

**Office of Information Practices (OIP)
State of Hawaii
May 2009**



Records Report System (RRS)

Agency Training Guide: How to Report & Update Agency Records

OVERVIEW and CONTENTS:

Internet Access to RRS

1. **OIP home page** (hawaii.gov/oip): click on “Records Report System” – (page 2)
2. **Records Report System page:** RRS description and history; link to RRS Page for the Public and RRS Page for Agencies – (page 3)
3. **RRS Page for the Public** – (page 4)
4. **RRS Page for Agencies:** includes links to login site and RRS materials – (page 7)
5. **Login site:** for agency users – (page 9)
6. **Login Request Form** – (page 10)

Reporting Agency Records

7. **Data Entry Tips:** get connected, log in and explore RRS; delete, edit, and add records as needed – (page 11)
8. **Data Entry Form:** a worksheet for agency users – (page 13)
9. **Data Entry Instructions:** field by field; includes list of pulldown menus – (page 15)
10. **RRS Guidance: Determining Access Classification:** is the record public? confidential? confidential/conditional? – (page 19)

Staying Current

11. **Annual Update Kit:** why update? when to update? how to update? how to report additional statistical information? where to call with questions? – (page 21)
12. **Log of Written Requests for Access to Agency Records** – (page 24)

RRS Reports Online

13. **Guide to the 10 RRS Reports for Agency Users:** how agency users can create, view, and print reports that sort and organize the information in a department’s RRS records – (page 26)



State Online Services

Hawaii Information Link Index



Last updated May 13, 2009

- Laws / Rules / Opinions
- Forms
- Openline / Guidance
- Reports
- Related Links
- Search
- Records Report System (RRS)
- What's New



Aloha!

Thank you for visiting the website of the Office of Information Practices ("OIP").

OIP administers Hawaii's open records law, the Uniform Information Practices Act (Modified), chapter 92F, Hawaii Revised Statutes ("UIPA").

OIP also advises, and accepts complaints, regarding Part I of chapter 92, Hawaii Revised Statutes (open meetings or "Sunshine Law").

[Overview of this site](#) - a short, printable guide




Ensuring open government while protecting your privacy

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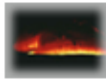

oip@hawaii.gov

<http://hawaii.gov/oip/>

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	State Online Services	Hawaii Information Link Index					
Laws / Rules / Opinions	Records Report System (RRS)						
Forms	RRS Page for the Public						
Openline / Guidance	Instructions and tips for retrieving information from the RRS on the Internet. Read the instructions before using the RRS. Includes a link to the Records Report System and a 12-page user's guide to walk you through the search and reports features to retrieve information from the RRS.						
Reports	RRS Page for Agencies						
Related Links	Information and materials for State and county agencies to help with updating their records report beginning in 2004.						
Search	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.						
Records Report System (RRS)	Moving the RRS to the Internet						
What's New	The RRS was developed as a Wang system at a time when Wang computers were common in State agencies. The State began working in 2003 to migrate the RRS to make it an Internet-based system accessible to government agencies and members of the public. In 2004, State government agencies began updating their records report on the RRS. The RRS on the Internet was turned live for the public in October 2004.						
OIP Home	Features of the RRS						
	The RRS is a large computerized database, containing a description of more than 23,000 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:						
	<ul style="list-style-type: none"> ● 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. 						
	Questions?						
	If you have questions about the RRS, please call the Office of Information Practices at (808) 586-1400 and ask for the Records Report Specialist, or email your questions to the OIP .						

	State Online Services	Hawaii Information Link Index					
Laws / Rules / Opinions	RRS Page for the Public						
Forms	How to Retrieve Information from the Records Report System						
Openline / Guidance	The Records Report System ("RRS") is a large computerized database, with descriptions of more than 23,000 record titles. In 2004, State agencies began updating their records report. County departments, however, are awaiting a cable connection to the system before they can update their report.						
Reports	The RRS can assist you in identifying the various types of records maintained by State and county government agencies.						
Related Links	The RRS lists record titles . It does not contain the actual individual records. The RRS reports contain no confidential information.						
Search	To request access to a record, contact the department that maintains the record. Each RRS report includes contact information for the department officer in charge of the record. The OIP does not maintain these department records.						
*What's New	RRS Site:						
OIP Home	<ul style="list-style-type: none"> ● Read the instructions and tips below. Then visit the RRS site. ● Once there, you can use key words to search the RRS for information about State and county government records. ● You can also create reports to list a department's record titles, sort a department's records by access class (public or confidential), view a full report for any record title, and see a report on the number of UIPA-related lawsuits, by year and by department. ● Guide to Using the RRS on the Internet: This 12-page user's guide will walk you through the search and reports features to retrieve information from the RRS. For best results, print the guide and use it on the RRS Internet site. ● Read the tips below to get the most from the RRS. 						

To request access to a record, contact the department that maintains the record. Each RRS report includes contact information for the department officer in charge of the record. **The OIP does not maintain these department records.**

RRS Site:

- Read the instructions and tips below. Then [visit the RRS site](#).
- Once there, you can use key words to **search the RRS** for information about State and county government records.
- You can also **create reports** to list a department's record titles, sort a department's records by access class (public or confidential), view a full report for any record title, and see a report on the number of UIPA-related lawsuits, by year and by department.
- **[Guide to Using the RRS on the Internet](#)**: This 12-page user's guide will walk you through the search and reports features to retrieve information from the RRS. For best results, print the guide and use it on the RRS Internet site.
- **Read the tips** below to get the most from the RRS.

Tips for Using the RRS:

- **Narrow your search.**
For example, you select "Search the Records Report System." Then, for "Record Name," you enter the key word "contract." For "Department," you select "All Departments" and click on "Submit." The result is a list of more than 500 records with "contract" in the title. To narrow your search, return to the search page, enter the key word "contract" for Record Name, and select a particular department in the pulldown list (State departments are at the bottom of the list, beginning with "SOH"), then submit.
- **View the full record report for any record title.**
Once you have a list of records from your search, or from a report, you can view the full record report for any single record title by clicking on the record's unique number ("RSN").
- **Search by department.**
For example, you select "Record Name and RSN Report." Then, from the pulldown menu you select "SOH/University of Hawaii," and sort by "Record Name." Click on "Submit," and you see an alphabetical list of the department's record titles. You can then resort the report by clicking on any column header, such as "Agency Name" (subdivisions of the department) or RSN number.
 - [Index of State and county agencies](#) and their web sites.
 - [Catalog of historical records](#) maintained by The Hawaii State Archives.
- **See which records are public.**
You select "Records by Access Classification Report," then select a department (for example, "SOH/University of Hawaii") from the pulldown list. Then you select sort by "Record Name" and submit. You then see a list of the department's records, sorted alphabetically by record name, with the access class for each record, such as "public" or "confidential." To resort the report by

with the access class for each record, such as "public" or "confidential." To resort the report by access class, and group all the public records together, you click on the column header "Access Classification."

● **Know the five access classifications.**

Hawaii's public records law, the [UIPA](#), governs access to State and county records.



In the RRS, departments can use five possible access classifications for their records:

- **Public** - public access required.
- **Confidential** - no public access permitted.
- **Confidential/Conditional** - access permitted only to those persons, or under those conditions, described by specific statute(s).
- **Confidential/Conditional** - access permitted to public after segregation of information protected from disclosure by an applicable UIPA exception.
- **Undetermined** - access will be determined at a later date.

Questions?

If you have questions about the RRS, please call the Office of Information Practices at (808) 586-1400 and ask for the Records Report Specialist, or [email your questions to the OIP](#).

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	State Online Services	Hawaii Information Link Index	
Laws / Rules / Opinions	<h2>Records Report System (RRS)</h2>		
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Reports	<p>RRS Page for Agencies</p>		
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Records Report System (RRS)	<p>Moving the RRS to the Internet</p>		
What's New	<p>The RRS was developed as a Wang system at a time when Wang computers were common in State agencies. The State began working in 2003 to migrate the RRS to make it an Internet-based system accessible to government agencies and members of the public. In 2004, State government agencies began updating their records report on the RRS. The RRS on the Internet was turned live for the public in October 2004.</p>		
OIP Home	<p>Features of the RRS</p>		

Records Report System (RRS)

[RRS Page for the Public](#)

Instructions and tips for retrieving information from the RRS on the Internet. Read the instructions before using the RRS. Includes a link to the Records Report System and a 12-page user's guide to walk you through the search and reports features to retrieve information from the RRS.

[RRS Page for Agencies](#)

Information and materials for State and county agencies to help with updating their records report beginning in 2004.

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.

Moving the RRS to the Internet

The RRS was developed as a Wang system at a time when Wang computers were common in State agencies. The State began working in 2003 to migrate the RRS to make it an Internet-based system accessible to government agencies and members of the public. In 2004, State government agencies began updating their records report on the RRS. The RRS on the Internet was turned live for the public in October 2004.

Features of the RRS

The RRS is a large computerized database, containing a description of more than 23,000 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.

Questions?

If you have questions about the RRS, please call the Office of Information Practices at (808) 586-1400 and ask for the Records Report Specialist, or [email your questions to the OIP](#).



Laws / Rules / Opinions
Forms
Openline / Guidance
Reports
Related Links
Search
*What's New
OIP Home



RRS Page for Agencies

Information and materials for State and county agencies

[RRS Agency Login Site](#) (you must have a login name and password to log in)

[Agency Training Guide: How to Report & Update Agency Records](#) (pdf)

This guide leads the agency user through most of the resources on this page, in four steps: Internet Access to RRS; Reporting Agency Records; Staying Current; and RRS Reports Online

[Data Entry Form](#) (pdf)

[Data Entry Form](#) (MS Word)

[Data Entry Instructions](#) (pdf)

[Data Entry Instructions](#) (MS Word)

[Data Entry Tips](#) (pdf)

Use these data entry tips with the Data Entry Instructions.

[Data Entry: Pulldown Menus](#) (pdf)

For some of the fields in the RRS there are pulldown menus to help the user. This is a list of the contents of the pulldown menus. If you are adding or editing records for the RRS, or involved in the review process, this list may be helpful.

[Login Request Form](#) (pdf)

[Login Request Form](#) (fillable form, in MS Word)

The site for agencies to add, edit, and delete their RRS records, and to print any of the ten RRS reports, is on the State's Next Generation Network ("NGN"). If your agency is connected to the NGN, you can request a login with this form.

[RRS Site for Agency Users](#)

Once you have your RRS login, click to go to the agency site on the NGN. Use your new login and temporary password to log in. Then you can change your password.

[Reporting Case Files](#) (pdf)

Guidance on how to report case files, such as "Personnel File," "Correspondence File," "Research File," and "Client File."

[Determining Access Classification](#)

A quick guide to using the UIPA to determine a record's access classification when reporting the record on the RRS. Includes some tips on browsing the RRS for answers.

[Disclosure of Personnel Records](#) (pdf)

Issued June 6, 2001, these guidelines cover the disclosure of government records concerning State and county employees ("personnel records") under the UIPA. These guidelines revise OIP Guidelines No. 1 issued May 1, 1991, on the same subject matter.

[Guide to the 10 RRS Reports for Agency Users](#) (pdf)

A guide to creating the 10 RRS reports for agency users. These reports sort and organize the information in a department's RRS records. The guide also suggests ways to use the reports to manage records and information.

[Report of Statistical Information Required by the UIPA, Section 92F-18\(b\)\(12\)](#) (pdf)

Use this form to report your department's UIPA lawsuit information and the department's number of written requests, by fiscal year. The State's RRS department coordinators have been given instructions about reporting this information.

[LOG of Written Requests for Access to Agency Records](#) (pdf)

[LOG of Written Requests for Access to Agency Records](#) (MS Word)

Use this form to report to your department coordinator with the total number of written requests for access to your agency records, and the number denied, by fiscal year. Follow the [guidelines](#). The State's RRS department coordinators will report the department totals to the OIP.

[Annual Update Kit](#) (pdf)

Instructions to agencies for completing the annual update of each department's public report of records. Includes information on why, when, and how to update; how to report the additional statistical information; and where to call when there are questions.

Questions?

If you have questions about the RRS, please call the Office of Information Practices at (808) 586-1400 and ask for the Records Report Specialist, or [email your questions to OIP](#).

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OIP RRS for Agencies Website



User ID

Password

Login

**Records Report System
State of Hawaii**

 **Login Request Form**

Part A (agency). Please type.

1. Action type (check one): ADD CHANGE DELETE
2. **Name** (First/ MI/ Last): _____ Title: _____
3. **Department/Division:** _____
4. Telephone: _____
5. Fax: _____
6. Email: _____
7. Password (can be created by user at first login)

Agency user will have the following access:

Add/Edit department records (authority to ADD, EDIT, and DELETE department records).

Completion validation (authority to validate record report content by setting the department's record status to "completed," making record available for public access).

Lawsuit input (authority to enter data related to the annual number of UIPA lawsuits filed against this department).

Department approval (by supervisor or DP coordinator):

8. Name of supervisor or DP coordinator: _____ Title: _____
9. Department/Division: _____
10. Telephone: _____
11. Fax: _____
12. Email: _____
13. Supervisor or DP coordinator's signature: _____ Date: _____

Part B (OIP). For internal use only by OIP/RRS Admin.

Login sequence number: _____

Login ID: _____

Temporary password: _____

Initials: _____

Signature: _____

Comments:

Agency notified:

Initials: _____

Date: _____

Send by mail, fax, or State messenger to: **Office of Information Practices
No. 1 Capitol District Building
250 S. Hotel St., Suite 107
Honolulu, HI 96813
Fax: (808) 586-1412**

RECORDS REPORT SYSTEM

Data Entry Tips

Use these data entry tips along with the "RRS Data Entry Instructions."

1. **Get connected.**

To add, edit, and delete records on the Records Report System ("RRS"), and to print any of the ten RRS reports, you need to be on a computer that is connected to the State's Next Generation Network ("NGN"). Check with your department's RRS coordinator or IT personnel.

2. **Request your login and password.**

Complete the **RRS Login Request Form**, which is available on OIP's web site. The RRS Page for Agencies has other information and materials as well, at www.hawaii.gov/oip/recordsreportsystem/agencypage.html.

3. **Log in and explore the RRS.**

Once you have your login and temporary password, use your NGN-connected computer to go to <http://web.higov.net/oip/rrs>. Enter your user ID and temporary password to log in.

The welcome screen includes a list of **ten RRS reports** that you can generate for any department. It also has a link to the **public** RRS website on the Internet, and a link to the OIP's RRS page and more help.

The "**Records Management**" box on the left of the welcome screen gives you several options:

You can **add, edit, and delete your RRS records** by clicking on "Records report."

To add, edit, or delete your **department's locations**, select "Agency location." Do NOT delete a location if it is still in use by another agency within your department).

To enter annual information about your **department's UIPA-related lawsuits**, select "Lawsuit info."

Select "**Change password**" to replace your temporary password with a new password of your choice.

Select "**Logout**" when you are ready to end your RRS session.

4. **Delete records that your agency no longer maintains.**

If your agency has identified records that it no longer maintains, you can delete these records one at a time. In the Records Management box on the welcome screen, select "**Records report.**" You will see a table listing all of your **department's RRS records**.

You can **sort these records** by RSN (each record has a unique Record Sequence Number), by record name, by form number, by officer name, by officer phone, or by Agency Edit Complete (YES means the agency has completed its edit and the public can view the report for this record, and NO means the agency is still reviewing the record and the public cannot view the report for this record).

You can view any of these records by selecting "**View**" in the third column from the right.

To delete a record, select "**Delete**" in the far right column. You will then see the full report for that record, and you will be asked to "confirm delete." Click on "**confirm delete**" at the bottom of the report to delete the record.

5. Edit records as needed.

Records should be edited to update any fields on the report, such as officer information, form numbers, location, retention, and access classification.

In the Records Management box on the welcome screen, select "**Records report.**" You will see a table listing all of your **department's RRS records**. Locate the record you want to edit and select "Edit" in the second column from the right.

Follow the RRS "**Data Entry Instructions**" for completing the fields you are editing. If the field has an arrow to the right of the field, click on that arrow to see the **pulldown menu**, then select the correct menu item for that record.

Be sure to use the **TAB KEY between fields** to navigate from one field to another. Do NOT hit the Enter key. You can always use the mouse to select a field as well. When you are done editing the record, select "**EDIT**" at the bottom of the screen.

6. Add records as needed.

In the Records Management box on the welcome screen, select "**Records report.**" You will see a table listing all of your **department's RRS records**. To add a record, select "**Add**" (above the list of records).

Follow the RRS "**Data Entry Instructions**" for completing the fields for the record you are adding. If the field has an arrow to the right of the field, click on that arrow to see the **pulldown menu**, then select the correct menu item for that record.

Be sure to use the **TAB KEY between fields** to navigate from one field to another. Do NOT hit the Enter key. You can always use the mouse to select a field as well.

The last field, "Agency Edit Complete," indicates if all fields for the record have been completed and reviewed for accuracy. Select "No" if the agency is still editing and approving. Select "Yes" if the agency has completed the editing and approval.

IMPORTANT: Whether agency edit complete is "yes" or "no," be sure to select "**ADD**" at the bottom of the screen. You can always go back and edit the record some more.

Data Entry Form

@ = Use pulldown menus for all fields except these.

* = Internal fields, not displayed to the public.

<i>Main Information</i>	
AGENCY NAME	
department name	
short name or acronym *@	
RECORD NAME @	
common name @	
form number @	
OFFICER TITLE @	
officer name *@	
officer telephone @	
business address	
business address, cont.	
city	
state	
zip	

<i>Access Classification</i>	
10: ACCESS	
13: rationale @	
14-1: LEGAL AUTHORITY	
14-1: section @	
14-2: legal authority	
14-2: section @	
14-3: legal authority	
14-3: section @	
14-4: legal authority	
14-4: section @	
15-1: AUTHORITY TO MAINTAIN	
15-1: section @	
15-2: authority to maintain	
15-2: section @	
15-3: authority to maintain	
15-3: section @	
15-4: authority to maintain	
15-4: section @	

<i>Retention</i>	
16: RETENTION	
17-1: Reason	
17-1: Section @	
17-2: Reason	
17-2: Section @	

<i>General Record Information</i>	
18-1: INFORMATION KEPT	
18-2: information kept	
18-3: information kept	
18-4: information kept	
19-1: INDIVIDUALS ABOUT	
19-2: individuals about	
19-3: individuals about	
19-4: individuals about	
20-1: SOURCE, NON-GOVERNMENT	
20-2: source, non-government	
20-3: source, non-government	
21-1: SOURCE, GOVERNMENT	
21-2: source, government	
21-3: source, government	
22-1: AUTHORITY TO REQUEST ACCESS	
22-1: section @	
22-2: authority to request access	
22-2: section @	
23-1: STORAGE	
23-2: storage	
23-3: storage	
24-1: RECORD USE	
24-2: record use	
24-3: record use	
24-4: record use	
25-1: USER, NON-GOVERNMENT	
25-2: user, non-government	
25-3: user, non-government	
25-4: user, non-government	
25-5: user, non-government	
26-1: USER, GOVERNMENT	
26-2: user, government	
26-3: user, government	
26-4: user, government	
26-5: user, government	
27-1: RECORD LOCATION	
27-1: media	
27-2: record location	
27-2: media	
27-3: record location	
27-3: media	
28: GENERAL COMMENTS @	
29: PERSONAL RECORD @	circle YES or NO
30: AGENCY EDIT COMPLETE *@	circle YES or NO (the public cannot view records that have not been completed)

RECORDS REPORT SYSTEM **Data Entry Instructions**MAIN INFORMATION:

Agency Name - Select your agency name from the pulldown menu ("click to select"). Select your department, then select the agency within the department (e.g., "SOH/ LT GOVERNORS OFFICE/ OFFICE OF INFORMATION PRACTICES/ OIP"). Enter agency's short name or acronym (e.g., "OIP").

Record Name - Enter the official name or title of the record being reported. **Remember that you are reporting a "record title" or "record set," not each individual record.** For example, OIP reports the record names "Application for Leave of Absence" and "Correspondence with Public." Next, enter the record's common name (e.g., "Sick Leave Form"). Next, if the record is a form, enter the form number, including the revision date (e.g., "G-1 (r 05/01/76)"). If the record is a form with no form number assigned, enter "NFN" for "no form number."

Officer Title - Enter the full title of the agency officer or employee responsible for the record. This is the person who can be contacted to request, to inspect, or to copy the record. OIP's records show "Records Report Management Specialist" in this field. Next, enter the officer's name (for internal use only, the name will not be displayed to the public), then the officer's business telephone number, in this format: 586-1400 (no area codes or letters). Next, select the officer's business address from the pulldown menu (click in the field to see the pulldown menu).

ACCESS CLASSIFICATION:

10. Access - This field identifies whether the record being reported is public or confidential. Click in the field to see the pulldown menu, then select one of the five access classes for the record being reported. The record may be:

Public - The record being reported is classified as "public" in its entirety. This means that the record is made available for inspection and copying upon request by any member of the public; or

Confidential - The record being reported is classified as "confidential" in its entirety. This means that no public access allowed. A rationale for this classification must be provided in field 13 ("rationale"); or

Confidential/Conditional Access - Access to the record is permitted only to those persons, or under those conditions, described by specific statutes; or

Confidential/Conditional Access - Access to the record is permitted after information made confidential by the UIPA has been segregated from the record; or

Undetermined - Access will be determined at a later date. If the agency is unable to identify or establish an access classification for the record being reported, then "undetermined" should be selected. Use this classification sparingly, and only after contacting an OIP staff attorney for assistance.

- 13. Rationale** - Enter any information which may clarify or justify the basis for the access classification in field 10. A rationale must be clearly stated whenever a record has been classified as "confidential" or "confidential/conditional access." Agency employees responding to record requests and the general public will want to know why access is denied. This is an opportunity for the agency to provide a full explanation. Plain English is good here.
- 14. Legal Authority** - Click in the field for the pulldown menu. Select the legal authority for the agency's classification in field 10 (e.g., "Hawaii Revised Statutes"). Then enter the specific section of the legal authority (e.g., "92F-11(a) and (b)"). Do not type the word "section" or use the section symbol ("§"). You may select up to four legal authorities.
- 15. Authority to Maintain** - Click in the field for the pulldown menu. Select the legal authority which allows the agency to maintain the record. Then enter the specific section of the legal authority. Do not type the word "section" or use the section symbol ("§"). You may select up to four legal authorities. If an agency lacks specific legal authority to maintain the record, enter the section of the statute, ordinance, or other legal authority that establishes the agency, or describes its authority, functions, and duties.

RETENTION:

- 16. Retention** - Click in the field for the pulldown menu. Select the authorized retention period for the record. The retention period refers to the duration of time for which the agency must keep the record before proper disposal. Retention determinations are outside the jurisdiction of OIP. Retention sources include:
State Executive: General Records Schedule (GRS), Departmental Records Schedule
County Agencies: County Records Schedule, Departmental Records Schedule
Judiciary: Records Control Schedules 1 through 4.
- 17. Reason** - Click in the field for the pulldown menu. Select the authority for the retention period identified in field 16. Then enter the specific section of the authority that established the retention period. Do not type the word "section" or use the section symbol ("§"). You may select up to two authorities.

GENERAL RECORD INFORMATION:

- 18. Information Kept** - Click in the field for the pulldown menu. Select the type of information contained in the record. Consider the purpose for which the record was created by the agency, or the purpose for which it is used. You may select up to four types of information. If the record has more than four categories of information, choose the four most commonly used categories and list the remaining selections in field 28 (General Comments). If no appropriate category exists, then enter in field 28 (General Comments) the category that best describes the type of information contained in the record.
- 19. Individuals About** - Click in the field for the pulldown menu. Select the types or categories of individuals ("natural persons") about whom the record is maintained if the record is a "personal record". See field 29 for an explanation of the term "personal record." You may select up to four types of individuals. If the record has more than four, list the remaining selections in field 28 (General Comments). If no appropriate category exists, then enter in field 28 (General Comments) the category that best describes the type of individuals.

- 20. Source, Non-Government** - Click in the field for the pulldown menu. Select the non-government sources of information in the record. This field specifies whether the information in the record is obtained from a source other than a government agency as defined in section 92F-3, Hawaii Revised Statutes. You may select up to three non-government sources. If the record has more than three, list the remaining selections in field 28 (General Comments). If no appropriate category exists, then enter in field 28 (General Comments) the category that best describes the non-government sources.
- 21. Source, Government** - If the information in the record was provided by, or obtained from, a State or county government agency, identify the government agency source. Select the agency name from the pulldown menu ("click to select"). If the specific agency subdivision or unit is not known, identify the department providing the information. You may select up to three government sources. If the record has more than three, list the remaining selections in field 28 (General Comments).
- 22. Authority to Request Access** - Click in the field for the pulldown menu. Select the legal or regulatory authority that describes how an individual may request access to the record. Then enter the specific section of the legal authority (e.g., "92F-11(a) and (b)"). Do not type the word "section" or use the section symbol ("§"). You may select up to two legal authorities. If the record has more than two, list the remaining selections in field 28 (General Comments). If your agency's statutes or administrative rules do not describe a procedure by which to request access to the record, select the UIPA as the authority and enter section 92F-11(a) and (b). If the record is also a "personal record" (see field 29), enter section 92F-23.
- 23. Storage** - Click in the field for the pulldown menu. This field identifies the policies and procedures followed by the agency in storing, retrieving, and providing access to the record during normal business hours. You may select up to three in this field. If the record has more than three, list the remaining selections in field 28 (General Comments).
- 24. Record Use** - Click in the field for the pulldown menu. This field identifies the purposes for which the agency uses the record. You may select up to four in this field. If the record has more than four, list the remaining selections in field 28 (General Comments).
- 25. User, Non-Government** - Click in the field for the pulldown menu. This field identifies the types of persons outside of government who routinely use the record. You may select up to five in this field. If the record has more than five, list the remaining selections in field 28 (General Comments).
- 26. User, Government** - This field identifies which government agencies routinely use the record. Select the agency name from the pulldown menu ("click to select"). A "government agency" may be any agency of the State of Hawaii, county, Legislature, or the Judiciary. Federal, other state, or foreign government agencies are not identified in this field. If the specific agency subdivision or unit is not known, identify the department providing the information. You may select up to five agencies. If the record has more than five, list the remaining selections in field 28 (General Comments).

- 27. Record Location and Media** - Click in the field for the pulldown menu. This field specifies the physical location of the record and the type of media in which the record exists. "Type of media" refers to the record's physical form (e.g., paper, computer disk, videotape). You may select up to three locations and three media types. If the record has more than three, list the remaining selections in field 28 (General Comments).
- 28. General Comments** - Use this field to enter comments regarding the record. Use this comments field to provide helpful, explanatory, or special information about the record. You may find this field convenient for clerical and supervisory personnel to communicate with one another during the agency edit process. If you use this field for internal communication, be sure to delete any unnecessary information in this field before selecting YES in field 30 (agency edit complete).
- 29. Personal Record** - This field identifies whether the record contains any information about a specific individual (meaning a natural person), or any information relating to an individual's personal qualities, characteristics, or affairs. The definition of "personal record" is set forth in section 92F-3, Hawaii Revised Statutes. A record is a personal record if it contains an individual's name, identifying number, symbol, or other identifying particular, such as a photograph, finger or voice print, or contains information about an individual including, but not limited to, the individual's education, financial, medical, or employment history. Select "Yes" if the record contains any item of information about an individual. Select "No" if the record does not contain any information about an individual.
- 30. Agency Edit Complete** - This field indicates if all fields for the record have been completed and reviewed for accuracy. Select "No" if the agency is still editing and approving. Select "Yes" if the agency has completed the editing and approval.

"ADD" - Click on the add button to save the data you have entered for the record. If you have selected "No" for field 30 (agency edit complete), the record will now stay in agency edit as you saved it. If you selected "Yes" in field 30, the record will now be added to the RRS public site.

Note: OIP believes that clerical staff will be able to complete many of the fields, but supervisory staff are normally best qualified to complete the following fields: fields 10 through 15 (access classification), field 17 (retention reason), fields 20 and 21 (sources), field 22 (authority to request access), field 29 (personal record); and field 30 (agency edit complete).



- Laws / Rules / Opinions
- Forms
- Openline / Guidance
- Reports
- Related Links
- Search
- *What's New
- OIP Home

**RRS Guidance:
Determining Access Classification**

Who reports records on the RRS?

When an agency is reporting its records on the Records Report System ("RRS"), the best person to do the reporting is an employee in that agency who is familiar with the records being reported. This may very well be the "custodian of records" in that agency, or the "officer in charge" of the record.

Clerical staff will be able to complete many of the fields in the report, but supervisory staff are normally best qualified to complete the legal fields (see the note at the end of the [Data Entry Instructions](#)). Access classification is one of the legal fields that should be determined by a **supervisor** in the agency that maintains and is reporting the record.

Five access classifications:

To report a record's access classification on the RRS, there are five possible classifications:

- **PUBLIC** - public access required.
- **CONFIDENTIAL** - no public access permitted.
- **CONFIDENTIAL/CONDITIONAL** - access permitted only to those persons, or under those conditions, described by **specific statute(s)**.
- **CONFIDENTIAL/CONDITIONAL** - access permitted to public after **segregation** of information protected from disclosure by an applicable UIPA exception.
- **UNDETERMINED** - access will be determined at a later date.

How to determine a record's access classification:

UIPA:

To determine a record's access classification, follow the [Uniform Information Practices Act \(Modified\), Chapter 92F, Hawaii Revised Statutes \("UIPA"\)](#).

GENERAL RULE:

Remember the general rule, that all records are considered **public** unless they are protected by one of the five exceptions to disclosure. In addition, Section 92F-12 presents a long list of types of records that are always public.

EXCEPTIONS:

The five **exceptions** to disclosure are found in Section 92F-13:

- 1) Government records which, if disclosed, would constitute a clearly unwarranted invasion of personal privacy;
- (2) Government records pertaining to the prosecution or defense of any judicial or quasi-judicial action to which the State or any county is or may be a party, to the extent that such records would not be discoverable;
- (3) Government records that, by their nature, must be confidential in order for the government to avoid the frustration of a legitimate government function;
- (4) Government records which, pursuant to state or federal law including an order of any state or federal court, are protected from disclosure; and
- (5) Inchoate and draft working papers of legislative committees including budget worksheets and unfiled committee reports; work product; records or transcripts of an investigating committee of the legislature which are closed by rules adopted pursuant to section 21-4 and the personal files of members of the legislature. [L 1988, c 262, pt of §1; am L 1993, c 250, §1]

PRIVACY:

Section 92F-14 states that "Disclosure of a government record shall not constitute a clearly unwarranted invasion of personal privacy if the public interest in disclosure outweighs the privacy interests of the individual." Section 92F-14 also gives many examples of information in which the individual has a significant privacy interest. The most common examples are an individual's home address, home telephone number, and social security number.

Tips for reporting a record's access classification on the RRS:

1. **Browse the RRS** to see how other agencies in your department, or in other departments, have reported the same record title, or similar records.
2. On the RRS, **look at the State of Hawaii Executive Agencies records**. The OIP added these 339 common State records to the RRS as examples of how to report records. The OIP staff attorneys determined an access classification for each of these records.
3. **If the agency is unable** to identify or establish an access classification for the record being reported, then select "Undetermined - access will be determined at a later date." Use this classification sparingly, for those more perplexing cases, and only after contacting an OIP staff attorney for assistance.

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RECORDS REPORT SYSTEM
 **Annual Update Kit**

1. Why update the department's RRS report?

- The update is necessary **to ensure that the information remains accurate and complete**. 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 UIPA requires an **annual updating** of the public report:
 - (c) Each agency shall supplement or amend its public report, or file a new report, on or before July 1 of each subsequent year, to ensure that the information remains accurate and complete. Each agency shall file the supplemental, amended, or new report with the office of information practices, which shall make the reports available for public inspection. [Haw. Rev. Stat. § 92F-18(c)]

2. When should the department update its RRS report?

- The statute specifies “on or before July 1 of each subsequent year” (see above).
- July 1 is the statutory deadline, but there are several ways to comply, and departments can choose the schedule that works best for them. Here are some **options**.
 - Update the report in **June**, to meet the July 1 deadline.
 - Update the report **quarterly**, to divide the task by four and to keep the information more up to date.
 - Update the report **monthly**, perhaps at the beginning or end of each month, thus dividing the task by 12 and keeping the information even more current.
 - Update the report **as changes occur** (as record titles are added or deleted, or as the description changes, such as officer information, location, or form number); this method makes the RRS information most accurate and complete, and may also work best for those who are updating the report.

3. How does a department update its report?

- The OIP has developed materials to help departments update their RRS reports.
- These materials are available on the OIP's website on the **RRS Page for Agencies** (*see* <http://www.hawaii.gov/oip/recordsreportssystem/agencypage.html>).
- The RRS Page for Agencies includes the following:
 - [Data Entry Form](#) (pdf)
[Data Entry Form](#) (MS Word)
 - [Data Entry Instructions](#) (pdf)
[Data Entry Instructions](#) (MS Word)
 - [Data Entry Tips](#) (pdf)
Use these data entry tips with the Data Entry Instructions.
 - [Data Entry: Pulldown Menus](#) (pdf)
For some of the fields in the RRS there are pulldown menus to help the user. This is a list of the contents of the pulldown menus. If you are adding or editing records for the RRS, or involved in the review process, this list may be helpful.
 - [Login Request Form](#) (pdf)
The site for agencies to add, edit, and delete their RRS records, and to print any of the ten RRS reports, is on the State's Next Generation Network ("NGN"). If your agency is connected to the NGN, you can request a login with this form.
 - [RRS Site for Agency Users](#)
Once you have your RRS login, click to go to the agency site on the NGN. Use your new login and temporary password to log in. Then you can change your password.
 - [Reporting Case Files](#) (pdf)
Guidance on how to report case files, such as "Personnel File," "Correspondence File," "Research File," and "Client File."
 - [Determining Access Classification](#)
A quick guide to using the UIPA to determine a record's access classification when reporting the record on the RRS. Includes some tips on browsing the RRS for answers.
 - [Disclosure of Personnel Records](#) (pdf)
Issued June 6, 2001, these guidelines cover the disclosure of government records concerning State and county employees ("personnel records") under the UIPA. These guidelines revise OIP Guidelines No. 1 issued May 1, 1991, on the same subject matter.
 - [Guide to the 10 RRS Reports for Agency Users](#) (pdf)
A guide to creating the 10 RRS reports for agency users. These reports sort and organize the information in a department's RRS records. The guide also suggests ways to use the reports to manage records and information.
 - [Report of Statistical Information Required by the UIPA, Section 92F-18\(b\)\(12\)](#) (pdf)
Use this form to report your department's UIPA lawsuit information and the department's number of written requests, by fiscal year. The State's RRS department coordinators have been given instructions about reporting this information.
 - [Log of Written Requests for Access to Agency Records](#) (pdf)
Use this form to report to your department coordinator with the total number of written requests for access to your agency records, and the number denied, by fiscal year. The State's RRS department coordinators will report the department totals to the OIP.

4. How do we report the additional statistical information each year?

- Use the **OIP form** “Report of Statistical Information Required by the UIPA, Section 92F-18(b)(12).” The form is available online at the RRS Page for Agencies, and will be updated each year by the OIP. A copy is attached. The form has two parts: (1) Lawsuit Information, and (2) Written Requests for Access.
- **Lawsuit Information** should be reported at the end of each fiscal year. This is information that the department’s Director’s office or the department’s Deputy Attorney General should have. Report only the number of lawsuits **related to the UIPA** for your department in the fiscal year. The other number to report is the number of UIPA lawsuits in which access was granted. If there were no UIPA lawsuits in the fiscal year, report “0.”
- **Written Requests for Access** statistics are also reported by fiscal year and should be reported at the end of each fiscal year. Note that these numbers should be tracked by agencies throughout the year, so a reminder from department coordinators at the beginning of each fiscal year would be helpful. Agencies within the departments can use the attached “Log of Written Requests for Access to Agency Records” to track these numbers and report them to the department coordinators. Department coordinators should report only the **department totals** to the OIP.

5. If we have questions, where do we call?

- **Coordinators** can call the OIP at any time (586-1400), or e-mail the OIP's Records Report Management Specialist at Michael.V.Little@hawaii.gov. Others working on the RRS in the department should contact their RRS department coordinator, since the department coordinator is the leader of that department's RRS update.
- For **legal questions**, such as selecting the access classification for a record, the department should do its best to answer these questions. For those truly perplexing legal questions, however, call the OIP (586-1400) and ask for the Attorney of the Day.
- Any agency user with a login for the agency RRS site can also call or e-mail the OIP's Records Report Management Specialist with **database questions**, such as doing RRS data entry and generating the RRS reports.

Log of Written Requests for Access to Agency Records

Agency: _____

Division: _____

Please record written requests for access to records and send this log to your RRS Department Coordinator at the end of each fiscal year, as required by section 92F-18(b)(12), Hawaii Revised Statutes.

➤ Written Requests for Records:

- Include only **written** requests. This includes e-mail requests.
- Include a written request for **information** if the agency responds by providing an agency record.
- Include requests for records in physical forms other than paper, such as electronic records transmitted or tape recordings.
- Include requests from government officials or employees who are making the requests in their individual (as opposed to official) capacities.
- Do **not** include requests by individuals within the agency who are making the request as part of their official duties as an employee.
- Do **not** include requests made by other government agencies.
- Do **not** include record requests that are **routinely** filled as a clerical function. Examples of these routine record requests include:

1. University of Hawaii: requests for transcripts
2. Department of Health: requests for vital records
3. Department of Commerce and Consumer Affairs: requests for certificates of good standing
4. All agencies: requests for agency forms
5. All agencies: requests for publications created for the public

- **Date of written request:** Use the date on the request. For each request, check **one** of the following responses.
- **Request granted:** Check this column if the request was granted in its entirety.
- **Request denied in its entirety:** Check this column if the request was wholly denied.
- **Request denied in part:** Check this column if the request was partially denied, including if part of a record was redacted before disclosure.
- **Unable to respond to request:** Check this column if the agency is unable to respond because (1) the record does not exist; (2) the agency does not maintain the record; (3) the request was abandoned by the requester; or (4) the request requires the agency to create a summary or compilation not readily retrievable.

**Log of Written Requests for
Access to Agency Records**

Request number	Date of written request	Request granted	Request denied in its entirety	Request denied in part	Unable to respond to request
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Totals for the fiscal year					

RECORDS REPORT SYSTEM

Guide to the 10 RRS Reports for Agency Users

Overview of the reports:

- The RRS reports allow agency users to create, view, and print reports that sort and organize the information in a department's RRS records. This guide tells how to create the reports. It also suggests ways to use the reports to manage records and information.
- There are ten RRS reports available to agency users:
 1. **RECORD NAMES:** Record Name and RSN Report – *page 3*
 2. **DEPARTMENT ORGANIZATION:** Agency Organization & Codes Report – *page 5*
 3. **LAST UPDATED:** Record Names By Agency Organization with Last Change Date Report – *page 7*
 4. **FORM NUMBER:** Records by Form Number Report – *page 9*
 5. **ACCESS CLASS:** Records by Access Classification Report – *page 11*
 6. **RETENTION & OFFICER :** Records by Retention & Officer Information Report – *page 13*
 7. **INFORMATION TYPE:** Records by Information Type Report – *page 15*
 8. **INDIVIDUALS:** Records by Categories of Individuals Report – *page 17*
 9. **MEDIA TYPES:** Media Types by Record Name Report – *page 19*
 10. **UIPA LAWSUITS:** Lawsuits Report – *page 21*

How to find the reports:

- Log in to the RRS agency site at web.higov.net/oip/rrs.



- The ten RRS reports are listed with bullets on the welcome screen.
- Click on the name of the report you want to create.

Records Report System Maintenance

Home

Records Management
[Records report](#)
[Agency location](#)
[Lawsuit info](#)
[Change password](#)
[Logout](#)

Welcome to the Office of Information Practices
Records Report System Administration Website

To add, edit, and delete your RRS Records, click on one of the options to the left.

To view the public Records Report System website, go [here](#).

To view the reports, select one of the reports below.

- ◆ [Record Name and RSN Report](#)
- ◆ [Agency Organization & Codes Report](#)
- ◆ [Record Names By Agency Organization with Last Change Date Report](#)
- ◆ [Records by Form Number Report](#)
- ◆ [Records by Access Classification Report](#)
- ◆ [Records by Retention & Officer Information Report](#)
- ◆ [Records by Information Type Report](#)
- ◆ [Records by Categories of Individuals Report](#)
- ◆ [Media Types by Record Name Report](#)
- ◆ [Lawsuits Report](#)

How to create and use the reports:

- Follow the instructions for the type of report you want to create. This guide points out the **on-screen instructions** and also offers some **tips**.
- For each report there are suggestions for using the report for **records management**. This may involve viewing the report for one's own department, and also viewing the report for other departments. Agency users will find other uses for the reports as they work with them.

1. RECORD NAMES Record Name and RSN Report

This report gives a list of a department’s record names. It can be sorted alphabetically by record name or agency name, and numerically by record number.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments (“SOH”). Select a department by clicking on its name.

Records Report System Maintenance

Record Name and RSN Report

- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name or by agency name.
- At the same screen, click on **“Run Report.”**

Records Report System Maintenance

Record Name and RSN Report

Total count: 339 as of September 22, 2006, 10:16 am

<u>RSN</u>	<u>RECORD_NAME</u>	<u>DEPARTMENT</u>	<u>AGENCY_NAM</u>	<u>ABBREV</u>
22415	ACCOUNTS FOR SECURITIES HELD IN SAFEKEEPING AFTER RETURN	STATE OF HAWAII EXECUTIVE AGENCIES	STATE OF HAWAII EXECUTIVE AGENCIES	
24685	ADABAS FILE PLAN	STATE OF HAWAII EXECUTIVE AGENCIES	STATE OF HAWAII EXECUTIVE AGENCIES	
26494	ADMINISTRATIVE CONTESTED CASE HEARINGS PLEADINGS & DOCS	STATE OF HAWAII EXECUTIVE AGENCIES	STATE OF HAWAII EXECUTIVE AGENCIES	

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select “landscape” in your browser’s print command.

- **Using this report:** This is a basic report because it lists all the record titles a department has entered in the RRS. It can serve as an index to a department's RRS report, and as an inventory of department records. It can also be used to view another department's RRS records.

Sort by **agency name** to see which records each agency within the department has reported. Sort by record name to find a particular record quickly, and to see which record title has been reported by more than one agency.

Sort by **record number** (RSN) to place the older records first in the list. Each record added to the RRS receives a unique record sequence number, so that newly entered records receive higher numbers

To view the **full record report** for any of these records, select the record number in the RSN column.

The **agency abbreviation** column may reveal missing abbreviations. To update agency abbreviations, contact the OIP. The OIP will then add and edit agency abbreviations as needed.

2. DEPARTMENT ORGANIZATION Agency Organization & Codes Report

This report gives a list of a department’s agencies. It can be sorted by agency structure (“agency code”) or alphabetically by agency name.

- At the welcome screen, **select the report.**

Records Report System Maintenance

Agency Organization and Codes Report

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments (“SOH”). Select a department by clicking on its name.
- At the same screen, select how the report will be **sorted**: by agency name (alphabetically) or by agency codes. Sorting by agency code will give you the department’s organizational structure, by divisions, branches, sections, and units. The department name will appear first. It is this department name that can be used when adding a common record to be reported once for the entire department (centralized reporting).
- At the same screen, click on **“Run Report.”**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the agencies in the report. If the print preview or printout does not display all of the columns, select “landscape” in your browser’s print command.

Records Report System Maintenance

Agency Organization and Codes Report

Total government agencies: 390 as of September 25, 2006, 8:28 am

<u>AGENCY</u>	<u>CODE</u>
SOH/ TRANSPORTATION	A150000000000
AIRPORTS DIVISION	A150700000000
AIRPORT OPERATIONS OFFICE	A150703000000
AIRCRAFT RESCUE & FIREFIGHTING STAFF	A150703030000
CERTIFICATN, SECURITY & SAFETY STAFF	A150703020000
COMPLIANCE MGMT STAFF	A150703040000
GENERAL AVIATION STAFF	A150703010000
AIRPORTS PLANNING OFFICE	A150710000000
CIP STAFF	A150710020000

- **Using this report:** This is a unique report within the RRS because it lists agencies instead of records. Each RRS record is tied to an agency, so it is important that the names and organization of agencies within a department be kept up to date.

Report agency name and organization changes to the OIP. The OIP will then update the agency names and organization in the RRS. These changes will then be reflected in the RRS reports and also in the agency pulldown menus used to create reports and to add or edit records.

This report can be printed and serve as an introduction to a department's agencies and organization. The report can also be used to view another department's organization.

3. LAST UPDATED Record Names By Agency Organization with Last Change Date Report

This report gives a list of a department's record names, with the date each record was last updated on the RRS. The report can be sorted alphabetically by record name or agency name, chronologically by date of last update, and numerically by record number.

- At the welcome screen, **select the report.**

Records Report System Maintenance

Record Names By Agency Organization With Last Change Date Report

Choose Department: SOH/ LT GOVERNOR'S OFFICE/ LG

Sort By:

- RSN
- Record Name
- Last Update
- Department
- Agency Name
- Agency Abbreviation

Run Report

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments (“SOH”). Select a department by clicking on its name.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by date of last update, by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name, by agency name, or by last update.
- At the same screen, click on **“Run Report.”**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select “landscape” in your browser’s print command.

Records Report System Maintenance

Record Names By Agency Organization With Last Change Date Report

Total count: 193 as of September 25, 2006, 8:38 am

<u>RSN</u>	<u>RECORD NAME</u>	<u>LAST UPDATE</u>	<u>DEPARTMENT</u>	<u>AGENCY NAM</u>	<u>ABBREV</u>
39014	ACKNOWLEDGMENT TO REQUESTER	06/13/2006	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
39168	UNIFORM INFO. PRACT. ACT - HAWAII'S OPEN RECORDS LAW BOOKLET	06/13/2006	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
37836	DEPARTING EMPLOYEE CHECKLIST	06/13/2006	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
37837	GIFT DISCLOSURE STATEMENT	06/13/2006	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
37838	APPLICANT INTERVIEW QUESTIONS	06/13/2006	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
37840	NOTICE TO REQUESTER	06/13/2006	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP

- **Using this report:** Because of the “last update” feature, this report is useful for those who are updating records for their department. Sorting by **last update** provides a detailed progress report, as well as an overview of the department’s updating on the RRS.

Sort by **agency name** to see when the records of an agency within the department were last updated. Sort by record name to find a particular record quickly.

Sort by **record number** (RSN) to place the older records first in the list. Each record added to the RRS receives a unique record number, so that newly entered records receive higher numbers and will appear at the end of the list.

To view the **full record report** for any of these records, select the record number in the RSN column.

4. FORM NUMBER Records by Form Number Report

This report gives a list of a department's record names and form numbers. It can be sorted alphabetically by record name or agency name, and numerically by form number or record number.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments (“SOH”). Select a department by clicking on its name.

Records Report System Maintenance

Records by Form Number Report

The screenshot shows a web-based configuration interface for a report. It features a title bar at the top with the text "Records by Form Number Report". Below the title bar, there are three main sections on the left side: "Choose Department", "Scope", and "Sort By". The "Choose Department" section has a dropdown menu currently displaying "SOH/ LT GOVERNOR'S OFFICE/ LG". The "Scope" section has three radio buttons: "All", "Forms Only" (which is selected), and "Non-Forms Only". The "Sort By" section has seven radio buttons: "RSN", "Form Number" (which is selected), "Record Name", "Department", "Agency Name", and "Agency Abbreviation". At the bottom left of the form, there is a button labeled "Run Report".

- At the same screen, select the **scope** of the report: you can select all department records, forms only, or non-forms only.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by form number, by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by form number, record name, or by agency name.
- At the same screen, click on **“Run Report.”**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select “landscape” in your browser’s print command.

If a record name shows a blank in the form number column, the record has been reported as not being a form. If a record name shows “NFN” (no form number) in the form number column, the record has been reported as a form with no form number assigned.

Records Report System Maintenance

Records by Form Number Report

Total count: 173 as of September 25, 2006, 8:43 am

<u>RSN</u>	<u>FORM_NO</u>	<u>RECORD_NAME</u>	<u>DEPARTMENT</u>	<u>AGENCY_NAM</u>	<u>ABBREV</u>
38348	07/03	PUBLIC MEETING NOTICE CHECKLIST	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
10314	107-B (R 02/25/70)	JOB PERFORMANCE REPORT	SOH/ LT GOVERNOR'S OFFICE	SOH/ LT GOVERNOR'S OFFICE	OLG
3013	107-B (r 02/25/90)	JOB PERFORMANCE REPORT	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
6863	A54 rev 7/1/88	VENDOR TABLE MAINTENANCE	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
4188	AGS 17-A (r 06/87)	DETAIL INVENTORY OF PROPERTY	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
3126	AGS 17-B (r 05/85)	ANNUAL SUMMARY OF INVENTORIES REPORT	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP

- **Using this report:** This report gives departments a tool for managing its forms. It displays an inventory of the department's forms and records that are non-forms. It can also be used to view a list of another department's forms.

The report will show the forms, including revision dates, being reported by agencies within the department.

To view the **full record report** for any of these records, select the record number in the RSN column.

5. ACCESS CLASS Records by Access Classification Report

This report gives a list of a department’s record names, with the access classification for each record. It can be sorted alphabetically by record name or agency name, and also by access classification (public, confidential, etc.).

- At the welcome screen, **select the report.**

[Records Report System Maintenance](#)

Records by Access Classification Report

- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments (“SOH”). Select a department by clicking on its name.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by access classification, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name (alphabetically), by access classification, or by agency name.
- At the same screen, click on **“Run Report.”**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select “landscape” in your browser’s print command.

[Records Report System Maintenance](#)

Records by Access Classification Report

Total count: 193 as of September 25, 2006, 8:49 am

RSN	RECORD NAME	ACCESS CODE	DEPARTMENT	AGENCY NAM	ABBREV
37838	APPLICANT INTERVIEW QUESTIONS	CONFIDENTIAL -- No public access permitted.	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
37830	CERTIFICATE OF MEDICAL EXAMINATION	CONFIDENTIAL -- No public access permitted.	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
10072	EMPLOYEE'S WITHHOLDING EXEMPTION & STATUS CERTIFICATE-STATE	CONFIDENTIAL -- No public access permitted.	SOH/ LT GOVERNOR'S OFFICE	SOH/ LT GOVERNOR'S OFFICE	OLG
10104	EMPLOYEE'S WITHHOLDING ALLWANCE CERTIFICATE--FEDERAL	CONFIDENTIAL -- No public access permitted.	SOH/ LT GOVERNOR'S OFFICE	SOH/ LT GOVERNOR'S OFFICE	OLG
10311	NOTICE OF BENEFITS CHANGE OR TERMINATION	CONFIDENTIAL -- No public access permitted.	SOH/ LT GOVERNOR'S OFFICE	SOH/ LT GOVERNOR'S OFFICE	OLG
10314	JOB PERFORMANCE REPORT	CONFIDENTIAL -- No public access permitted.	SOH/ LT GOVERNOR'S OFFICE	SOH/ LT GOVERNOR'S OFFICE	OLG

- **Using this report:** This report gives departments a vital tool for managing access to records. It tells if a record is:
 - **public** (public access required),
 - **confidential** (no public access permitted),
 - **confidential/conditional** (access permitted to public after segregation of information protected from disclosure by an applicable UIPA exception),
 - **confidential/conditional** (access permitted only to those persons, or under those conditions, described by specific statute), or
 - **undetermined**.

Sort by **record name** (alphabetically), print, and keep for reference when the agency receives record requests. If the record is classified confidential/ conditional and requires segregation of protected information, the report can serve as a reminder to redact the protected information before disclosing the record.

Sort by **access classification** to group all confidential records together, and all public records, for agency reference and review. Records showing undetermined classification will be grouped together for further review and determination.

To view the **full record report** for any of these records, select the record number in the RSN column.

6. RETENTION & OFFICER

Records by Retention and Officer Information Report

This report gives a list of a department's record names, with retention period and officer title and phone number for each record. It can be sorted alphabetically by record name or agency name, by record number, by retention period, and by officer title or office phone.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.

Records Report System Maintenance

Records by Retention and Officer Information Report

The screenshot shows a web form titled "Records by Retention and Officer Information Report". It contains the following elements:

- Choose Department:** A dropdown menu with the selected value "SOH/ LT GOVERNOR'S OFFICE/ LG".
- Retention Code:** A dropdown menu with the selected value "All".
- Sort By:** A list of radio button options: RSN, Retention (which is selected), Record Name, Officer Title, Officer Phone, Department, and Agency Name.
- Run Report:** A button located at the bottom left of the form.

- At the same screen, select the **retention** by clicking on the down arrow to the right of that field. Select "all" to bring up all department records, or select any of the retention periods in the list to limit the report to records with the retention period you select.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by retention, by record name, by officer title, by officer phone, by department, or by agency name.
- At the same screen, click on "**Run Report.**"
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

[Records by Retention & Officer Information Report](#)

Total count: 193 as of September 25, 2006, 9:02 am

RSN	RETENTION	RECORD NAME	OFFICER TITLE	OFF PHONE	DEPARTMENT	AGENCY NAME
38899		ADMINISTRATIVE RULES			SOH/ LT GOVERNOR'S OFFICE	OFFICE OF THE LIEUTENANT GOVERNOR.
38902		CHANGE OF NAME			SOH/ LT GOVERNOR'S OFFICE	OFFICE OF THE LIEUTENANT GOVERNOR.
38901		AUTHENTICATIONS			SOH/ LT GOVERNOR'S OFFICE	OFFICE OF THE LIEUTENANT GOVERNOR.
38900		MEETING AGENDAS			SOH/ LT GOVERNOR'S OFFICE	OFFICE OF THE LIEUTENANT GOVERNOR.
38903		NAME CHANGE	ADMINISTRATIVE SERVICES SPECIALIST	586-0255	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF THE LIEUTENANT GOVERNOR.
9370	2 years	FISCAL - COMPLETED TRAVEL	REPORT MANAGEMENT SPECIALIST	586-1400	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES/ OIP
4217	2 years	CAREER OPPORTUNITY (JOB ANNOUNCEMENT)	REPORT MANAGEMENT SPECIALIST	586-1400	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES/ OIP

- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records with their retention periods. It can also be used to view a list of another department's records and retention periods.

Sort by **record name** (alphabetically), print, and keep for reference to show the retention period and officer in charge of each record. Sort by **retention** as another reference tool. Records that show retention "not determined" can be reviewed and given a retention period, following the State's and department's retention procedures. Sort by **officer title** to show which records are assigned to that officer title.

To view the **full record report** for any of these records, select the record number in the RSN column.

7. INFORMATION TYPE Records by Information Type Report

This report gives a list of a department's record names, with the type of information contained in each record. It can be sorted alphabetically by record name or agency name or information type. Examples of information type include agency financial records, administrative records, budget, complaints, contracts, educational, health/medical, investigative records, personnel, and statistics, to name a few.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments (“SOH”). Select a department by clicking on its name.

[Records Report System Maintenance](#)

Records by Information Type Report

Choose Department: SOH/ LT GOVERNOR'S OFFICE/ LG

Information Type (Data Group): All

Sort By:

- RSN
- Record Name
- Info Type
- Department
- Agency Name
- Agency Abbreviation

Run Report

- At the same screen, select the **information type** by clicking on the down arrow to the right of that field. Select “all” to bring up all department records, or select any of the information types in the list to limit the report to records with the information type you select.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by information type, by department, by agency name, or by agency abbreviation.
- At the same screen, click on **“Run Report.”**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select “landscape” in your browser’s print command.

[Records Report System Maintenance](#)

[Records by Information Type Report](#)

Total count: 187 as of September 25, 2006, 9:04 am

RSN	RECORD NAME	INFO TYPE	DEPARTMENT	AGENCY NAM	ABBREV
9078	NOTICE OF AMENDMENT TO NON-BID CONTRACT	Administrative Records	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
9388	FISCAL - OUT-OF-STATE TRAVEL REQUESTS	Administrative Records	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
37842	REQUEST FOR SPECIAL FUNCTION PARKING	Administrative Records	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
5419	LEGISLATIVE FILES	Administrative Records	SOH/ LT GOVERNOR'S OFFICE	COMMISSION ON THE STATUS OF WOMEN	CSW

- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by information type. It can also be used to view a list of another department's records by information type.

Sort by **record name** (alphabetically), print, and keep for reference to show the information type for each record. Sort by **information type** as another reference tool to group all personnel records, budget records, contracts records, investigative records, and so forth.

To view the **full record report** for any of these records, select the record number in the RSN column.

8. INDIVIDUALS

Records by Categories of Individuals Report

This report gives a list of a department's record names, with the type or category of individuals about whom each record is maintained if the record is a "personal" record. It can be sorted alphabetically by record name, by agency name, or by category of individuals ("individual group"). Examples of categories of individuals include applicants, complainants, employees, taxpayers, patients, and program participants, to name a few.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.
- At the same screen, select the **individual group** (category of individuals) by clicking on the down arrow to the right of that field. Select "all" to bring up all categories, or select any of the categories in the list to limit the report to records with the category you select.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by individual group (category of individuals), by department, by agency name, or by agency abbreviation.
- At the same screen, click on "**Run Report.**"

Records Report System Maintenance

Records by Categories of Individuals Report

Choose Department	SOH/ LT GOVERNOR'S OFFICE/ LG
Individual Group	All
Sort By	<input type="radio"/> RSN <input type="radio"/> Record Name <input checked="" type="radio"/> Individual Group <input type="radio"/> Department <input type="radio"/> Agency Name <input type="radio"/> Agency Abbreviation
<input type="button" value="Run Report"/>	

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

[Records Report System Maintenance](#)

[Records By Category of Individuals Report](#)

Total count: 80 as of September 25, 2006, 9:12 am

RSN	RECORD_NAME	INDIVIDUAL_GROUP	DEPARTMENT	AGENCY_NAM	ABBREV
10245	EMPLOYMENT APPLICATIONS	Applicants	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
6850	FORMAL SEXUAL HARASSMENT COMPLAINT FORM	Complainants	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
5067	GOVERNMENT AGENCIES (CORRESPONDENCE)	Complainants	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
6849	INFORMAL SEXUAL HARASSMENT COMPLAINT/RECORD	Complainants	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
9973	REQUESTS FOR OPINIONS	Complainants	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
10220	INFORMAL OPINIONS ISSUED	Complainants	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP

- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by category of individuals about whom each record is maintained if the record is a "personal" record. It can also be used to view a list of another department's records by category of individuals.
- Sort by **record name** (alphabetically), print, and keep for reference to show the information type for each personal record. Sort by **individual group** (category of individuals) as another reference tool to group personal records. For example, the report can group all patient records, employee records, or applicant records.

To view the **full record report** for any of these records, select the record number in the RSN column.

9. MEDIA TYPES

Media Types by Record Name Report

This report gives a list of a department's record names, with the type of media (physical format) for each record. It can be sorted alphabetically by record name, by agency name, or by media type. Examples of media type include paper, computer disk, Internet, microfilm, and photograph, to name a few.

- At the welcome screen, **select the report.**
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments (“SOH”). Select a department by clicking on its name.
- At the same screen, select the **media type** by clicking on the down arrow to the right of that field. Select “all” to bring up all media types, or select any of the types in the list to limit the report to records with the media type you select.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by media type, by department, by agency name, or by agency abbreviation.

Records Report System Maintenance

Media Types by Record Name Report

Choose Department: SOH/ LT GOVERNOR'S OFFICE / LG

Media Type: All

Sort By:

- RSN
- Record Name
- Media Type
- Department
- Agency Name
- Agency Abbreviation

Run Report

- At the same screen, click on “**Run Report.**”
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select “landscape” in your browser’s print command.

13

Records Report System Maintenance

Media Types by Record Name Report

Total count: 187 as of September 25, 2006, 9:29 am

<u>RSN</u>	<u>RECORD_NAME</u>	<u>MEDIA</u>	<u>DEPARTMENT</u>	<u>AGENCY_NAM</u>	<u>ABBREV</u>
5077	MONTHLY OFFICE CALENDAR	Computer Disk	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
5076	TELEPHONE INQUIRY FORM/OIP	Computer Disk	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
9976	OIP CONTACT LIST	Computer Disk	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
39014	ACKNOWLEDGMENT TO REQUESTER	Internet	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP
37848	REQUEST TO ACCESS A GOVERNMENT RECORD	Internet	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES	OIP

- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by media type (physical format). It can also be used to view a list of another department's records by media type.

Sort by **record name** (alphabetically), print, and keep for reference to show the media type for each personal record. Sort by **media** as another reference tool to group all paper records, records on computer disk, records on the Internet, and so forth.

To view the **full record report** for any of these records, select the record number in the RSN column.

10. UIPA LAWSUITS

Lawsuits Regarding UIPA

This report gives statistical information, by year and by department, for lawsuits related to Hawaii's public records law, the UIPA. It indicates, for any given year, the number of UIPA lawsuits filed against a department, and the number for which access to the record or records was granted.

- At the welcome screen, **select the report**.
- At the next screen, you can **view and print** the report. This report, unlike the others, is a full report for **all departments** and years reported by the departments. You can sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the years reported. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

Records Report System Maintenance

Lawsuits Regarding UIPA

Total count: 122 as of September 26, 2006, 11:08 am

<u>YEAR</u>	<u>LAWSUITS FILED</u>	<u>ACCESS GRANTED</u>	<u>DEPARTMENT</u>
2006	0	0	SOH/ ACCOUNTING & GENERAL SERVICES
2006	0	0	SOH/ HEALTH
2006	0	0	SOH/ HUMAN RESOURCES DEVELOPMENT
2006	0	0	SOH/ LABOR & INDUSTRIAL RELATIONS
2006	0	0	SOH/ OMBUDSMAN
2006	0	0	SOH/ TRANSPORTATION

- **Using this report:** This report gives a quick statistical look at UIPA litigation throughout the State, by department, over a number of years, back to 1995.

The report shows the pukas that departments need to fill by updating their UIPA lawsuit statistics on the RRS.

For many departments, a given year will show no lawsuits filed, but departments still need to report their UIPA lawsuit statistics for these years, and each year back to 1995.