

RECORDS REPORT SYSTEM

Data Entry: Pulldown Menus

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.

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"). The agency names for your department appear in **alphabetical** order.

Officer Location - Select the officer's business address from the pulldown menu (click in the field to see the pulldown menu). Your **department's locations** appear in 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 access classes appear in alphabetical order:

CONFIDENTIAL/CONDITIONAL ACCESS -- Access permitted only to those persons, or under those conditions, described by specific statute(s).

CONFIDENTIAL/CONDITIONAL ACCESS -- Access permitted to public after segregation of information protected from disclosure by an applicable UIPA statute.

CONFIDENTIAL -- No public access permitted.

PUBLIC -- Public access required.

UNDETERMINED -- Access will be determined at a later date.

14. Legal Authority - Click in the field for the pulldown menu. Select the legal authority for the agency's classification in field 10:

- Hawaii Revised Statutes
- Hawaii State Constitution
- Federal Statute
- Federal Rules and Regulations
- OIP Opinion Letter
- Court Rule/Court Order

15. Authority to Maintain - Click in the field for the pulldown menu. Select the legal authority which allows the agency to maintain the record:

- C&C Honolulu Ordinances
- County Charter
- Federal Regulations
- Federal Statutes
- Hawaii Administrative Rules
- Hawaii County Ordinances
- Hawaii Revised Statutes
- Hawaii State Constitution
- Kauai County Ordinances
- Maui County Ordinances
- Other (See Field 28 Comments)
- Hawaii Session Laws
- Court Rule/Court Order

RETENTION:

16. Retention - Click in the field for the pulldown menu. Select the authorized retention period for the record:

- Permanent Retention
- Retain to end of quarter
- 30 days after close of payroll period covered
- 90 days
- 6 months
- 1 year
- 2 years
- 3 years
- 3 years if audited, otherwise 6 years
- 4 years
- 5 years
- 6 years
- 7 years
- 10 years
- 20 years
- 25 years
- 30 years
- 40 years
- 50 years
- Until superseded or abolished
- Until no longer administratively needed
- 30 years after termination of employment
- Not determined
- Other (See Field 28 Comments)

17. Reason - Click in the field for the pulldown menu. Select the authority for the retention period identified in field 16:

- Federal Statutes
- Federal Regulations
- Hawaii Revised Statutes
- Hawaii State Rules
- County Ordinances
- County Rules
- General Records Schedule-State of Hawaii
- General Records Schedule-City and County of Honolulu
- General Records Schedule-County of Hawaii
- General Records Schedule-County of Kauai
- General Records Schedule-County of Maui
- General Records Schedule-Judiciary
- Departmental Records Schedule-State of Hawaii
- Departmental Records Schedule-City and County of Honolulu
- Departmental Records Schedule-County of Hawaii
- Departmental Records Schedule-County of Kauai
- Departmental Records Schedule-County of Maui
- Other (See Field 28 Comments)
- County Resolution

GENERAL RECORD INFORMATION:

18. Information Kept - Click in the field for the pulldown menu. Select the type of information contained in the record:

- Affidavits
- Agency Financial Records
- Agriculture
- Annual Reports
- Administrative Records
- Budget
- Business/Economic
- Business Registration/Documents
- Citizen Inquiries/Correspondence
- Civil Defense
- Collections
- Complaints
- Contracts
- Corporate Documentation
- Corrections
- Culture & Arts
- Computer and Data Processing Planning/Services

Child Support
Educational
Elections
Environmental Tests, Results, Studies
Geographic/Geological
Health/Medical
Housing
Inspection Records
Insurance
Investigative Records
Inter/Intra-Agency Communications
Labor/Employment
Law Enforcement Records
Legal Advice/Litigation
Legislative
Licensing/Permit
Maintenance/Repair
Natural Resources
Parks & Recreation
Personnel
Private Sector Confidential/Financial
Public Assistance
Public Meeting Materials
Property Management
Real Property
Research/Reference
Rules, Regulations
Records Management
Statistics
Statutes
Student Records
Tax
Transportation
Tariffs/Rates

19. Individuals About - Click in the field for the pulldown menu. Select the types or categories of individuals about whom the record is maintained if the record is a "personal" record:

Doctors
Library Users
Candidates
Claimants
Complainants
Consultants
Educators
Employees
Former Employees
Inmates

Licensees/Permittees
Litigants
Loan Recipients
Program Participants
Property Owners/Lessees
Social Service Recipients
Students
Taxpayers
Subjects of Investigation
Volunteers
Voters
Legislators
Patients
Registrants
Sole Proprietors
Officers
Nominees
Applicants

20. Source, Non-Government - Click in the field for the pulldown menu. Select the non-government sources of information in the record:

Business
Complainants
Consultants
Educational Institutions
Financial Institutions
General Public
Health Care Organizations
Individual To Whom Record Pertains
Investigative Processes
Labor Organizations/Unions
Media
Non-Profit Corporations
Parents or Guardian of Individual
Professional Client Relations--Counselors, Doctors, Lawyers
Research Sources (Books, Journals, etc.)
Utilities
Government (other than Hawaii State and county agencies)
Purchase of Service Contractor
Not Specified (See Field 28 - Comments)

21. Source, Government - Click in the field for the pulldown menu. Select the government agency source of information in the record. Select the **department**, then select the **agency** within the department (e.g., "SOH/ LT GOVERNORS OFFICE/ OFFICE OF INFORMATION PRACTICES/ OIP"). The agency names for each department appear in **alphabetical** order.

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:

- UIPA (Chapter 92F, HRS)
- OIP Rules
- Other Hawaii Administrative Rules
- Other Hawaii Statutes (HRS)
- Court Rule/Court Order

23. Storage - Click in the field for the pulldown menu. Select the policies and procedures followed by the agency in storing, retrieving, and providing access to the record during normal business hours:

Direct public access to records allowed during normal hours.

File security, such as locked file cabinets/drawers or other means of storage, which require agency assistance for record retrieval.

Office perimeter security, such as: restricted office area, alarm system, security guard, or secure storage vault.

Protected through data processing security procedures.

Placed in a records center or archives.

24. Record Use - Click in the field for the pulldown menu. Select the purpose(s) for which the agency uses the record:

- Audits
- Billing
- Budget
- Business/Economic Development
- Civil Defense
- County Law Requirement
- Education
- Elections
- Federal Law Requirement
- Fiscal
- Health/Medical
- Investigations
- Law Enforcement
- Legal Advice/Litigation
- Legislative
- Licensing/Permit Functions

Military
Payroll
Personnel
Planning
Public Relations/Information
Purchasing
Regulatory Functions
Research/Reference
State Law Requirement
Statistical/Summary Studies
Taxation
Tourism
Training
Verification of Identity
Verification of Ownership
Records Management
Maintenance/Repair
Child Support
Conveyances of Real Property
Real Property Assessments
Appraisals
Not Specified (See Field 28 - Comments)

25. User, Non-Government - Click in the field for the pulldown menu. Select the types of persons outside of government who routinely use the record:

Accountants
Architects
Associations
Attorneys
Businesses
Developers
Educators/Educational Institutions
Employees
Employers
Engineers
Financial Institutions
General Public
Health Professionals/Organizations
Individual to Whom Record Pertains
Insurance Companies
Labor Organizations/Unions
Legislators
Lobbyists
Media
Motor Vehicle Manufacturers
Non-Profit Corporations

Public Interest Groups
Real Estate Agents/Investors
Researchers
Scientists
Students
Taxpayers
Title Companies
Government (other than Hawaii State and county agencies)

26. User, Government - Select the agency name from the pulldown menu ("click to select"). Select the government agencies that routinely use the record. Select the **department**, then select the **agency** within the department (e.g., "SOH/ LT GOVERNORS OFFICE/ OFFICE OF INFORMATION PRACTICES/ OIP"). The agency names for each department appear in **alphabetical** order.

27. Record Location and Media - Click in the **Record Location field** for the pulldown menu. Select the record location from the list of your department's locations. Then click in the **Media field** for the pulldown menu. Select the type of media in which the record exists:

Audio Tape
CD ROM/Optical Disk
Computer Cartridge Tape
Computer Disk
Computer Reel Tape
Film
Internet
Microfiche
Microfilm
Negative
Other
Paper
Photograph
Slide
Video Tape