

RECORDS REPORT SYSTEM

**Report of Statistical Information
Required by the UIPA, Section 92F-18(b)(12)**

**Please complete and send this form to the Office of Information Practices
by State messenger (or fax to 586-1412) at the end of the fiscal year.**

Please check one:

- We have added the lawsuit information below to the RRS for our department.
- We request that the OIP add the lawsuit information to the RRS.

Agency: _____
RRS Dept. Coordinator: _____ **Date:** _____

The UIPA requires agencies to report “[t]he number of written requests for access within the preceding year, the number denied, the number of lawsuits initiated against the agency under this part, and the number of suits in which access was granted.”

1. LAWSUIT INFORMATION:

Number of UIPA Lawsuits Initiated Against the Agency: Include only lawsuits filed under the UIPA, or that raise UIPA issues. This is information that your Director’s office or your deputy AG should have. Include only lawsuits **filed** during the fiscal year being reported.

Number of UIPA Lawsuits in Which Access Was Granted: Include lawsuits ended within the fiscal year being reported that result in access to records being granted. This includes access given as a result of a court order or judgment or as a result of an agency’s voluntary decision to disclose a record.

Fiscal Year	Number of UIPA Lawsuits Initiated Against the Agency	Number of UIPA Lawsuits in Which Access Was Granted

2. WRITTEN REQUESTS FOR ACCESS:

The UIPA requires each agency to report the number of **written requests** for access within the preceding year and the **number denied**. Each department should collect these **department totals** for the fiscal year and report them to the OIP.

To assist agencies, OIP has created a form, “**Log of Written Requests for Access to Agency Records**” (available at <http://hawaii.gov/oip/recordsreportssystem/agencypage.html>), that may be used by divisions within an agency to record requests and report them to their RRS Department Coordinator.

Please refer to the “Log of Written Requests for Access to Agency Records” form for guidance regarding the reporting of written requests.

Fiscal Year	Number of written requests for access to records	Number of requests denied in their entirety	Number of requests denied in part	Number of requests where agency unable to respond