

Records Report System Now on the Internet

The Records Report System (“RRS”), a database with descriptions of about 30,000 State and county government record titles, is now accessible on the Internet.

The RRS was developed in 1993 to comply with a legislative mandate [Haw. Rev. Stat. § 92F-18(b)]. That part of the UIPA, Hawaii’s public records law, requires State and county government agencies to make a **public report** to the OIP describing the types of records they maintain.

The RRS lists **record titles**. It does **not** contain the actual individual records. The RRS reports contain no confidential information.

☛ Making the RRS Accessible

The RRS began as a Wang computer system at a time when Wang computers were common in State agencies. The OIP began working in 2003 to migrate the RRS to make it an Internet-based system accessible to government agencies and members of the public.

The Office of Information Practices, with the technical expertise and work of the **Information and Communication Services Division** of the Department of Accounting and General

OIP Web Site: RRS Instructions, User’s Guide, and Link to the Database


The OIP’s web site features an RRS Page for the Public, with information about the database, and instructions and tips for retrieving information from the RRS. A 12-page “Guide to Using the RRS on the Internet” walks you through the RRS search and report features, with sample screens.



To read more about the RRS, and access the instructions and the database itself, visit www.hawaii.gov/oip and click on “What’s New” or “Reports.”

If you have questions about the RRS, please contact the OIP at 586-1400 or oip@hawaii.gov and ask for the Records Report Specialist. 📧





Office of Information Practices

The Records Report System

The Records Report System (RRS) was developed in 1993 to comply with a legislative mandate [Haw. Rev. Stat. § 92F-18(b)]. That part of the UIPA, Hawaii’s public records law, requires State and county government agencies to make a public report describing the records they maintain. The RRS lists record titles. It **does not contain the actual individual records**. The RRS reports contain no confidential information.

The RRS is a large computerized database, containing a description of 33,000 record titles. It can assist you in identifying the various types of records maintained by State and county government agencies.

The RRS will tell you the following about a record title:

- how the record is stored and retrieved;
- the title, business address, and telephone number of the officer in charge of the record;
- the retention period for the record;
- whether the record is public or confidential;
- whether it is a personal record;
- the legal authority for maintaining the record;
- uses of the record, and the categories of routine users of the record.

If you have questions about the RRS, contact the [Office of Information Practices](#).

Access the RRS by choosing an action below:

- [SEARCH THE RECORDS REPORT SYSTEM](#)
- [Record Name and RSN Report](#)
- [Records by Access Classification Report](#)
- [Lawsuit Report](#)
- [Go to the OIP Homepage](#)

Disclaimer

The record information in this system is reported by the agencies. The OIP may not have reviewed the data, including whether a record is public or confidential.

Also, the record information may be out of date or incomplete. Most of the reports were submitted in the mid 1990s. In 2003, the State moved the RRS off the outdated Wang system and onto the Internet to allow easy access and to give government agencies a way to update their record reports.

You are Visitor Number:

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Services, completed the migration in 2003. In 2004, the OIP has been assisting State government agencies as they update their records reports on the RRS. County departments are awaiting a cable connection to the system before they can update their reports.

☛ Features of the RRS

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- 📄 how the record is stored and retrieved;
- 📄 the title, business address, and telephone number of the officer in charge of the record;
- 📄 the retention period for the record;
- 📄 whether the record is public or confidential;
- 📄 whether it is a personal record;
- 📄 the legal authority for maintaining the record;
- 📄 uses of the record, and the categories of routine users of the record.

You can **search** the RRS database for a record name or any key word or words in the record name. The RRS also features **three reports**. You can generate a list of record names for any department.

A second report sorts a department’s records by access classification, grouping the public records and confidential records. The third report shows the number of UIPA-related lawsuits, by year and by department. 📄

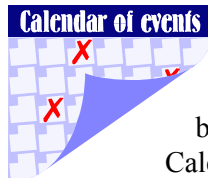
Filing Meeting Notices With Lieutenant Governor


Although there is an online calendar, paper copies of meeting notices still **must be filed** at the Capitol at the Office of the Lieutenant Governor (“OLG”) for State boards and commissions, and at the county clerk’s office for county boards and commissions, at least **six calendar days** in advance of the meeting. Haw. Rev. Stat. § 92-7(b)(Supp.2003).

For State boards and commissions, the meeting notice and agenda must either be (1) **delivered** to the OLG or (2) **faxed** to the OLG at 586-0231. The OLG has indicated that it will not accept notices and agendas sent via e-mail. The meeting notice and agenda must be **received** by the OLG at least six calendar days in advance of the meeting. If the notice and agenda are filed less than six days prior to the meeting, the meeting is cancelled as a matter of law.

Online Posting Voluntary

Many State boards and commissions also voluntarily post announcements and their respective meeting notices on the online calendar at www.ehawaii.gov.org/calendar. On that page you can select an office or department, or the board or commission, then click on “View Calendar” to bring up a calendar for the agency. There you can view, and print if you wish, the hearing announcement and agenda.



If you want to see the complete calendar, with all of the State’s announcements, select “Statewide [ALL]” and click on “View Calendar.” All the announcements in this master list are organized by date. You can see who’s meeting today or tomorrow or next week, or which meetings you missed because you didn’t know about this service! 



OIP’s Forms on the Internet

The OIP has four forms to help government agencies and the public with record requests and the open meetings law:

- ❖ Request to Access a Government Record;
- ❖ Notice to Requester;
- ❖ Request for Assistance to the Office of Information


Staff Update



The Office of Information Practices bids a fond aloha to legal assistant **Adrienne Dacuag**, who has taken a position with the Crime Victim Compensation Commission. Adrienne has been a tremendous asset to the office in her years here. We will miss Adrienne, but we wish her the very best in her new position.


The OIP welcomes its newest staff member, **Oliver Schultz**. Oliver, the office’s legal assistant, is a graduate of Georgetown University’s School of Foreign Service and Northwestern University’s Medill School of Journalism.

Oliver has worked for a number of State and federal government agencies. For the past three sessions, he worked in the Hawaii Legislature, and most recently for the Office of Elections. He also is a part-time reporter for *Pacific Business News*. Oliver’s hobbies include traveling, reading, and philately. Welcome, Oliver!

The OIP welcomes back staff attorney **Lorna Aratani**, in the office for two months while staff attorney Jennifer Brooks is on leave. Lorna, the first staff attorney hired by the OIP in 1988, was the senior staff attorney for ten years. Lorna also served as a staff attorney for the Committee on Judiciary, House of Representatives, when the UIPA and the OIP were born. 

Practices (for those who have made a request for government records); and

- ❖ Public Meeting Notice Checklist.

These forms are all available at www.hawaii.gov/oip/forms. 

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