

## 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 title being reported is generally public, confidential, or conditionally accessible. Whether a particular record itself must be disclosed or may be withheld will depend on the actual data contained in the record. This field merely identifies the general accessibility of a record title/type. 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 usually 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 is usually 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. Note that certain types of personal records may still be subject to public disclosure after the personally identifying data is redacted.

**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).