

## Overview of OIP's Website at [oip.hawaii.gov](http://oip.hawaii.gov)

Visitors to the OIP site can access, among other things, the following information and materials:

- The UIPA and the Sunshine Law statutes
- OIP's administrative rules
- OIP's recent annual reports
- Model forms created by OIP
- OIP's formal opinion letters
- Formal opinion letter summaries
- Formal opinion letter subject index
- Informal opinion letter summaries
- Training guides, presentations, and other materials for the UIPA, Sunshine Law, and Appeals to OIP
- General guidance for commonly asked questions
- Guides to the Records Report System and links to the RRS
- *What's New* at OIP and in open government news

OIP's website at [oip.hawaii.gov](http://oip.hawaii.gov) features the following sections, which may be accessed either through the menu found below the state seal or through four large links located on the right of the home page (What's New, Laws/Rules/Opinions, Training, and Contact Us).

### ***“What's New”***

The OIP's frequent *What's New* articles provide helpful tips and current news regarding OIP and open government issues. To be included on OIP's *What's New* e-mail list, please e-mail [oip@hawaii.gov](mailto:oip@hawaii.gov).

### ***“Laws/ Rules/ Opinions”***

This section features these parts:

➤ *UIPA*: the complete text of the UIPA, with quick links to each section; training video and guide to the law; UIPA Record Request Log training and instructions; additional UIPA guidance; and a guide to administrative appeals to OIP.

➤ *Sunshine Law*: the complete text of the Sunshine Law, with quick links to each section; training video and guide to the law; additional guidance, including quick reviews on agendas, minutes, and notice requirements; a Sunshine Law Test to test your knowledge of the law; and a guide to administrative appeals made to OIP.

➤*Rules*: the full text of OIP’s administrative rules (“Agency Procedures and Fees for Processing Government Record Requests”), along with a quick guide to the rules and OIP’s impact statement for the rules; and the “Administrative Appeal Procedures,” with a guide to OIP’s appeals rules and impact statement.

➤*Formal Opinions*: a chronological list of all OIP opinion letters, an updated subject index, a summary of each letter, and the full text of each letter.

➤*Informal Opinions*: summaries of OIP’s informal opinion letters, in three categories: Sunshine Law opinions, UIPA opinions, and UIPA decisions on appeal.

➤*Legislative History*: recent legislative history of bills affecting the UIPA and Sunshine Law.

### **“Forms”**

Visitors can view and print the model forms created by OIP to facilitate access under and compliance with the UIPA and the Sunshine Law. This section also has links to OIP’s training materials.

### **“Reports”**

OIP’s annual reports are available here, beginning with the annual report for FY 2000. Also available are reports to the Legislature on the commercial use of personal information and on medical privacy.

In addition, this section has an archive of OIP’s newsletter, *OpenLine*, with issues from November 1997 through December 2011. The newsletter has been replaced by the *What’s New* articles on the website.

### **“Records Report System (RRS)”**

This section has guides to the Records Report System for the public and for agencies, as well as links to the RRS online database.

### **“State Calendar and Related Links”**

To expand your search, visit the growing page of links to related sites concerning freedom of information and privacy protection, organized by state and country. You can link to Hawaii’s State Calendar showing the meeting agendas for all state agencies or visit Hawaii’s open data site at **data.hawaii.gov** and see similar sites of cities, states, and other countries. The UIPA Master Record Request Log results are also posted by the various departments and agencies on **data.hawaii.gov**.

### **“Training”**

The training link on the right side of the home page will take you to all of OIP’s training materials, as broken down by the UIPA, Sunshine Law, and Appeals to OIP.