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**.

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➢ 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

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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.

   - 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."**

   - 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

Choose Department	STATE OF HAWAII EXECUTIVE AGENCIES ▾
Sort Order	⦿ By Agency Name ◯ By Agency Code

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 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

AGENCY	CODE
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

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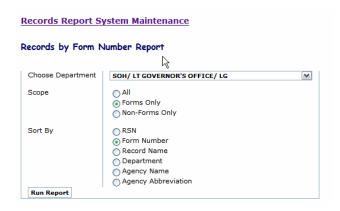
  Sort by **record number** (RSN) to place the older records first in the list. Each record added to the RRS receives a unique record number, so that newly entered records receive higher numbers and will appear at the end of the list.

  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

Choose Department	SOH/ LT GOVERNOR'S OFFICE/ LG ▾
Scope	○ All ◉ Forms Only ○ Non-Forms Only
Sort By	○ RSN ◉ Form Number ○ Record Name ○ Department ○ Agency Name ○ Agency Abbreviation
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

RSN	FORM_NO	RECORD_NAME	DEPARTMENT	AGENCY_NAM	ABBREV
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

Choose Department	SOH/ LT GOVERNOR'S OFFICE/ LG
Sort By	○ RSN ○ Record Name ● Access Classification ○ 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 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.

- 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	RECORDS REPORT MANAGEMENT SPECIALIST	586-1400	SOH/ LT GOVERNOR'S OFFICE	OFFICE OF INFORMATION PRACTICES/ OIP
4217	2 years	CAREER OPPORTUNITY (JOB ANNOUNCEMENT)	RECORDS 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
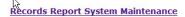   **Records by Information Type Report**

   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 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 ADMENDMENT 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	○ RSN	
	○ Record Name	
	◉ Individual Group	
	○ Department	
	○ Agency Name	
	○ Agency Abbreviation	
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 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.

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  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.

Media Types by Record Name Report

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

RSN	RECORD_NAME	MEDIA	DEPARTMENT	AGENCY_NAM	ABBREV
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

YEAR	LAWSUITS FILED	ACCESS GRANTED	DEPARTMENT
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.