
HIPAA.....	03-05, 03-19
Inmates .....	93-7
Medical Condition .....	92-8, 93-15, 03-19, 07-11, 10-05
Mental Disorders.....	90-25
Names of living and deceased persons.....	03-19
Patients of Adult Residential Care Home Facilities .....	89-17
Physician-Patient Communications.....	93-15, 95-16
"Protected Health Information" .....	03-05
Subpoenaed Medical Records .....	95-16
Substance Addiction.....	90-25
Workers' Compensation Claim Information.....	10-05

**MILITARY SERVICE** ..... 95-2

**MINORS:**

Arrest Records .....	91-4
Drivers' Abstracts.....	90-4
Sex Offense Conviction .....	95-11
Victims .....	99-2
911 Tapes.....	05-17

Minutes of Public Meeting: See **PUBLIC RECORDS**

Misconduct: See **GOVERNMENT EMPLOYEES**

Model Code (Uniform Information Practices Code): See **LEGISLATIVE HISTORY, UIPA,**  
Model Code Analogy

OIP Op. Ltr. Index

Op. Ltr. No.

**MOTOR VEHICLE RECORDS:**

Drivers' Abstracts..... 90-4  
Drivers' License Information..... 92-16  
Motor Vehicle Registration..... 91-13  
Traffic Citations ..... 95-20

**MUG SHOTS** ..... 94-12, 03-09

**N**

**NAMES:**

Applicants

Boards and Commissions ..... 91-8  
Crime Victim Compensation..... 05-16  
Government Employment..... 91-24  
Government Subsidized Housing ..... 92-11  
Law School Admission..... 95-10  
Name Change..... 92-4  
Police Promotions ..... 94-8  
Unsuccessful Job Applicants..... 95-2  
Vessel Registration..... 99-3  
Apprentices ..... 92-20  
Architectural Registration Exam Jurors ..... 91-5  
Bidders..... 94-26  
Bidders' Employees ..... 93-5  
Blind Individuals..... 92-22  
Boards and Commissions  
    Financial Disclosure Statement Filing Date..... 95-14  
    Generally..... 93-22  
Borrowers in Government Loan Programs..... 89-5, 89-6, 91-19, 93-1  
Certified Payroll Records..... 89-8  
Claimants Against the State ..... 92-14  
Committee, Members of..... 89-9, 90-16, 03-15  
Complainants: See **COMPLAINANT'S IDENTITY**  
Concealed Weapons Licensee ..... 95-18  
Condominium Association Board Members..... 93-16  
Consultants, Unpaid ..... 95-11  
Contractors ..... 90-28  
Convicted Criminal Offender ..... 05-16  
Corporation Employees..... 02-04  
Deceased Persons ..... 90-26, 05-16  
Employees of Contractors with the State ..... 89-8, 97-7  
Employees (Prospective) of Government Bidder..... 93-5  
Employer (Former)..... 95-2  
Ethics Commission Nominees ..... 93-13, 93-22  
Examiners/Jurors for Architectural Exam ..... 91-5  
Expert Witnesses..... 94-11  
Firearms Registrants ..... 90-25  
Government Employees  
    Bid Scorers and Evaluators ..... 91-14  
    Discharged Government Employee ..... 95-6, 99-1  
    Formally Charged with Misconduct ..... 90-12, 90-39, 99-1, 07-09

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**NAMES: (cont.)**

Government Employees: (cont.)	
Preparers of Report .....	94-1, 05-05
Police Officers .....	97-1
Retirement Plan Participants .....	91-7
Subject of Police Internal Affairs Investigation.....	98-5
Suspended Government Employee.....	99-1
Undercover Law Enforcement Personnel .....	04-13
Informants in an Investigation .....	95-21, 99-7, 99-8, 01-04
	07-04
Inmates .....	89-14
Infectious/Communicable Diseased Person.....	93-15
Judicial Nominees .....	92-3, 03-03
Jury List, Driver's License Information from.....	92-16
Lessees, Hawaiian Home Lands.....	91-19
Living Individuals Identified in Autopsy Reports.....	91-32
Loan Programs (Government), Borrowers in .....	89-5, 89-6, 91-19
Massage Therapist Licensees .....	91-1
Medical Patient with Infectious Disease .....	93-14
Members of Citizens' Group .....	93-20
Name Change Applicants .....	92-4
Native Hawaiian Revolving Loan Recipients .....	93-1
Nominees	
Boards and Commissions .....	91-8, 93-13, 93-22
Judicial Vacancies .....	92-3, 03-03
Participants (WICHE Program) .....	94-28
Partners .....	02-04
Payees of Escheated Warrants .....	90-38
Petitioners, Liquor License Protest.....	94-10
Police	
Individuals Arrested by.....	91-4, 07-04
Special Duty Service Police Officers.....	91-2
Subject of Internal Affairs Investigation .....	98-5
Purchasers, Leasehold Fee .....	91-21
Quarantined Animal, Owner of.....	93-12
Real Property Owners.....	02-04
Requesters of	
Ethics Opinions.....	96-2
Government Records .....	90-37, 93-23, 96-4
OIP Advisory Opinions.....	90-37
Respondents to Complaint.....	91-22
Seminar Attendees .....	89-16
Students in WICHE Program.....	94-28
Suspects in Criminal Investigations .....	92-19, 99-2, 99-9
Testifiers .....	04-09
Trusts	
Beneficiaries.....	02-04
Trustees .....	02-04
Veterans, Hawaii Residents .....	92-8
Voters, Registered .....	04-08
Water Use Declarants.....	90-35

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**NAMES: (cont.)**

Welfare Recipients .....	90-26, 00-02
WICHE Program Participants .....	94-28
Witnesses: See <b>INFORMANTS</b>	
Workers' Compensation Self-Insured Employers .....	92-7

Names and Addresses: See **LISTS**, Mailing

**NEWSPAPERS/NEWSLETTERS:**

<u>Ag Rag, The</u> .....	92-15
"Clip File" Binder .....	91-25

**NON-PROFIT ORGANIZATIONS:**

Akaku-Maui Community Television .....	93-18, 02-08
Hawaii Visitors Bureau .....	92-17
Ho'ike: Kaua'i Community Television .....	94-23, 02-08
Na Leo 'O Hawai'i, Inc. ....	94-24, 02-08
'Olelo: The Corporation for Community Television .....	02-08, 03-04
Protection and Advocacy Agency of Hawaii .....	90-21
Tax Returns, Availability of .....	92-17
University of Hawaii Foundation.....	97-3

<b>NOTES, STAFF</b> .....	90-8, 91-24
---------------------------	-------------

**NOTICES:**

Insurance, Workers' Compensation .....	89-1
Library, Overdue Books.....	93-21
Violation, County Department of Public Works.....	90-36

**O**

**OCCUPATIONS:**

Borrowers.....	89-6
Nominees for Boards & Commissions.....	91-8
Search Committee Members .....	90-16
Seminar Attendees.....	89-16

See also **EMPLOYMENT HISTORY; PROFESSIONAL AFFILIATIONS**

<b>OIP RULES:</b> .....	90-29, 93-7, 99-3, 01-07, 02-01, 03-05, 06-07, 10-04
Extenuating Circumstances .....	10-04

**OPINIONS AND ORDERS:**

"Adjudication" of Cases .....	94-30, 00-02
Arbitration	
Decision, Discharge of Employee.....	95-6
Lease Rent.....	90-40
Attorney General Opinions.....	91-23
Contested Case Hearing, Need not Result from .....	90-40
Crime Victim Compensation Commission Award.....	05-16
DAGS Report of Claim Against the State.....	92-14

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**OPINIONS AND ORDERS: (cont.)**

Ethics Commission Opinions.....	96-2, 98-1
"Final" Decisions & Orders.....	90-28, 90-40, 94-30, 95-17, 00-02
Labor Appeals Board.....	95-17
Name Change Orders .....	92-4
"Order," Defined .....	90-40, 94-30
Tax Department Written Determinations/Opinions.....	92-10
Workers' Compensation Decisions .....	94-30

Orders: See **OPINIONS AND ORDERS**

**ORDINANCES:**

City & County Employees' Parking Rates.....	89-11
City Ethics Commission Advisory Opinions.....	96-2
County Budget.....	91-17
Foreign Property Owners .....	02-04
Information Protected by.....	01-02
Tax Assessment Records.....	01-02

**P**

<b>PARDONS AND COMMUTATIONS</b> .....	89-7
---------------------------------------	------

**PARTICIPANTS:** See **ATTENDEES**

**PAYROLL RECORDS:**

Certified Payroll Records.....	89-8, 89-11, 97-7
Public Safety, Department of .....	92-25

**PENSIONS AND RETIREMENT SYSTEMS:**

Pension Benefits.....	90-1
Plan Selected .....	91-7
Veterans' Pension Status.....	92-8

Permits: See **LICENSES AND PERMITS**

**PERSONAL RECORDS REQUESTS:**

"Accessible" Personal Record.....	95-19
Circumvention of Statutes/Regulations.....	94-19
Complainant's Identity .....	89-12, 95-19
Confidentiality	
Express Promise of .....	95-4, 95-19, 95-23, 01-04
Implied Promise of.....	92-24, 95-19, 01-04, 03-02
No Promise Given .....	05-10
Constitutional/Statutory Privilege.....	92-14
Correction of Record.....	02-05
Criminal Law Enforcement Records.....	95-11, 03-11, 05-10, 05-16
Defined.....	90-29
Disclosure, Agency's Past Practices .....	92-24
Disclosure to Exclusive Representative.....	90-14
Exemptions 92F-22(1)B .....	93-7, 95-11

OIP Op. Ltr. Index

Op. Ltr. No.

**PERSONAL RECORDS REQUESTS: (cont.)**

Grievance Proceedings, "Relevant Records" .....	90-14
Frustration Needed Under 92F-22(4) .....	09-03
Identity of Source .....	89-12, 92-24, 94-27, 95-4, 95-19, 95-23, 01-04
Information Provided by Source.....	95-19, 95-23
Investigative Materials.....	94-27, 09-03
Joint Personal Record .....	95-19, 03-18, 05-10, 05-16
Leave of Absence .....	92-25
Medical Records.....	93-7
Narrowly Construed.....	95-4
Past Practice of Disclosure .....	92-24
Payroll Records.....	92-25
Pending Investigation.....	03-02, 03-11
Personnel File, "Unofficial".....	94-29
Proceedings Against an Individual .....	94-27, 09-03
Requester Identification .....	90-29, 93-7, 10-05
Requests for .....	89-12, 03-11
Sealed by Court Order .....	02-03
Security Records.....	05-10
Third Parties, Information Concerning .....	94-27,95-19,95-23,05-10
Time Limit for Agency's Response .....	90-29, 92-24
Union, Request by .....	94-22

**PERSONNEL:**

Applicants	
Certified List of Eligibles .....	90-14, 95-2
Civil Service, Unsuccessful .....	91-24, 91-28, 95-6
Criminal History.....	92-23
Evaluations .....	89-2, 90-14
Examination	
Questions .....	94-8
Scores .....	90-14, 91-28, 94-8
Government Employment.....	89-2, 90-14, 91-24, 91-28, 94-8
Interview	
Panelists' Notes .....	91-24
Questions .....	94-8
Score Summaries.....	91-24
Rating Guidelines .....	94-8
State Employment Service.....	91-12
Applications .....	89-2, 91-28, 94-8, 95-2
Commendation/Appreciation, Letters of.....	94-22
Consultants, Unpaid .....	95-11
Contract Hires .....	89-11
Discharge of Government Employee.....	95-6, 99-1
Disciplinary Records .....	90-12, 90-39, 94-7, 95-6, 98-5, 99-1
Educational Background: See <b>EDUCATIONAL BACKGROUND</b>	
Employee Position & Pay Schedule .....	92-17
Employment Contracts .....	91-31



**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**PERSONNEL:** (cont.)

Employment History: See Resumes (below)

Evaluations

- Applicants and Candidates ..... 89-2, 90-14
- Government Employees ..... 94-22, 04-07,05-05,06-07

Examination Scores: See Applicants (above)

Individual's Access to Personnel File ..... 94-29

Investigative Reports ..... 90-17, 91-26, 92-25,  
03-18, 04-05, 07-09

Leave of Absence Summaries ..... 94-22

Misconduct ..... 98-5, 99-1, 04-05, 07-08,  
10-03

Payroll Records ..... 89-11, 92-25

Pension Information ..... 90-1, 91-7

Personnel Records ..... 94-29, 98-5, 99-1

Petition Against Employee ..... 95-4

Police Commission ..... 04-05

Police Internal Affairs Investigation Reports ..... 98-5

Police Standards of Conduct ..... 91-3

Resumés ..... 89-2, 94-9, 95-2, 03-04

Salaries: See **COMPENSATION**

Settlement Agreements ..... 04-02

Suspension of Government Employee ..... 99-1, 07-09

Union Request for Personnel Files ..... 94-22

"Unofficial" Personnel Files ..... 94-29

See also **EMPLOYMENT HISTORY; GOVERNMENT EMPLOYEES**

**PETITIONS:**

- Government Employee, Against ..... 95-4
- Liquor License Issuance, Protesting ..... 94-10
- Name Change ..... 92-4

Photocopying: See **COPYING FEES**

**PHOTOGRAPHS:**

- Accidents, Occupational Safety & Health ..... 95-5
- Firearm Permit ..... 07-01
- Massage Therapist License Applicants ..... 91-1
- Mug Shots ..... 94-12, 03-09

Physical Characteristics: See **PRIVACY**, Physical Characteristics

**PLANS** ..... 90-20, 91-16, 92-17, 93-19,  
99-5

**POLICE RECORDS:**

- Arrests ..... 91-4, 93-2, 07-04
- General Orders ..... 95-13
- Homicide Report, Supplementary ..... 94-1
- Internal Affairs Investigation Report ..... 98-5
- Information About Police Officers ..... 91-26
- Investigation Report ..... 95-21, 99-2, 99-8, 03-11
- Misconduct ..... 95-19, 98-5

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**POLICE RECORDS: (cont.)**

Mug Shots .....	94-12, 03-09
Pawn Records .....	95-9
Promotion, Records Relating to	
Applications.....	94-8
Examination Questions .....	94-8
Interview Questions .....	94-8
Interview Score Worksheet.....	94-8
Rating Guidelines .....	94-8
Rap Sheets .....	91-4
Report.....	95-21, 99-2
Special Duty Service Pay .....	91-1
Standards of Conduct.....	91-3

*See also* **LAW ENFORCEMENT RECORDS**

<b>POLICIES AND PROCEDURES</b> .....	90-34, 91-30, 94-19, 94-25, 95-13
--------------------------------------	--------------------------------------

<b>POST OFFICE BOXES</b> .....	91-9, 93-20, 99-6
--------------------------------	-------------------

"Predominately Internal": See **FRUSTRATION OF GOVERNMENT FUNCTION**,  
"Predominately Internal"

Premature Disclosure: See **DISCLOSURE OF RECORDS**

**PRIVACY:**

Addresses: See **ADDRESSES**

Age .....	91-26, 05-16
-----------	--------------

Appearance in Court .....	99-2
---------------------------	------

Applicants: See **APPLICANTS**

Awareness of Record's Existence Not Needed for Privacy Right to Exist .....	90-13
---	-------

Balancing Test.....	89-1, 89-2, 89-4, 89-5, 89-9, 89-12, 89-16, 89-17, 90-7, 90-12, 90-13, 90-14, 90-15, 90-16, 90-17, 90-18, 90-21, 90-25, 90-26, 90-28, 90-29, 90-30, 90-31, 90-35, 90-36, 90-37, 90-38, 91-8, 91-12, 91-18, 91-21, 91-26, 91-27, 91-28, 92-4, 92-8, 92-11, 92-14, 92-15, 92-17, 92-18, 92-19, 92-20, 92-22, 93-5, 93-20, 93-4, 94-6, 95-6, 95-7, 95-9, 95-10, 97-1, 97-10, 99-3, 99-6, 99-7, 99-8, 99-9, 01-03, 02-04, 03-02, 03-04, 03-16, 03-18, 04-05, 04-12, 05-16, 07-01, 07-11, 10-05
---------------------	---

For Government Employees.....	98-5, 07-08, 10-03
-------------------------------	--------------------

Birth Dates: See **BIRTH DATES**

Certified List of Eligibles .....	97-1, 90-14
-----------------------------------	-------------

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**PRIVACY: (cont.)**

Citizenship .....	90-25, 94-8, 95-2, 99-3, 02-04
Commendation, Letters of .....	94-22
Compensation .....	03-16
Confidential Information Made Public by Statute .....	92-12
Cultural Activities in Marine Refuge, Permit Application for .....	07-11
Deceased Persons .....	90-13, 90-18, 90-26, 91-32, 91-33, 95-21, 97-2, 01-03, 03-19, 05-16
Deceased Persons' Records, Individuals Identified in .....	91-32, 91-33, 95-21
Defamatory Statements, Potentially .....	04-09
Diminished Privacy Interest .....	04-07, 05-16, 07-11
Disciplinary Records, Government Employees .....	90-12, 90-39, 94-7, 95-6, 97-1, 98-5, 99-1, 07-09
Drug Tests, Positive Test Results .....	06-03
Educational Background: See <b>EDUCATIONAL BACKGROUND</b>	
Electronic Information does not Allow Segregation of .....	10-02
Embarrassing Disclosures:	
Audit of State Agency .....	90-21
Bankruptcy .....	89-5
Criminal Histories .....	89-5
Financial Status .....	89-5
Legitimacy of Children .....	89-5
Marital Status .....	89-5
Medical Condition .....	89-5
Negative Reflection on Agency .....	91-15
Reputation .....	89-5
Unsuccessful Applicant .....	89-2
Welfare Benefits .....	89-5, 00-02
Employment Background: See <b>EMPLOYMENT HISTORY</b>	
Employment Misconduct .....	94-7, 95-6, 95-19, 96-2, 97-1, 98-5, 99-1, 07-08, 10-03
Ethnicity:	
Applicants, State Employment Service .....	91-12
Apprentices .....	92-20
Arrested Individual, Nationality of .....	91-4
Blind Individuals .....	92-22
Deceased Individual .....	05-16
Hawaiian Quotient .....	91-19
Inmates .....	01-03
Lessees, Hawaiian Home Lands .....	91-19
Veterans Residing in Hawaii .....	92-8
Evaluations .....	89-2, 90-14, 90-21, 04-07, 05-05, 06-07
Evidence of Compliance with Statute .....	07-07
Examination Scores .....	90-14, 91-28, 92-18
FAMIS .....	02-12
FBI Identification .....	92-23
Financial Information: See <b>FINANCIAL INFORMATION (OF INDIVIDUALS)</b>	
Glomar Response: See <b>GLOMAR RESPONSE</b>	

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**PRIVACY: (cont.)**

Government Employees, Limited Right to Privacy.....	89-9, 90-16, 94-8,03-16, 04-13, 07-09, 10-03
Governor's Records (former Governors).....	94-6
Hawaiian Quotient.....	91-19
Housing Applicants (Government Subsidized).....	92-11
Income.....	91-2, 92-17
Identified in Court Records .....	99-2, 05-16
Individuals' Names Publicly Announced .....	92-11
Interview Scores: See <b>PERSONNEL</b>	
Investigation, Conclusion of .....	95-21
Investigation Reports.....	91-6, 95-21, 98-5, 99-2, 99-9, 01-04, 03-18, 04-05, 05-10
Knowledge of Information's Existence.....	90-13, 97-8
Law Enforcement, Undercover Personnel .....	04-13
Law Enforcement Records .....	90-18, 91-4, 91-32, 92-19, 93-2, 94-1, 94-3, 95-21, 98-5, 99-2, 99-9, 04-12, 05-16, 07-04
Leasehold Fee Purchasers .....	91-21
Letters of Commendation .....	94-22
Library Circulation & Fine Records.....	90-30, 93-21
Licenses: See <b>LICENSES AND PERMITS</b>	
Likelihood of Actual Identification.....	95-2, 98-5, 99-2, 99-7, 00-02
Living Individuals Identified in Records About Deceased Persons .....	91-32, 91-33
Marital Status: See <b>MARITAL/FAMILIAL STATUS</b>	
Media, Individual's Disclosure to.....	94-21
Medical Information: See <b>MEDICAL INFORMATION</b>	
Membership in Citizens' Group.....	93-20, 03-04
Military Service .....	95-2
Minutes, Executive Meeting .....	06-07
Name Change Records.....	92-4
Names: See <b>NAMES</b>	
Natural Persons, Privacy Limited to .....	89-1, 89-5, 89-13, 90-3, 90-9, 90-13, 90-15,90-21, 90-30, 90-35, 90-37, 90-38, 91-1, 91-6, 91-21, 91-27, 92-6, 92-7, 92-17, 93-1, 93-5, 93-20, 94-20, 97-10, 02-04, 10-01
Nominees: See <b>APPLICANTS</b>	
Oral Confidentiality Promises, Effect of.....	93-22
Pawn Transactions.....	95-9
Pending Proceedings .....	95-21
Pension Data .....	90-1, 91-7
Personal Evaluation/Recommendation.....	95-24
Personnel Records: See <b>PERSONNEL RECORDS</b>	
Petitions	
Against Government Employee .....	95-4
Against Liquor License Issuance .....	94-10

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**PRIVACY: (cont.)**

Photograph of Assailant.....	05-10
Photograph of Licensee.....	91-1
Physical Characteristics .....	90-25, 91-12, 92-20, 94-20, 01-03
Police Records.....	91-4, 93-2, 94-12, 98-5, 99-2, 99-8, 07-04
Public Announcement of Names .....	92-11, 06-07
Public Information, Application to.....	06-07, 07-08
Public Interest in Government Spending .....	90-21, 91-19, 94-15, 94-17, 94-18, 94-21,94-28,10-05
Public Interest to be Considered .....	89-4, 89-16, 90-1, 90-7, 90-9, 91-19, 92-11, 92-17, 93-5, 93-13, 93-20, 93-22, 94-21, 95-10, 95-14, 95-24, 97-10, 98-5, 99-6, 99-7, 99-8, 99-9, 03-03, 06-04, 06-07, 07-01, 07-07, 07-08, 07-11, 10-05
Public Records, Conflict with HRS § 92F-12.....	89-5, 89-6, 89-7, 89-8, 89-9, 89-16, 90-7, 90-16, 90-20, 90-29, 90-31, 90-34, 90-40, 91-11, 91-26, 92-18, 93-1, 93-10, 94-9, 97-7
Public Records, Pre-UIPA.....	90-20, 90-36, 92-5, 92-20, 99-5, 00-02
Public Testimony, Effect of.....	06-04
Public Trial.....	05-16
Qualifications: See <b>EDUCATIONAL BACKGROUND;EMPLOYMENT HISTORY</b>	
“Scintilla of Public Interest”: See <b>LEGISLATIVE HISTORY, UIPA, Privacy Exception</b>	
Service Holder Data (Water) .....	90-29
Settlement Agreements .....	89-10
Sex Offender Records.....	95-11
Sexual Harassment: See <b>SEXUAL HARASSMENT</b>	
Signatures	
Applicant, Government Employment.....	95-2
Petition Against Employee.....	95-4
Social Security Numbers: See <b>SOCIAL SECURITY NUMBERS</b>	
Successful Candidate for Employment .....	06-04
Surviving Family Members .....	90-18, 91-32, 97-2, 05-16
Suspect's Identity .....	92-19, 93-2, 95-21, 99-2, 05-10
Telephone Numbers, Home: See <b>TELEPHONE NUMBERS, Home</b>	
Third Party's Privacy Implicated .....	06-04
Typewritten Copy of Handwritten Record .....	94-3
UIPA Record Requesters .....	90-37, 93-23
Veteran Status.....	92-20
Vital Records .....	07-07

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**PRIVACY: (cont.)**

Waiver

Consent to Disclosure .....	89-16, 91-12, 93-20, 94-21, 01-04, 06-07, 10-05
Disclosure to Media .....	94-21, 98-5, 06-07

Water Service Consumption Data: See **WATER SERVICE CONSUMPTION  
DATA**

Welfare: See **WELFARE, SOCIAL SERVICES**

Work Experience

Governmental .....	89-2, 91-8, 95-2
Non-governmental .....	89-13, 90-21, 91-12, 95-2, 97-10, 07-11
Workers' Compensation Claim Information.....	94-21, 10-05

**PRIVACY ACT, FEDERAL:**

Relationship Between UIPA & Privacy Act.....	91-18, 95-23
--	--------------

**PRIVILEGED RECORDS:**

Attorney-Client.....	89-10, 91-23, 02-13
Attorney Work Product	
Factual & Deliberative Material.....	92-14, 01-05
Factual Material Already Disclosed .....	92-14, 98-3
Not Limited to Documents Prepared by Attorney .....	92-14
Burden of Proof .....	93-15
Constitutional/Statutory Privilege .....	92-14, 02-03, 10-04
Deliberative Process Privilege: See <b>INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA</b>	
Physician-Patient Communication .....	93-15, 01-05
Record Prepared in Anticipation of Litigation .....	01-05
Waiver of Privilege .....	91-23

Proceedings: See **HEARINGS**

Processing Requests: See **DISCLOSURE OF RECORDS; PERSONAL RECORD  
REQUEST; RECORDS COLLECTION PRACTICES;  
REQUESTS UNDER UIPA**

Procurement: See **BIDS AND PROPOSALS**

**PROFESSIONAL AFFILIATIONS:**

American Bar Association .....	91-15
Association of American Law Schools .....	91-15
National Association of State Contractors' Licensing Agencies .....	90-28
National Council of Architectural Registration Boards.....	91-5
Seminar Attendees.....	89-16
See also <b>OCCUPATIONS</b>	

**PROGRAM REVIEWS:**

Law School (UH) .....	91-15
University of Hawaii .....	90-11

Promises of Confidentiality: See **CONFIDENTIALITY, GENERAL CONCEPTS;  
PERSONAL RECORDS REQUESTS**

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

Proposals: See **BIDS AND PROPOSALS**

**PROPRIETARY INFORMATION:**

Confidentiality Agreements.....	90-2
Generally .....	90-2, 02-07
Government Contract Bids.....	90-15

*See also* **CONFIDENTIAL COMMERCIAL  
& FINANCIAL INFORMATION**

Public Assistance, Recipient of: See **WELFARE, SOCIAL SERVICES**

Public Disclosure, Premature: See **DISCLOSURE, INTENTIONAL;  
DISCLOSURE OF RECORDS**

Public Employees: See **GOVERNMENT EMPLOYEES; PERSONNEL**

Public Funds, Expenditure of: See **PRIVACY, Public Interest in Government  
Spending; PROCUREMENT; PUBLIC RECORDS**

Public Interest: See **PRIVACY, Balancing Test**

**PUBLIC RECORDS:**

Abstracts, Drivers'.....	90-4
Adult Residential Care Home Facilities	
Statements of Deficiencies and Plans of Corrections .....	89-17
Affidavits, Voter Registration.....	90-22
Applications	
Animal Registration .....	90-31
Boards and Commissions, Successful Applicants for Appointment .....	91-8
Building Permit .....	90-20
Massage Therapists' License.....	91-11
Pesticide Applicator Certification.....	92-18
Seminar Attendees' Registration.....	89-16
Appraisals, Airport Property .....	91-10
Audiotape, Public Meeting .....	92-13
Audits	
Airport Concessioner Revenue Audits.....	90-3
Financial and Compliance Audit .....	90-21
Budget Ordinance .....	91-17
Building Plans .....	90-20, 99-5
Certified Payroll Records.....	89-8, 97-7
Condominium Association Registry .....	93-16
Citations	
Marine Patrol.....	94-20
Traffic .....	95-20
Contracts	
Attachments to Hawaii Visitors Bureau Contract .....	92-17
Consultants .....	91-16
Employment.....	03-16
Kona Community Hospital.....	98-2, 99-4
Conviction Data.....	92-23
Correspondence	
Spaceport Master Plan, Contract Terms.....	91-16
University of Hawaii Law School .....	91-15

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**PUBLIC RECORDS: (cont.)**

Course Materials, Training Courses .....	90-6
Data File, Lessees' (DHHL) .....	91-19
Decisions: See <b>OPINIONS AND ORDERS</b>	
Declarations of Water Use .....	90-35
Disciplinary Action, Formal Charges .....	90-39
Drug Tests, Number of Positive Results .....	06-03
Electronic Mailing List (Water Use) .....	90-35
Escheated Warrants Reports .....	90-38
FAMIS .....	02-12
Final Documents .....	93-19
Financial Disclosure Statements, Face Sheet .....	95-14
Government Employees	
Compensation .....	89-11, 91-17, 03-16
Employment-Related Misconduct .....	94-7, 07-09
Sick Leave .....	90-17
Vacation Leave .....	90-17
Inmate Search Policy .....	94-25
Interview Score Worksheets .....	94-8
Invoices	
Harbor Demurrage Fees .....	92-9
Import .....	94-14
Leases of State Land .....	03-21, 07-07
Leaves of Absence, Government Employees .....	90-17
Ledger Trial & Age Analysis, Lessees .....	91-19
Legislative Enactment .....	91-17
Letters of Commendation or Appreciation .....	94-22
Library Fines .....	90-30
Lists	
Employees, Prospective .....	93-5
Employers, Self-Insured .....	92-7
Inmates .....	89-14
Law School Admissions Committee .....	89-9
Licensed Contractors .....	90-28
Nominees for Ethics Commission .....	93-13, 93-22
Registered Lobbyists Mailing List .....	92-12
Section 8 Housing Waiting List .....	92-10
Students, WICHE Program .....	94-28
Voters, General County Register .....	90-22, 04-08
Waiting Lists .....	89-4, 92-11
Water Use Declarants Mailing List .....	90-35
WICHE Program Participants .....	94-28
Loans	
Delinquent Loan Reports .....	89-6
Lessees' Ledger Trial Balance (DHHL) .....	91-19
State Loan Program Records .....	89-5
Manual, PSD Policies & Procedures .....	90-34
Memoranda, Intra-Agency Cited or Identified at Public Meeting .....	91-22
Minutes, Executive Meeting .....	06-07
Minutes, Open Meeting .....	92-27, 02-06, 03-07, 03-13
Mug Shots (Booking Photographs) .....	94-12
Name Change Orders .....	92-4



**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**PUBLIC RECORDS: (cont.)**

Newsletter, <u>Ag Rag, The</u> .....	92-15
Newspaper Clippings Binder, (PSD).....	91-25
Notices	
Violation, County Public Works.....	90-36
Workers' Compensation Insurance.....	89-1
Opinion Letters	
Attorney General Opinion Letters.....	91-23
City & County of Honolulu Ethics Commission Advisory Opinions.....	98-1
Requests for OIP Opinion Letters .....	90-37
Ordinances	
Honolulu, City & County of.....	89-11
Kauai County Budget.....	91-17
Pardons, Gubernatorial .....	89-7
Parking Rates .....	89-11
Payroll Records, Certified.....	89-8
Permits, Agricultural Import .....	94-14
Petition Against Liquor License Issuance .....	94-10
Police Department Records	
Mug Shots (Booking Photographs) .....	94-12
Police Blotter.....	91-4, 07-04
Special Duty, List of Contractors for .....	91-2
Standards of Conduct .....	91-3
Proposals	
Accepted Proposals, Title Services for Leasehold Fee Purchases.....	91-21
Public Contracts, Bids.....	90-15
Public Safety, Department of	
Inmate Roster .....	89-14
Newspaper Clippings Binder .....	91-25
Policies and Procedures Manual.....	90-34
Standards of Conduct .....	92-1
Table of Contents, Policies and Procedures Manual .....	91-30
Rating Guidelines.....	94-8
Rating Sheets, Purchase of Service Proposals .....	91-14
Real Property Tax Information .....	01-02
Registration	
Animals .....	90-31
Firearms .....	90-25, 07-01
Reports	
Ambulance.....	91-33, 05-05
Autopsy.....	91-32
DAGS Report to Legislature, Claims Against the State .....	92-14
Daily Activity (Incident).....	94-3
Delinquent Loan .....	89-6
Demurrage Fee Report Forms .....	92-9
Escheated Warrants .....	90-38
Financial Reports Filed with PUC .....	93-40
Food Poisoning Incident .....	91-27
Foreign Real Property Owners .....	02-04
Harbor Demurrage Fees.....	92-2
Inspection, Agricultural .....	94-14
Investigative, Agriculture Department.....	91-6

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**PUBLIC RECORDS: (cont.)**

Reports: (cont.)

- Law School Joint Site Evaluation..... 91-15
- Property Presumed Abandoned ..... 90-13
- Self-Insurer for Workers' Compensation..... 93-3

Requests

- Requests for OIP Advisory Opinions ..... 90-37
- UIPA Record Requests ..... 90-37, 93-23

Resumes

- Commission Members ..... 94-9

Reviews

- Construction Plans, Review by Commission Persons with Disabilities ..... 92-5

Rosters: See Lists (above)

Salaries

- Government Employees, Identified in Budget Ordinance ..... 91-17
- Research Corporation, University of Hawaii (RCUH) ..... 90-33

Settlement Agreement, Anti-Trust Case ..... 92-21

Settlement Agreement Funded by Insurance ..... 10-01

Settlement Proposal (OTG) ..... 94-17

Shipping Manifests ..... 94-14

Sick Leave, Government Employees ..... 90-17

Statements

- Deficiencies & Plans of Correction, Adult Residential Care
- Home Facilities ..... 89-17
- Summaries, Interview Scores..... 91-24
- Supplementary Homicide Report ..... 94-1
- Table of Contents, PSD Policy & Procedures Manual ..... 91-30
- Tape Recordings ..... 92-13
- Testimony ..... 04-09
- Third Party Privacy Implicated..... 06-04
- Training Course Materials ..... 90-6

Transcripts

- Labor Board Proceedings ..... 95-22
- Public Proceedings..... 90-35

Vacation Leave, Government Employees ..... 90-17

Voters

- General County Register ..... 90-22, 04-08
- Registration Affidavits ..... 90-22

Water Use, Declarations of..... 90-35

Water Service Consumption Data..... 90-29

Workers' Compensation

- Lists of Self-Insured Employers ..... 92-7
- Notices of Insurance ..... 89-1

**PUBLIC RECORDS REPORT (UIPA):**

- Entities Exempt From Reporting Requests..... 92-2

Purchasing, Government: See **BIDS AND PROPOSALS; CONTRACTS;**  
**FRUSTRATION OF GOVERNMENT FUNCTION**

**PUBLICATION OF RECORDS:**

- Not Required ..... 10-03

OIP Op. Ltr. Index

Op. Ltr. No.

**R**

**RATING DOCUMENTS:**

Job Interview Score Sheets..... 91-24, 94-8  
Rating Guidelines, Police Promotion ..... 94-8

"Readily Retrievable": See **RECORDS COLLECTION PRACTICES**

**REAL PROPERTY TAX INFORMATION** ..... 02-04

Reason for UIPA Request: See **REQUESTERS, ACCESS INTEREST OF**  
Recommendations: See **INTER/INTRA-AGENCY CORRESPONDENCE/  
MEMORANDA**

**RECOMMENDATION, PERSONAL** ..... 92-24

**RECONSIDERATION, STANDARD FOR** ..... 02-08

**RECORD FORMAT:**

Electronic Format: See **ELECTRONIC INFORMATION**  
Denial Where Exception Applies..... 90-35, 10-02  
Denial Where Significant Risk of Damage to Original Record ..... 90-35, 10-02  
Distinction Between Electronic Forms ..... 10-02  
No Delay to Create New Format..... 97-6  
Requester's Choice of Format..... 90-35, 92-8, 92-12, 92-13,  
01-03, 04-16, 10-02  
Typewritten Copy of Handwritten Record.....94-3

**RECORDS COLLECTION PRACTICES:**

Control Over Record (Administrative)..... 95-8  
Creation of Records Not Required..... 90-31, 93-16, 94-3  
Data Banks ..... 90-7, 90-13, 99-3  
Destruction of Records: See **RECORDS DESTRUCTION**  
Existing Programming Capabilities..... 90-35, 92-7, 99-3  
Format of Record: See **RECORD FORMAT**  
From Non-Governmental Entities ..... 02-05  
Location of Record ..... 91-25, 92-26, 95-8  
Only What is Necessary ..... 99-6, 02-05  
"Readily Retrievable" ..... 90-31, 90-35, 92-7,  
93-16, 04-16  
Retention  
Agency not Required to Maintain Record ..... 95-20, 97-8, 02-05  
Limited ..... 95-20  
"Routinely Compiled" ..... 90-35  
"Unofficial" Personnel Files ..... 94-29

**RECORDS DESTRUCTION:**

Destruction of Record to Avoid Disclosure ..... 92-13  
Destruction would be Violation of Good Faith ..... 97-8, 99-7  
Governed by State Archives ..... 89-5, 92-13, 99-7

OIP Op. Ltr. Index

Op. Ltr. No.

**RECORDS, LIMITED DISCLOSURE REQUIRED BY LAW:**

Arrests..... 97-5  
Driver's License Information (Jury List)..... 92-16  
Federal Regulations ..... 94-13  
Union Request For Personnel Files ..... 94-2  
Voter Registration Affidavits..... 90-22

**RECORDS MADE PUBLIC BY COURT ORDER ..... 95-16**

**RECORDS MADE PUBLIC BY STATUTE:**

Abstracts of Motor Vehicle Records ..... 90-4  
Accounting  
    Charter Schools..... 03-10  
Airport Property Appraisals ..... 91-10  
Certified Payroll Records..... 97-7  
County Budget..... 05-03  
ERS Board Meeting Minutes..... 92-27  
Financial Reports Filed with PUC ..... 93-4  
Land Ownership, Transfer Records ..... 02-04  
Leases of State Land ..... 03-21  
Limited Disclosure  
    Arrests ..... 97-5  
    Driver's License Information (Jury List) ..... 92-16  
    Union Request for Personnel Files ..... 94-22  
    Voter Registration Affidavits ..... 90-22  
Liquor Commission, Licensing Records ..... 94-10  
Massage Therapist License Applications..... 91-11  
Ordinance, Records Made Public by ..... 01-02  
Real Property Tax Information ..... 02-04  
State Auditor Reports ..... 92-25  
Voters, Registered ..... 04-08

**RECORDS PROTECTED BY COURT ORDER..... 93-9, 02-03**

**RECORDS PROTECTED BY REGULATION OR RULE:**

Constitutional Grant, Rulemaking Power ..... 92-3, 93-9  
Federal Rules of Procedure..... 93-15  
General Legislative Delegation of Rulemaking Power ..... 92-3  
HIPAA Rules ..... 03-05  
Supreme Court Rules..... 04-02  
*See also ADMINISTRATIVE RULES*

**RECORDS PROTECTED BY STATUTE:**

Accident Investigation Records (DOSH)..... 95-5  
Architect's License Exam & Answers ..... 93-6  
Arrest Records ..... 97-5  
Attorney-Client Privileged Records ..... 02-13, 06-07  
Child Abuse ..... 90-5  
Conflict with HRS § 92F-12, Effect of ..... 92-10, 00-02  
Contract, Information Protected by ..... 92-11  
County Charter, Information Protected by ..... 95-14, 96-2  
Criminal History Record Information..... 91-4, 95-11, 03-09

OIP Op. Ltr. Index

Op. Ltr. No.

**RECORDS PROTECTED BY STATUTE: (cont.)**

Discovery Prohibited by Statute .....	95-5, 95-17
FAMIS.....	02-12
Financial Information of Insurance Companies.....	90-32
Firearms Permits .....	07-01
Firearms Registration.....	95-18, 07-01
General County Register .....	04-08
Hawaii Civil Rights Commission .....	91-22
Inadmissible Records (by Statute) .....	95-5
Juvenile Records:	
Arrest Records .....	91-4
911 Tapes .....	05-17
Medical Records	
Health, Department of .....	92-22
Physician-Patient Privilege.....	93-15
Motor Vehicle Registration Information.....	91-13
Name Change Records.....	92-4
Occupational Safety & Health Records .....	95-5, 95-17
Ordinance, Records Protected by .....	01-02
Privileged Records: See <b>PRIVILEGED RECORDS</b>	
Reports Identifying Medical Patients .....	93-14
Residents of Mental Health Facilities.....	89-13
Student Education Records (FERPA) .....	92-22, 93-2
Tax Compromises .....	89-3
Tax Return Information.....	89-3, 90-38, 92-22
Traffic Records.....	10-04
Trail & Access Inventory .....	92-6
Unemployment Compensation Benefit Records.....	91-12
Unemployment Compensation Determinations.....	04-18
Welfare Recipients .....	90-26, 00-02
Withholding, Express Language Required .....	92-6, 92-12, 92-23, 95-5
See also <b>FERPA; PRIVILEGED RECORDS; HEALTH INSURANCE</b>	
<b>PORTABILITY AND ACCOUNTABILITY ACT</b>	
Records Report (UIPA): See <b>PUBLIC RECORDS REPORT (UIPA)</b>	
Redaction: See <b>SEGREGATION</b>	
Referring Requester to Another Agency: See <b>REQUESTS UNDER UIPA</b>	
911 Tapes (minor) .....	05-17

**REGISTRATION RECORDS:**

Animals.....	90-31
Firearms .....	90-25
Motor Vehicle.....	91-13
Seminar Attendees.....	89-16
Vessels.....	99-3
See also <b>LICENSES AND PERMITS</b>	

Regulations, Records Protected by: See **RECORDS PROTECTED BY REGULATION OR RULE**

**REPORT OF GOVERNOR'S COMMITTEE ON PUBLIC RECORDS  
AND PRIVACY:**

Bid Documents and Results.....	90-15, 91-14, 92-17, 95, 93-5, 94-26
Building Permits .....	90-20
Certified Payroll Records.....	89-8
Computer Matching Via SSN .....	90-7
Consultants.....	94-11
Contract Hires .....	89-11, 91-21, 91-31, 94-11
Employees' Salaries (Government) .....	90-1, 91-26, 93-10
Employees, Privacy (Government) .....	89-9
Gubernatorial Pardons .....	89-7
Immunity and Penalty Provisions .....	91-20
Impact on UIPA.....	89-6, 89-7, 89-8, 89-11, 89-14, 90-1, 90-15, 92-17, 92-27,93-5, 93-10, 94-11
Inmate Status.....	89-14
Inter-Agency Disclosure.....	90-9, 90-10
Judiciary Records Access .....	90-4
Land Ownership, Transfer Records .....	02-04
Legislature, Disclosure to .....	90-10
Loans, Government.....	89-5, 89-6, 93-1
Minutes of Open Meetings.....	92-27
Name Change Information .....	92-4
Proprietary Information .....	90-2, 02-07
Purchasing Information.....	90-15, 92-17, 94-17, 94-26
Real Property Tax Information .....	02-04
Records Collection Practices.....	90-13
Salaries .....	90-1
Spending Information .....	93-5
Trade Secrets.....	90-2, 90-15, 97-4, 02-07
Transcripts of Meetings/Hearings.....	95-22
Water Service Consumption Data.....	90-29

**REPORTS:**

Accident Reports (DOSH Investigation).....	95-5, 95-17
Accreditation of Law School .....	91-15
Ambulance .....	91-33, 05-05
Annual Reports	
Corporations.....	90-28
Motor Carriers, Financial Reports .....	93-4
Partnerships.....	90-28
Property Presumed Abandoned .....	90-13
Public Utilities, Financial Reports .....	93-4
Self-Insurer for Workers' Compensation.....	93-3
University of Hawaii .....	90-11
Appraisal, Airport Property.....	91-10
Architecture School Site Evaluation .....	91-15
Audits.....	90-3, 90-21
Autopsy/Coroner.....	91-32

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**REPORTS: (cont.)**

Claims Against the State	
DAGS Claim.....	92-14
DAGS Report to Legislature .....	92-14
Convention Center Authority.....	92-26
Crime Victim Compensation Commission .....	05-16
Daily Activity (Incident) .....	94-3
Education Department Claim .....	92-14
Employee, Investigation of .....	94-27, 95-19, 98-5
Escheated Warrants.....	90-38, 98-4
Executive Search Firm.....	89-2
Foreign Real Property Owners.....	02-04
Harbor Demurrage Fee.....	92-9
Infectious and Communicable Diseases .....	93-14
Inspection, Agricultural Operations .....	91-6
Inspection, Green Coffee Beans .....	94-14
Investigation, DLNR Pending Cases .....	91-9
Law School Site Evaluation & Accreditation .....	91-15
Occupational Safety & Health Investigation.....	95-5, 95-17
Outstanding Checks Reports.....	98-4
Police Internal Affairs.....	98-5
Sanitation, Food Establishment.....	91-27
Self-Study Reports .....	90-11, 91-15
Sexual Harassment Panel .....	94-27
State Enforcement Plan.....	93-19
Statistical Summaries.....	89-5
Subdivision Applications .....	03-08
Supplementary Homicide Report.....	94-1
University Ethics Committee.....	95-23
University Faculty Advisory Committee .....	95-7
See also <b>PUBLIC RECORDS REPORT (UIPA)</b>	

Reproduction of Records: See **COPYING FEES; RECORD FORMAT**

**REQUESTERS, ACCESS INTEREST OF:**

“Any Person”.....	01-07, 05-16, 10-05
Commercial User .....	90-35
Government Employees.....	01-07, 10-02
Identity of .....	90-29, 10-02, 10-05
Motor Vehicle Registration Information.....	91-13
Outstanding Checks Reports.....	98-4
Police Internal Affairs.....	98-3
Private Detective.....	91-13
Purpose Generally Irrelevant.....	89-5, 90-7, 90-9, 90-29, 90-35, 93-7, 95-16, 99-3, 04-03,05-16,10-02,10-05
Selective Disclosure .....	04-03
Vital Statistics, Genealogical Research .....	90-23
See also <b>IDENTITY OF UIPA RECORD REQUESTER; REQUESTS UNDER UIPA</b>	

Requests for Proposals (RFPs): See **BIDS AND PROPOSALS**

OIP Op. Ltr. Index

Op. Ltr. No.

**REQUESTS UNDER UIPA:**

Actual Government Record, not Summary, Required .....	94-3
Choice of Format: See <b>RECORD FORMAT</b>	
Creation of Records not Required .....	90-31, 90-35, 94-3, 97-8, 03-08, 10-02
Fees chargeable.....	04-03, 05-06
Health/Safety of an Individual .....	93-12, 93-15, 03-19
OIP Advisory Opinions .....	90-37
Processing Requests, Procedures for.....	92-26, 97-8, 99-3, 04-03
Reason for Request: See <b>REQUESTERS, ACCESS INTEREST OF</b>	
"Reasonable" Description of Records .....	93-7, 95-20, 99-3
Reasonable Search .....	97-8
Reasonable Time to Respond.....	94-20
Referring Requester to Other Agency.....	92-26, 94-29, 95-15
Referring Requester to Website .....	10-02
Requests for Government Records, Disclosure of .....	90-37, 93-23
Right to Inspect Includes Right to Copy .....	90-20, 99-5
Routing Requests Through a Central Location.....	01-07
Sale of Information.....	04-03
Standing Requests .....	94-3, 97-6
Time Limit for Agency Disclosure	
Generally.....	94-20, 01-07
Minutes of Public Meeting .....	92-27
Personal Records Requests .....	90-29, 92-24
Timing of Disclosure .....	93-5, 94-26, 94-27
"Unofficial" Personnel Files.....	94-29
Written, Request Not Required to be.....	89-5, 90-29, 93-7, 99-3
See also <b>DISCLOSURE OF RECORDS; IDENTITY OF UIPA RECORD REQUESTER; PERSONAL RECORDS REQUESTS</b>	

**RESOLUTIONS** ..... 02-09

Resumes: See **EDUCATIONAL BACKGROUND; EMPLOYMENT HISTORY**

**RETALIATION, THREAT OF** ..... 95-4, 98-1, 01-04

Retention of Records: See **RECORDS DESTRUCTION**

Retirement Records: See **PENSIONS AND RETIREMENT SYSTEMS**

"Reverse FOIA": See **CONFIDENTIAL COMMERCIAL & FINANCIAL INFORMATION**

Right to Privacy: See **PRIVACY**

Rosters: See **LISTS**

"Routinely Compiled": See **RECORDS COLLECTION PRACTICES**

**ROUTING REQUESTS** ..... 01-07

Rules: See **ADMINISTRATIVE RULES; RECORDS PROTECTED BY REGULATION OR RULE**

**S**

Salaries: See **COMPENSATION**

Sanitarian's Final Report: See **REPORTS, Sanitation**



**OIP Op. Ltr. Index**

**Op. Ltr. No.**

Scores: See **BIDS AND PROPOSALS; EXAMINATIONS; INTERVIEWS**

**SEARCH FOR RECORD:**

Good Faith Effort .....	97-8
Reasonable Search for Record .....	97-8

Secret Files: See **DISCLOSURE OF RECORDS, "Unofficial" Personnel Files**

**SEGREGATION OF INFORMATION: (Prior to Disclosure)**

Cost of Segregation .....	00-02, 04-03, 05-06
Deliberative Material.....	00-01
Duty to Segregate.....	89-5, 90-8, 90-31, 91-1, 94-17, 95-13, 97-9, 99-2, 00-01, 00-02, 09-02
Factual Information in Attorney Work Product Record .....	01-05
Generally .....	04-05
Individually Identifiable Information .....	91-24, 94-3, 94-8, 95-2, 95-7, 95-11, 95-21, 98-1, 98-5, 99-2, 99-6, 99-7, 01-04, 03-18, 10-03
Information Not Requested .....	92-7, 99-2, 00-02
Likelihood of Actual Identification Even After Segregation .....	95-2, 95-5, 95-7, 95-11, 95-21, 98-1, 98-5, 99-2, 00-02, 01-04, 10-03
Not Reasonable.....	90-8, 90-11, 05-06
"Readily Retrievable" .....	90-14, 90-35, 92-7
Reasonable Segregation .....	90-2, 90-8, 94-8, 95-13, 00-01, 09-02
UIPA Requests .....	93-23, 97-7

Self-Study Reports: See **PROGRAM REVIEWS**

<b>SEMINARS</b> .....	89-16
-----------------------	-------

Service Holder Data: See **WATER SERVICE CONSUMPTION DATA**

**SETTLEMENT AGREEMENTS:**

Aloha Stadium Litigation .....	89-10
Confidentiality Provisions .....	02-01
Film Exhibition Anti-Trust Case.....	92-21
Frustration of Government Function.....	89-10, 02-01
Judiciary .....	04-02
Ka Loko Dam Settlement .....	10-01
OTG Settlement Proposal.....	94-17
Privacy .....	02-01
Severance Agreements: Judiciary .....	04-02

**SEXUAL HARASSMENT:**

Complaint .....	90-12, 90-39
Complaint Procedure, Flawed .....	90-39
Disciplinary Action Taken .....	90-12, 90-39
Fact Finding Report of Panel .....	94-27

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**SEXUAL HARASSMENT: (cont.)**

Formal Charge/Complaint: See **FORMAL CHARGE/COMPLAINT**  
Report, Faculty Advisory Committee..... 95-7  
Requesters of Sexual Harassment Records ..... 93-23, 01-04

**SHAREHOLDER** ..... 02-04

Sick Leave Records: See **PERSONNEL**, Leave of Absence

**SIGNATURES:**

Applicant, Government Employment ..... 95-2  
Petition Against an Employee ..... 95-4

**SOCIAL SECURITY NUMBERS:**

Applicant, Government Employment ..... 95-2, 06-04  
Apprentices ..... 92-20  
Candidate Nominating Papers Signatories ..... 04-11  
Certified Payroll Records ..... 89-8, 97-7  
Contractors ..... 90-28  
Criminal Suspect ..... 99-2  
Firearms Registration ..... 90-25, 07-01  
Hawaiian Home Lands Applicants ..... 89-4  
Inmate Directory Information ..... 89-14, 01-03  
Job Applicants ..... 91-12, 95-2  
Lessee Data File, Hawaiian Home Lands ..... 91-19  
Licensed Drivers ..... 92-16  
Marine Patrol Citations, Person Arrested ..... 94-20  
Massage Therapist License Applicants ..... 91-1  
Members, Public Employees Health Fund ..... 91-18  
Petition Signatories ..... 04-11  
Protection by Statute ..... 07-07  
Requesters of Conviction Information ..... 96-4  
Teacher Certification Status ..... 90-7  
Workers' Compensation, Work Injury Notice ..... 94-21

Source, Identity of: See **COMPLAINANT'S IDENTITY; INFORMANTS;  
INFORMATION PROVIDED BY A SOURCE;  
PERSONAL RECORDS REQUEST**

**SPECIAL TREATMENT FACILITIES:**

Licenses' Information ..... 89-13

Standards of Conduct: See **GOVERNMENT EMPLOYEES**

**STATEMENTS, AGENCY:**

Interpretations, Statutes or Regulations ..... 90-34  
Public Safety Policy & Procedure Manual ..... 90-34

**STATISTICAL DATA** ..... 94-1, 95-24

**STATUTE AUTHORIZES DISCLOSURE** ..... 03-14

OIP Op. Ltr. Index

Op. Ltr. No.

**STATUTORY CONSTRUCTION:**

"A" or "An," Term, Introduced by .....	89-14
Absurd Result .....	89-14, 90-1, 90-23, 90-39, 91-22, 92-3, 93-6, 94-11, 03-14, 05-09
Access Provisions Liberally Construed .....	89-14, 90-15, 95-9, 90-20, 90-33, 93-10, 94-3, 99-5
Ambiguity .....	90-1, 90-20, 90-29, 91-13, 91-22, 91-31, 92-27, 93-4, 93-6, 94-10, 95-6, 95-14
Amendments to Existing Statutory Language .....	92-6, 97-1
"And" .....	89-13, 90-12, 90-23, 03-14
Common Meaning Rule .....	89-14, 90-9, 90-12, 92-8, 92-18, 92-27, 93-17, 94-10, 94-11, 95-6, 95-14, 95-22
Compensation Construed .....	90-1
Conflict Between Records Protected by Statute and HRS § 92F-12(a).....	92-10, 00-02
Deliberative Process Construed .....	90-21
Disclosure Favored over Confidentiality .....	93-10, 94-3, 94-11
Entire Context Examined .....	90-22, 91-22, 93-10, 01-01
Express Mention of One Thing Implies Exclusion of Others .....	93-7, 00-02
"In Pari Materia" .....	94-30, 95-4, 01-01, 07-01
Inter-Agency Requests	
Recipient Agency's Duties & Functions Narrowly Construed .....	90-9, 90-24
Interpretation by Administrative Agency or Court .....	91-23, 05-09
Interpretation of Uniform Acts .....	91-18, 92-22
Language of Statute .....	94-10, 94-11
Legislative History, Use of .....	89-14, 91-20, 92-4, 92-6, 92-12, 93-4, 95-5, 95-6, 95-17, 95-18
Legislative Intent from Statute when Clear and Unambiguous.....	97-1
Mandatory Statutes .....	90-26
"May" .....	90-22
No Vested Right in Confidentiality of Records.....	90-39
Ordinances, UIPA Supersedes when Inconsistent.....	96-2
Privacy Exception Applies a Balancing Test, not Express Confidentiality .....	97-1
Records Compiled/Created, Pre-UIPA .....	93-22
Retroactive Application of UIPA .....	93-22, 97-1
Same Subject Statutes Construed Together.....	90-40, 91-18, 92-24, 94-30, 01-01
Specific Prevails over General Statute .....	92-10, 92-22, 93-7, 94-9, 95-18, 95-22, 00-02
State & Federal Law Construed Together.....	90-9, 95-4
Subsections of Statute Construed .....	92-4
Superfluous Language Disfavored .....	01-01
Tax Laws.....	89-3
Unconstitutional Construction Disfavored.....	01-01
UIPA Exceptions Narrowly Construed.....	89-14, 89-16, 90-3, 90-20, 91-15, 92-27, 93-5, 93-10, 94-3, 94-9, 94-11, 94-18, 95-4

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

See also **LEGISLATIVE HISTORY, UIPA; RECORDS PROTECTED BY STATUTE**, Conflict with HRS § 92F-12

**STUDENTS**..... 94-27, 94-28, 95-3

**SUBPOENAS**..... 95-16, 02-03

**SUICIDES**..... 95-21

**SUMMARIES:**

    Actual Record, Not Summary, Required ..... 94-3, 10-02

    Creation of Summary Not Required ..... 92-7, 97-8, 10-02

    Job Interview Scores ..... 91-24

    Massage Therapist License Applications..... 91-11

**SURVEYORS:**

    Certificate of Experience ..... 92-24, 05-13

**SURVEYS**..... 95-24, 05-13

Suspects, Identity of: See **LAW ENFORCEMENT RECORDS**

**T**

**TAPE RECORDINGS** ..... 90-18, 92-13

**TAXATION:**

    Application for Tax I.D. Number..... 92-18

    General Excise Tax Statements ..... 01-02

    Income Tax Statements ..... 01-02

    State Franchise Tax ..... 92-10

    Tax Compromises ..... 89-3

    Tax Department Written Determinations/Opinions..... 92-10

    Tax Return Information..... 89-3, 90-38, 92-22

**TAX MAP KEY** ..... 02-04

**TELEPHONE NUMBERS:**

    Business

        Applicants

            Boards & Commissions ..... 91-8

            Government Employment ..... 95-2

            Registered Lobbyists ..... 92-12

            Seminar Attendees ..... 89-16

    Home

        Applicants

            Boards and Commissions..... 91-8

            Condominium Association Board Members ..... 93-16

            Government Employment ..... 95-2, 06-04

            Government Funds/Lands ..... 07-07

            Government Subsidized Housing..... 92-11

            Massage Therapist License ..... 91-1

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**TELEPHONE NUMBERS: (cont.)**

Home: (cont.)  
Applicants: (cont.)  
    Pesticide Applicator Certification ..... 92-18  
    Professional/Vocational License ..... 90-10  
    State Employment Services Job ..... 91-12  
Architectural Registration Exam Jurors ..... 91-5  
Board of Water Supply Customers ..... 90-9  
Dog License Applications ..... 90-31  
Firearms Registrants ..... 90-25, 07-01  
Generally ..... 89-13, 05-08, 05-16  
Government Employee as Subject of Investigation ..... 98-5  
Law School Personnel ..... 91-15  
Library Patrons ..... 90-30  
Requesters of Conviction Information ..... 96-4  
Seminar Attendees ..... 89-16  
UIPA Record Requesters ..... 90-37  
Vessel Registration ..... 99-3  
Water Use Declarants ..... 90-35  
Workers' Compensation, Work Injury Notices ..... 94-21

Test, Testing: See **EXAMINATIONS**

Time Limits for Response: See **PERSONAL RECORDS**, Agency Deadlines to  
Permit Inspection; **REQUESTS UNDER UIPA**

Tort Claims against the State: See **REPORTS**

**TRADE SECRETS:**

Bid/Proposal Information ..... 90-15, 91-21, 92-17, 97-4  
Confidential by Agreement ..... 90-2  
Defined ..... 90-2, 92-17, 97-4  
Factors ..... 92-17, 97-4

**TRAFFIC RECORDS** ..... 90-4, 91-13, 10-04

**TRAINING BACKGROUND** ..... 94-9

**TRAINING MATERIALS:**

Department Supervisory Management Course ..... 90-6

**TRANSCRIPTS** ..... 90-35, 92-13, 95-22 ,96-1

**TRUST:**

Beneficiary ..... 02-04  
Trustee ..... 02-04

**U**

UIPA Statutory Interpretation: See **EXCEPTIONS (UIPA), CONSTRUCTION;  
LEGISLATIVE HISTORY, UIPA; PERSONAL  
RECORDS REQUESTS; REQUESTS UNDER  
UIPA; STATUTORY CONSTRUCTION**

**OIP Op. Ltr. Index**

**Op. Ltr. No.**

**UNIONS, DISCLOSURE TO** ..... 90-14, 94-22

University of Hawaii: See **DEPARTMENTS & AGENCIES**

"Unofficial" Personnel Files: See **REQUESTS UNDER UIPA**, "Unofficial" Personnel Files

**UNSUCCESSFUL APPLICANTS**..... 89-2, 90-14, 94-8, 95-2

**V**

Vacation Leave Records: See **PERSONNEL**, Leave of Absence

Vehicles: See **MOTOR VEHICLE RECORDS**

**VETERANS:**

Veteran Status

Apprentices ..... 92-20

Hawaii Residents ..... 92-8

**VIDEO TAPES** ..... 90-18

Violation, Notice of: See **LAW ENFORCEMENT RECORDS**, Code Violation

**VITAL STATISTIC RECORDS:**

Birth ..... 07-07

Adoption ..... 90-23

Illegitimacy ..... 90-23

Death..... 90-23, 07-07

Index Information ..... 90-23, 07-07

Marriage ..... 90-23, 07-07

Name Change Records..... 92-4

**VOTER REGISTRATION RECORDS:**

Affidavits..... 90-22

Computer Tapes ..... 90-22

General County Register ..... 04-08

Legislation ..... 90-22, 04-08

Reproduction of ..... 90-22, 04-08

**W**

Wages: See **COMPENSATION**

Waiting Lists: See **LISTS**, Waiting

**WAIVERS:**

Fee Waivers: See **FEES; REPRODUCTION OF RECORDS**, Photocopying Fees

Privilege, Waiver of: See **INTER/INTRA-AGENCY CORRESPONDENCE/**  
**MEMORANDA**, Waiver; **PRIVACY**, Waiver by Consent to Disclosure

**WATER:**

Declarations of Water Use ..... 90-35

Limited Supply ..... 90-29

OIP Op. Ltr. Index

Op. Ltr. No.

**WATER SERVICE CONSUMPTION DATA:**

Address .....	90-29
Government Housing Assistance Recipients .....	94-4
Measurement and Statistics .....	90-29
Service Holder Data .....	90-29
Service Location .....	90-29
Sewer Service .....	90-29
Water Meter.....	90-29

**WEBSITE:**

Reference to .....	10-02
--------------------	-------

**WELFARE, SOCIAL SERVICES:**

Section 8 Housing Recipients .....	94-14
Waiting List, Government Subsidized Housing .....	92-11
Welfare Recipients .....	90-26, 91-12, 00-02

**WHISTLEBLOWERS INVESTIGATIONS.....** 94-13, 00-02

**WITNESSES, EXPERT.....** 94-11

See also: **COMPLAINANT'S IDENTITY; INFORMANTS;**  
**PERSONAL RECORDS REQUESTS, Exemptions**

**WORKERS' COMPENSATION:**

Annual Report of Self-Insurer .....	93-3
DLIR Decisions.....	94-30
Fee Schedules .....	02-07
Insurance Contracts, Policies .....	89-1
List of Self-Insured Employers.....	92-7
Notices of Insurance.....	89-1
Notices of Workers' Compensation Claims.....	94-21
Statements of Benefits.....	89-1
Work Injury Notices.....	94-21

Work Experience: See **EMPLOYMENT HISTORY; PRIVACY, Work Experience**

Workpapers: See **FRUSTRATION OF GOVERNMENT FUNCTION**

Work Product Privilege: See **PRIVILEGED RECORDS**