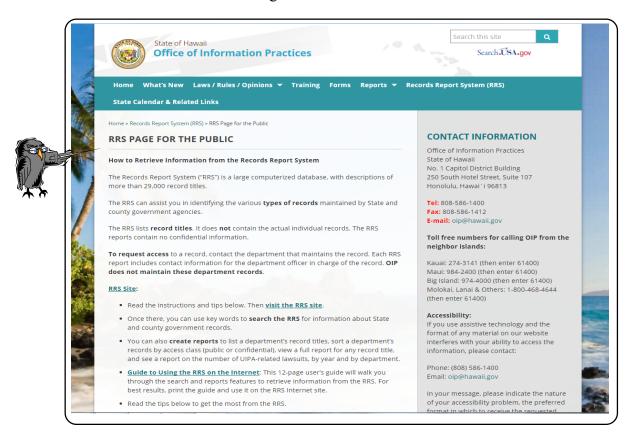
RECORDS REPORT SYSTEM

Guide to Using the RRS on the Internet

Overview:

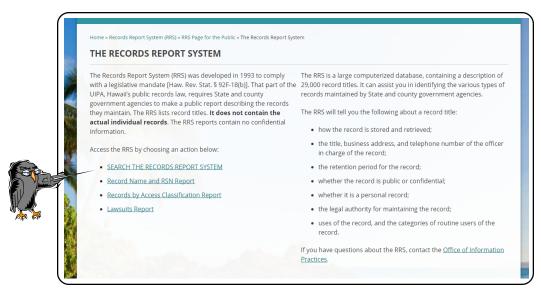
- This guide will walk you through the Records Report System ("RRS"), on the Internet at oip.hawaii.gov/records-report-system-rrs/. For best results, print the guide and use it on the RRS Internet site.
- For more information about the RRS, visit **oip.hawaii.gov/records-report-system-rrs/**, on the website of the Office of Information Practices ("OIP").
- ➤ Here is the **welcome screen** on the RRS Page for the Public.



Welcome screen:

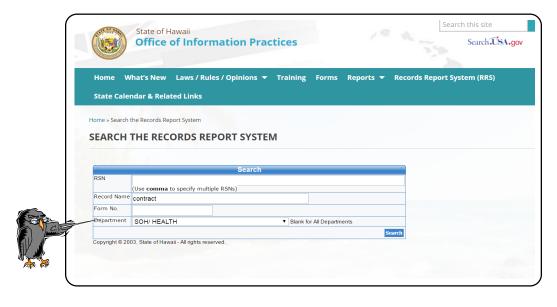
- ➤ **Read** about the RRS. Please note that the RRS contains **descriptions of record titles**, not actual individual records. **To request a record**, contact the agency that maintains that record, not the OIP.
- You can **search** the RRS for information about State and county government records.
- 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 state and county websites.
- To access the RRS, click on **RRS Site**.

- This brings you to the **menu screen**.
- > Select **SEARCH** THE RECORDS REPORT SYSTEM.



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 (leave blank) 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 "Search" button to complete your search.

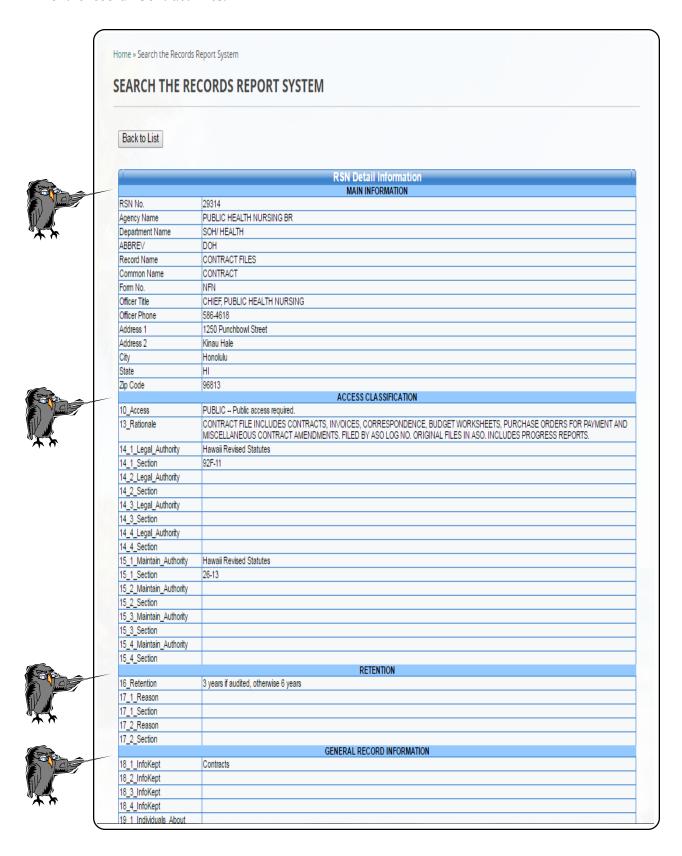




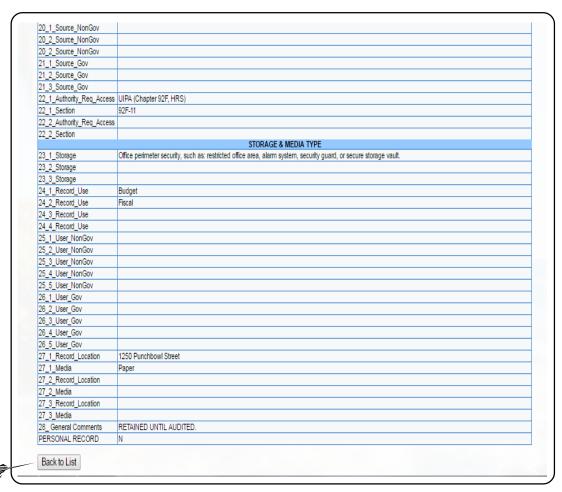
- ➤ Here are the **results of our search**. The screen above shows 30 of the 38 records retrieved in the search.
- You can click on any column header **to sort** by that column. Click on "Record Name" at the top of the second column to sort alphabetically by record name. Click on "Form No" to sort by 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 "Contract Files" at the bottom of this screen, and click on its record number, **29314**.

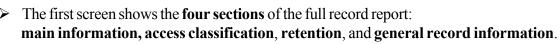
Full record report:

➤ Here is the **first page** of the full record report that we requested, for the record "Contract Files."



➤ Here is the **second page** of the full record report that we requested, for the record "Contract Files."





- At the bottom of the screen above, "Back to List" will take you 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).

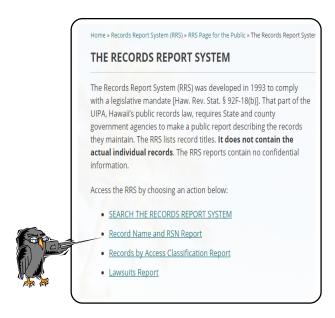
Confidential/Conditional - access permitted to public after segregation of information protected from disclosure by an applicable UIPA exception.

Undetermined - access will be determined at a later date.

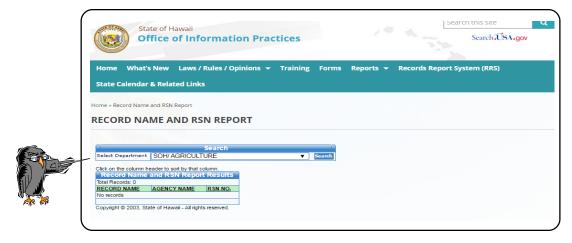
- **Retention** gives the retention period for the record, and the reason for that retention period.
- **General record information** includes the following:
 - type of information kept in the record (in this example, "Contracts");
 - the types of individuals about whom the record is maintained ("Consultants");
 - 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**, use the return arrows to back up and return to the original menu screen.
- In the bullet list on the left of the screen, click on "Record Name and RSN Report."

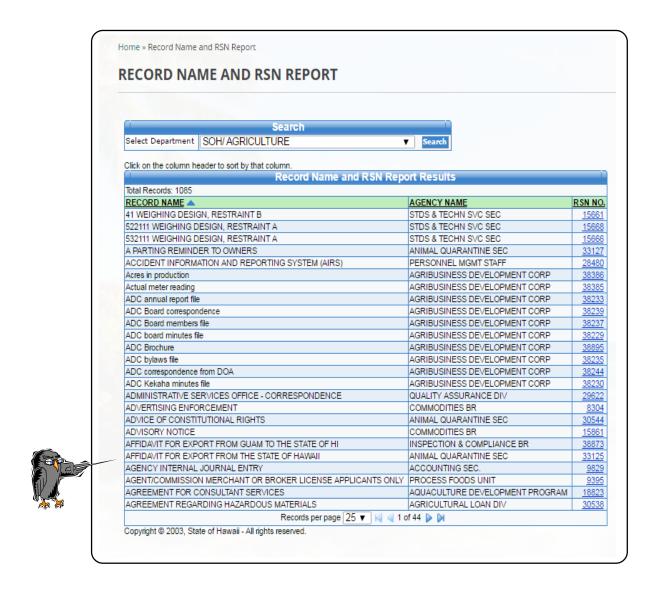


> This takes you to a screen where you can **select a department**:



➤ Select Department: Click on the down 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 Depart-ment of Agriculture ("SOH/AGRICULTURE") and click on "Search." The results will sort the records alphabetically by record name.

- ➤ Here are the **report results**, sorted alphabetically by record name. The screen below shows 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 1,085 records for the Department of Agriculture.
- 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.



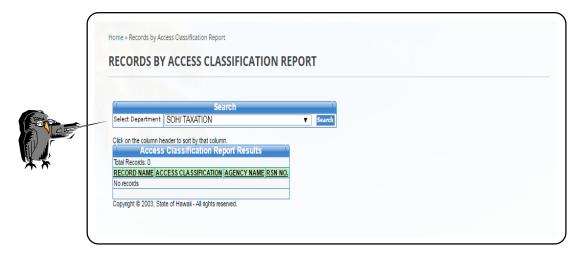
Records by Access Classification Report:

> To create a report that gives the **access classification** for all of a **department's record titles**, return to the original menu 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: Click on the down 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"), then press "Search."
- > 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.

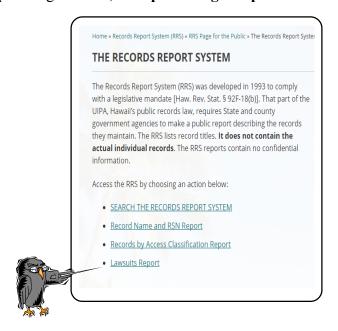
- ➤ Here are the **report results**. The screen below shows part of the first page of the report.
- ➤ Just above the columns, the report gives a **total count of records retrieved**. In this case, the report contains 1,175 records for the Department of Taxation.
- You can click on any column header **to 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 Kauai Collection Branch, click on its record number, 3293.





Lawsuits Report:

- To create a report that gives the number of UIPA-related lawsuits, by year and by department, return to the original menu screen.
- In the bullet list on the left of the search screen, click on "Lawsuits Report."
- ➤ This report gives **statistical** information, by year and by department, for lawsuits related to Hawaii's public records law, the UIPA. **NOTE:** Beginning in October 2012, the reporting of statistical information, including lawsuits, will be done with the UIPA Record Request Log. For a report on the UIPA Record Request Log statistics, see **oip.hawaii.gov/uipa-record-request-log-reports.**



➤ 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).

