


## Guide to Using the RRS on the Internet

### Overview:

- This guide will walk you through the Records Report System (“RRS”), on the Internet at [www.hawaii.gov/oip/rrs](http://www.hawaii.gov/oip/rrs). For best results, **print the guide** and use it on the RRS Internet site.
- For more information about the RRS, visit [www.hawaii.gov/oip/recordsreport](http://www.hawaii.gov/oip/recordsreport), on the web site of the Office of Information Practices (“OIP”).
- Here is the **welcome screen** at [www.hawaii.gov/oip/rrs](http://www.hawaii.gov/oip/rrs):





### Office of Information Practices

#### The Records Report System

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

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

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

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

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

Access the RRS by choosing an action below:

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

#### Disclaimer

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

Also, the record information may be out of date or incomplete.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 In 2003, the State moved the RRS off the outdated Wang system and onto the Internet to allow easy access and to give government agencies a way to update their record reports.

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### Welcome screen:

- **Read** about the RRS. Please note that the RRS contains **descriptions of record titles**, not actual individual records. **To request a record**, contact the agency that maintains that record, not the OIP.
- To **access** the RRS, select one of the bullet items on the left.
- You can **search** the RRS for information about State and county government records.
- You can **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. You can also link to the OIP's web site.
- First, let's **search** the RRS. Click on “SEARCH THE RECORDS REPORT SYSTEM.”

- This brings you to the **search screen**:



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**The Records Report System**

**Search the Records Report System**

RSN

(Use **comma** to specify multiple RSNs)

Record Name: contract

Form No.

Department: All Departments

Submit

### Search screen:

- **Record Name:** This is the most common search. In the box to the right of “Record Name,” enter a record name, or a **key word**, such as “contract.”
- **Form Number:** With this option, if you know the record’s form number, you can enter that to the right of “Form No.”
- **Record Number:** If you know the record’s RRS number, you can enter that to the right of “RSN” (record sequence number). You can also enter multiple numbers, separating them with commas.
- **Department:** You can search on “All Departments” (this is the default) to bring up all records with “contract” in the title. To narrow your search, however, click on the arrow to the right of the Department field to display a list of State and county departments. County departments appear first, with State of Hawaii departments (“SOH”) at the bottom of the list. Click on one department to select it. For this example, let’s select the Department of Health (“SOH/HEALTH”).
- **Submit:** Click on the “Submit” button to complete your search.



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**The Records Report System**

**Search the Records Report System**

RSN

(Use **comma** to specify multiple RSNs)

Record Name: contract

Form No.

Department: SOH/ HEALTH

Submit

- Here are the **results of our search**. The screen below shows 27 of the 41 records retrieved in the search.
- You can click on any column header **to sort** by that column. Click on “Record Name” at the top of the second column to sort alphabetically by record name. Click on “Form No” to sort by form number.
- To view a **full record report** for any record name, click on the number to the left of the record name, in the first column. For example, let’s select “Primary Care Contracts” towards the bottom of this screen, and click on its record number, 20354.




### The Records Report System

#### Search Results

Click on the column header to sort by that column. Number of records retrieved: 41 (max of 50000)  
Pages (1): First ... << [1] >> ... Last


RSN NO	RECORD NAME	FORM NO	DEPARTMENT	OFFICER TITLE
<a href="#">3848</a>	CONTRACT INPUTS	SAF C-41 r11/01/90	SOH/ HEALTH	ACCOUNTANT V
<a href="#">4400</a>	SEWAGE CONTRACTS (F)		SOH/ HEALTH	ACCOUNTANT VI
<a href="#">4407</a>	HGEA-AFSCME CONTRACTS-UNIT 2,4,9,13 (F)	NFN	SOH/ HEALTH	ACCOUNTANT VI
<a href="#">14592</a>	DAGS CONTRACTS (F)	nfn	SOH/ HEALTH	ACCOUNTANT VI
<a href="#">7907</a>	CONTRACT FOR SABBATICAL LEAVE (TS)	NFN	SOH/ HEALTH	DEPARTMENTAL PERSONNEL OFFICER
<a href="#">26803</a>	NOTICE TO CONTRACTORS (DHO-H-VC)	REV 3/94	SOH/ HEALTH	DISTRICT HEALTH ADMINISTRATOR
<a href="#">6043</a>	CONTRACT INPUT	SAF C-41 R 11/01/90	SOH/ HEALTH	DISTRICT HEALTH OFFICER
<a href="#">16113</a>	REPORT ON EXAMINATION OF INDUSTRIAL CONTRACTS TO ACTIVE CASE	M-TB-5	SOH/ HEALTH	DISTRICT HEALTH OFFICER
<a href="#">7044</a>	CONTRACT INPUT (DHO-M-HH)	SAF C-41 r 11/01/90	SOH/ HEALTH	DISTRICT HEALTH OFFICER
<a href="#">8236</a>	CONTRACTS (DHO-M-MH)	NFN	SOH/ HEALTH	MENTAL HEALTH SUPERVISOR
<a href="#">8239</a>	CONTRACT FILE (DHO-M-MH)	NFN	SOH/ HEALTH	MENTAL HEALTH SUPERVISOR
<a href="#">8240</a>	CONTRACTS (DHO-M-MH)	AG-3-A6SPS	SOH/ HEALTH	MENTAL HEALTH SUPERVISOR
<a href="#">20173</a>	NOTICE TO CONTRACTORS (VC)	VC-12(REV 81)	SOH/ HEALTH	DISTRICT HEALTH OFFICER
<a href="#">9501</a>	HEALTHY FAMILIES AMERICA CONTRACTS	NFN	SOH/ HEALTH	DIVISION CHIEF
<a href="#">9506</a>	PURCHASE OF SERVICE CONTRACTS	NFN	SOH/ HEALTH	DIVISION CHIEF
<a href="#">12977</a>	BUDGET JUSTIFICATION CONTRACT SERVICES	FHSD/BUD CONTRACT 93	SOH/ HEALTH	DIVISION CHIEF
<a href="#">15408</a>	AGREEMENT TO PERFORM SERVICES BY INDIVIDUAL CONTRACTOR (FPSS)	nfn	SOH/ HEALTH	DIVISION CHIEF
<a href="#">20354</a>	PRIMARY CARE CONTRACTS	NFN	SOH/ HEALTH	DIVISION CHIEF
<a href="#">8018</a>	CONTRACTS, MOA'S, MOU'S	NFN	SOH/ HEALTH	DEVELOPMENTAL DISABILITIES ADMINISTRATOR
<a href="#">11251</a>	PARTNERSHIPS IN COMMUNITY LIVING PROGRAM CONTRACT COMPLIANCE	CSRDU- POS121R.12/94	SOH/ HEALTH	UNIT HEAD
<a href="#">11252</a>	ADULT DAY PROGRAM CONTRACT COMPLIANCE	CSRDU-POS 101 R.1/94	SOH/ HEALTH	UNIT HEAD
<a href="#">12365</a>	CONTRACTS, MOU'S	NFN	SOH/ HEALTH	ADMINISTRATOR
<a href="#">12477</a>	CONTRACT INPUT (FU)	SAF C-41 r 11/01/90	SOH/ HEALTH	ADMINISTRATOR
<a href="#">29314</a>	CONTRACT FILES	NFN	SOH/ HEALTH	CHIEF, PUBLIC HEALTH NURSING





## Full record report:

- Here is the **first page** of the full record report that we requested, for the record “Primary Care Contract”.



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## The Records Report System

### RSN #20354

[Back to List](#)

MAIN INFORMATION	
agency_name	MATERNAL & CHILD HEALTH BR
department_name	SOH/ HEALTH
ABBREV	MCH
RECORD_NAME	PRIMARY CARE CONTRACTS
COMMON_NAME	
FORM_NO	NFN
OFFICER_TITLE	DIVISION CHIEF
OFF_PHONE	733-9017
ADDR1	Hale Ekahi
ADDR2	3652 Kilauea Avenue
CITY	Honolulu
STATE	HI
ZIP	96816

ACCESS CLASSIFICATION	
10 Access	PUBLIC -- Public access required.
13 Rationale	
14 1 Legal Authority	Hawaii Revised Statutes
14 1 Section	92f-12(a)(3)
14 2 Legal Authority	
14 2 Section	
14 3 Legal Authority	
14 3 Section	
14 4 Legal Authority	
14 4 Section	
15 1 Maintain Authority	Hawaii Revised Statutes
15 1 Section	321-321
15 2 Maintain Authority	
15 2 Section	
15 3 Maintain Authority	
15 3 Section	
15 4 Maintain Authority	
15 4 Section	

RETENTION	
16 Retention	3 years
17 1 Reason	General Records Schedule-State of Hawaii
17 1 Section	3.11
17 2 Reason	
17 2 Section	

GENERAL RECORD INFORMATION	
18 1 InfoKept	Contracts
18 2 InfoKept	
18 3 InfoKept	
18 4 InfoKept	
19 1 Individuals About	Consultants
19 2 Individuals About	
19 3 Individuals About	
19 4 Individuals About	
20 1 Source_NonGov	
20 2 Source_NonGov	



- Here is the **second page** of the full record report that we requested, for the record “Primary Care Contract”.

20 3 Source NonGov	
21 1 Source Gov	
21 2 Source Gov	
21 3 Source Gov	
22 1 Authority Req Access	UIPA (Chapter 92F, HRS)
22 1 Section	92F-12(a)(3)
22 2 Authority Req Access	
22 2 Section	
23 1 Storage	Direct public access to records allowed during normal business hours.
23 2 Storage	
23 3 Storage	
24 1 Record Use	Fiscal
24 2 Record Use	Audits
24 3 Record Use	Purchasing
24 4 Record Use	
25 1 User NonGov	
25 2 User NonGov	
25 3 User NonGov	
25 4 User NonGov	
25 5 User NonGov	
26 1 User Gov	
26 2 User Gov	
26 3 User Gov	
26 4 User Gov	
26 5 User Gov	
27 1 Record Location	Wilcox Building
27 1 Media	Paper
27 2 Record Location	
27 2 Media	
27 3 Record Location	
27 3 Media	
28 General Comments	
PERSONAL RECORD	N

[Back to List](#)

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- On the first screen, the owl is pointing out the **four sections** of the full record report: **main information, access classification, retention, and general record information.**
- At the bottom of the screen above, the owl is pointing the way back to the list of records.
- **Main information** includes the agency name, department name, record name, form number (if the record has one), and the officer in charge of the record (officer’s title, office phone, and office address). NOTE: **To request access** to a record, contact the agency that maintains the record. The Office of Information Practices does **not** maintain these records.
- **Access classification** includes the record’s access class and the rationale for that classification, with the legal authority for the classification, and also the legal authority to maintain the record. There are five possible access 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.

- **Retention** gives the retention period for the record, and the reason for that retention period.
- **General record information** includes the following:
  - type of information kept in the record (in this example, “Contracts”);
  - the types of individuals about whom the record is maintained (“Consultants”);
  - non-government sources of information in the record, if any;
  - other government sources of information in the record, if any;
  - the legal authority that describes how an individual may request access to the record;
  - how the record is stored (“Direct public access to records allowed during normal business hours”);
  - how the record is used (“Fiscal,” “Audits,” and “Purchasing”);
  - types of non-government users of the record, if any; other government agencies that routinely use the record, if any;
  - the record’s location (“Wilcox Building”);
  - the record’s physical media type (“Paper”);
  - general comments about the record, if any; and
  - whether the record is a personal record (whether the record contains any information about a specific individual).

## Record Name and RSN Report:

- To create a report that lists all of a **department's record titles**, return to the welcome screen (click on "The Records Report System" at the top of any screen).
- In the bullet list on the left of the welcome screen, click on "**Record Name and RSN Report.**"

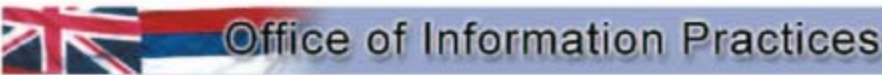


- This takes you to a screen where you can **select a department**:



- **Select Department:** Click on the arrow to the right of the Department field to display a list of State and county departments. County departments appear first, with State of Hawaii departments ("SOH") at the bottom of the list. Click on one department to select it. For this example, let's select the Department of Agriculture ("SOH/AGRICULTURE").
- **Sort By:** The default is to sort the records alphabetically by record name. If you want to sort the records by record number, select "RSN."
- **Submit:** Click on the "Submit" button to bring up the report.

- Here are the **report results**. The screen below shows part of the first page of the report.
- Just above the columns, the report gives a **total count of records retrieved**. In this case, the report contains 1,005 records for the Department of Agriculture.
- You can click on any column header **to sort** by that column. The report below is sorted alphabetically by **record name**. To sort alphabetically by **agency name**, click on “Record Name” at the top of the second column. To sort by **record number**, click on “RSN NO” at the top of the third column.
- To view a **full record report** for any record name, click on the number to the right of the record name, in the third column. For example, to see the full record report for “Affidavit for Export from the State of Hawaii,” reported by the Animal Quarantine Section, click on its record number, 33125.



### The Records Report System

#### Record Name and RSN Report Results

Department: SOH/ AGRICULTURE

Click on the column header to sort by that column. Number of records retrieved: 1005

RECORD NAME	AGENCY NAME	RSN NO
41 WEIGHING DESIGN, RESTRAINT B	STDS & TECHN SVC SEC	15661
522111 WEIGHING DESIGN, RESTRAINT A	STDS & TECHN SVC SEC	15668
532111 WEIGHING DESIGN, RESTRAINT A	STDS & TECHN SVC SEC	15666
A PARTING REMINDER TO OWNERS	ANIMAL QUARANTINE SEC	33127
ACCIDENT INFORMATION AND REPORTING SYSTEM (AIRS)	PERSONNEL MGMT STAFF	28480
ADMINISTRATIVE SERVICES OFFICE - CORRESPONDENCE	QUALITY ASSURANCE DIV	29622
ADVERTISING ENFORCEMENT	COMMODITIES BR	8304
ADVICE OF CONSTITUTIONAL RIGHTS	ANIMAL QUARANTINE SEC	30544
ADVISORY NOTICE	COMMODITIES BR	15861
AFFIDAVIT FOR EXPORT FROM THE STATE OF HAWAII	ANIMAL QUARANTINE SEC	33125
AGENCY INTERNAL JOURNAL ENTRY	ACCOUNTING SEC.	9829
AGENT/COMMISSION MERCHANT OR BROKER LICENSE APPLICANTS ONLY	PROCESS FOODS UNIT	9395
AGREEMENT FOR CONSULTANT SERVICES	AQUACULTURE DEVELOPMENT PROGRAM	18823
AGREEMENT REGARDING HAZARDOUS MATERIALS	AGRICULTURAL LOAN DIV	30538
AGREEMENT REGARDING HAZARDOUS MATERIALS	AGRICULTURAL LOAN DIV	32582
AGREEMENT REGARDING HAZARDOUS MATERIALS	AGRICULTURAL LOAN DIV	32583
AGRICULTURAL LANDS OF IMPORTANCE TO THE STATE OF HAWAII MAPS	PLANNING & DEVELOPMENT OFFICE	21946
AGRICULTURAL PARK PROGRAM BROCHURE	AGRI RESOURCE MGMT DIV	30023
AGRICULTURAL PARKS FILES	AGRI RESOURCE MGMT DIV	30092
AIRS INFORMATION UPDATE DATA	PERSONNEL MGMT STAFF	28479
ALLOTMENT ADVICE	ACCOUNTING SEC.	12128
AMERICAN WATER WORKS ASSOCIATION FILE	AGRI RESOURCE MGMT DIV	36032
ANALYSIS OF OFFICIAL FEED SAMPLES	EGGS & FEED UNIT	14015
ANALYTICAL REQUEST FORM	CHEMICAL ANALYSIS SEC	22012
ANAPLASMOSIS SLAUGHTERHOUSE RECORD	DIAGNOSTIC SEC	29855
ANIMAL HEALTH RECORD	ANIMAL QUARANTINE SEC	30277
ANIMAL INDUSTRY COMPLAINT & SUMMONS	IMPORT SECTION	30532
ANIMAL INDUSTRY QUESTIONNAIRE	LIVESTOCK DISEASE CONTROL BR	29946





## Records by Access Classification Report:

- To create a report that gives the **access classification** for all of a **department's record titles**, return to the welcome screen (click on “The Records Report System” at the top of any screen).
- In the bullet list on the left of the welcome screen, click on “**Records by Access Classification Report.**”



- This takes you to a screen where you can **select a department**:

Select Department: SOH/ TAXATION

Sort By

Record Name

Access Classification

RSN

- **Select Department:** Click on the arrow to the right of the Department field to display a list of State and county departments. County departments appear first, with State of Hawaii departments (“SOH”) at the bottom of the list. Click on one department to select it. For this example, let’s select the Department of Taxation (“SOH/TAXATION”).
- **Sort By:** The default is to sort the records alphabetically by record name. If you want the report to group all the public records and all the confidential records, select “Access Classification.” To sort by record number, select “RSN.” For this example, let’s select “Record Name.”
- **Submit:** Click on the “Submit” button to bring up the report.

- Here are the **report results**. The screen below shows part of the first page of the report.
- Just above the columns, the report gives a **total count of records retrieved**. In this case, the report contains 1,175 records for the Department of Taxation.
- You can click on any column header to **sort** by that column. The report below is sorted alphabetically by **record name**. To sort by **access classification**, click on “Access Classification” at the top of the second column. To sort by **agency name**, click on “Agency Name” at the top of the third column. To sort by **record number**, click on “RSN” at the top of the fourth column.
- To view a **full record report** for any record name, click on the number to the right of the record name, in the fourth column. For example, to see the full record report for the first record, “Acceptance Recommendation of Taxpayer’s Compromise Proposal,” reported by the Oahu Collection Branch, click on its record number, 3252.



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**The Records Report System**

**Access Classification Report Results**

Department: SOH/ TAXATION

Click on the column header to sort by that column. Number of records retrieved: 1175

<u>RECORD NAME</u>	<u>ACCESS CLASSIFICATION</u>	<u>AGENCY NAME</u>	<u>RSN</u>
ACCEPTANCE RECOMMENDATION OF TAXPAYER'S COMPROMISE PROPOSAL	PUBLIC -- Public access required.	OAHU COLLECTION BR	<a href="#">3252</a>
ACCEPTANCE RECOMMENDATION OF TAXPAYER'S COMPROMISE PROPOSAL	PUBLIC -- Public access required.	MAUI COLLECTION BR	<a href="#">3291</a>
ACCEPTANCE RECOMMENDATION OF TAXPAYER'S COMPROMISE PROPOSAL	PUBLIC -- Public access required.	HAWAII COLLECTION BR	<a href="#">3292</a>
ACCEPTANCE RECOMMENDATION OF TAXPAYER'S COMPROMISE PROPOSAL	PUBLIC -- Public access required.	KAUAI COLLECTION BR	<a href="#">3293</a>
ACCOUNTING SEGMENT DETECTION	CONFIDENTIAL -- No public access permitted.	KAUAI AUDIT BR	<a href="#">2839</a>
ACTIVITY TABLE	CONFIDENTIAL -- No public access permitted.	SYSTEMS & PROCED OFF	<a href="#">2294</a>
ADABAS FILE PLAN	PUBLIC -- Public access required.	SYSTEMS & PROCED OFF	<a href="#">1655</a>
ADJUSTMENT OF GE ANNUAL RECONCILIATION TAX RETURN	CONFIDENTIAL -- No public access permitted.	OFFICE AUDIT BR	<a href="#">3177</a>
ADJUSTMENT OF GE ANNUAL RECONCILIATION TAX RETURN	CONFIDENTIAL -- No public access permitted.	MAUI AUDIT BR	<a href="#">3178</a>
ADJUSTMENT OF GE ANNUAL RECONCILIATION TAX RETURN	CONFIDENTIAL -- No public access permitted.	HAWAII AUDIT BR	<a href="#">3179</a>
ADJUSTMENT OF GE ANNUAL RECONCILIATION TAX RETURN	CONFIDENTIAL -- No public access permitted.	KAUAI AUDIT BR	<a href="#">3180</a>
ADVANCE PAYMENT OF EARNED INCOME CREDIT, W-5	CONFIDENTIAL -- No public access permitted.	PERSONNEL STAFF	<a href="#">1711</a>
AFFIDAVIT RELATIVE TO ALLEGED WRONG PAYMENT OF SOH WARRANT	CONFIDENTIAL -- No public access permitted.	REVENUE ACCTG BR	<a href="#">1696</a>
AFFILIATIONS SCHEDULE	CONFIDENTIAL -- No public access permitted.	FILE MAINTENANCE SEC	<a href="#">3092</a>
ALLOCATION AND APPORTIONMENT OF INCOME	CONFIDENTIAL -- No public access permitted.	FILE MAINTENANCE SEC	<a href="#">3089</a>
ALLOTMENT ADVICE	PUBLIC -- Public access required.	BUDGET ACC & DUPL STAF	<a href="#">1548</a>



## Lawsuits Report:

- To create a report that gives the number of UIPA-related lawsuits, by year and by department, return to the welcome screen (click on “The Records Report System” at the top of any screen).
- In the bullet list on the left of the welcome screen, click on “**Lawsuit Report.**”
- 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.



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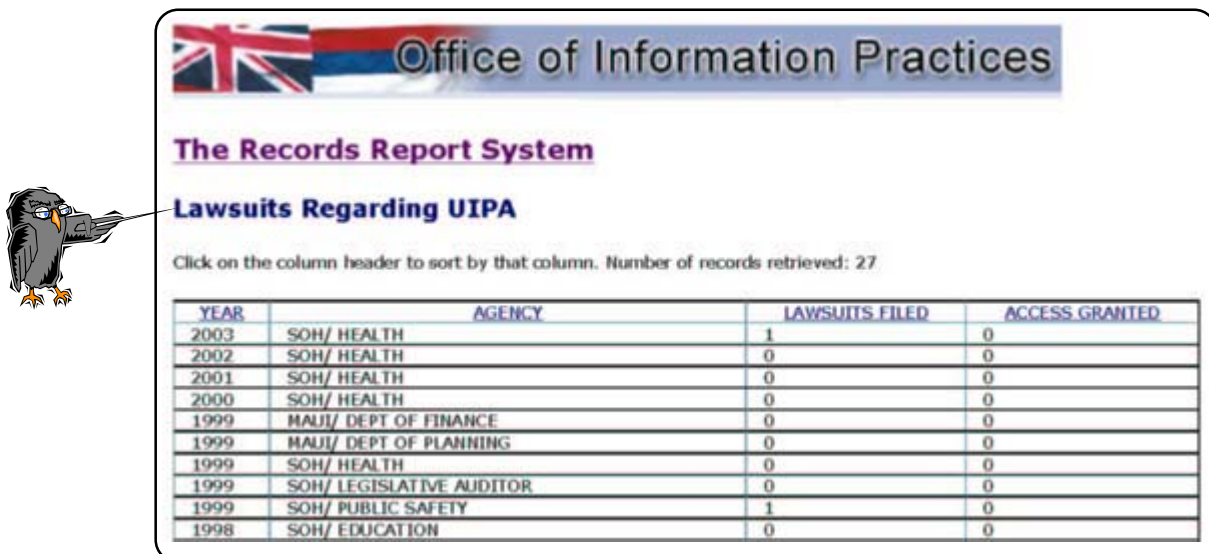
### The Records Report System

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

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- [Record Name and RSN Report](#)
- [Records by Access Classification Report](#)
- [Lawsuits Report](#)
- [Go to the OIP Homepage](#)

- Here are the **report results**. The screen below shows part of the first page of 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 (year, agency, lawsuits filed, or access granted).



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### The Records Report System

#### Lawsuits Regarding UIPA

Click on the column header to sort by that column. Number of records retrieved: 27

YEAR	AGENCY	LAWSUITS FILED	ACCESS GRANTED
2003	SOH/ HEALTH	1	0
2002	SOH/ HEALTH	0	0
2001	SOH/ HEALTH	0	0
2000	SOH/ HEALTH	0	0
1999	MAUI/ DEPT OF FINANCE	0	0
1999	MAUI/ DEPT OF PLANNING	0	0
1999	SOH/ HEALTH	0	0
1999	SOH/ LEGISLATIVE AUDITOR	0	0
1999	SOH/ PUBLIC SAFETY	1	0
1998	SOH/ EDUCATION	0	0



## Notes