

RECORDS REPORT SYSTEM

Annual Update Kit

1. Why update the department's RRS report?

- The update is necessary **to ensure that the information remains accurate and complete**. The Records Report System ("RRS") was developed in 1993 to comply with a legislative mandate [Haw. Rev. Stat. § 92F-18(b)]. That part of the UIPA, Hawaii's public records law, requires State and county government agencies to make a public report describing the records they maintain.
- The UIPA requires an **annual updating** of the public report:
 - (c) Each agency shall supplement or amend its public report, or file a new report, on or before July 1 of each subsequent year, to ensure that the information remains accurate and complete. Each agency shall file the supplemental, amended, or new report with the office of information practices, which shall make the reports available for public inspection. [Haw. Rev. Stat. § 92F-18(c)]

2. When should the department update its RRS report?

- The statute specifies "on or before July 1 of each subsequent year" (see above).
- July 1 is the statutory deadline, but there are several ways to comply, and departments can choose the schedule that works best for them. Here are some **options**.
 - Update the report in **June**, to meet the July 1 deadline.
 - Update the report **quarterly**, to divide the task by four and to keep the information more up to date.
 - Update the report **monthly**, perhaps at the beginning or end of each month, thus dividing the task by 12 and keeping the information even more current.
 - Update the report **as changes occur** (as record titles are added or deleted, or as the description changes, such as officer information, location, or form number); this method makes the RRS information most accurate and complete, and may also work best for those who are updating the report.

3. How does a department update its report?

- The OIP has developed materials to help departments update their RRS reports.
- These materials are available on the OIP's website on the **RRS Page for Agencies** (*see* <http://www.hawaii.gov/oip/recordsreportssystem/agencypage.html>).
- The RRS Page for Agencies includes the following:
 - [Data Entry Form](#) (pdf)
[Data Entry Form](#) (MS Word)
 - [Data Entry Instructions](#) (pdf)
[Data Entry Instructions](#) (MS Word)
 - [Data Entry Tips](#) (pdf)
Use these data entry tips with the Data Entry Instructions.
 - [Data Entry: Pulldown Menus](#) (pdf)
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.
 - [Login Request Form](#) (pdf)
The site for agencies to add, edit, and delete their RRS records, and to print any of the ten RRS reports, is on the State's Next Generation Network ("NGN"). If your agency is connected to the NGN, you can request a login with this form.
 - [RRS Site for Agency Users](#)
Once you have your RRS login, click to go to the agency site on the NGN. Use your new login and temporary password to log in. Then you can change your password.
 - [Reporting Case Files](#) (pdf)
Guidance on how to report case files, such as "Personnel File," "Correspondence File," "Research File," and "Client File."
 - [Determining Access Classification](#)
A quick guide to using the UIPA to determine a record's access classification when reporting the record on the RRS. Includes some tips on browsing the RRS for answers.
 - [Disclosure of Personnel Records](#) (pdf)
Issued June 6, 2001, these guidelines cover the disclosure of government records concerning State and county employees ("personnel records") under the UIPA. These guidelines revise OIP Guidelines No. 1 issued May 1, 1991, on the same subject matter.
 - [Guide to the 10 RRS Reports for Agency Users](#) (pdf)
A guide to creating the 10 RRS reports for agency users. These reports sort and organize the information in a department's RRS records. The guide also suggests ways to use the reports to manage records and information.
 - Report of Statistical Information Required by the UIPA, Section 92F-18(b)(12) (pdf) This form was used prior to October 2012 to report a department's UIPA lawsuit information and the department's number of written requests, by fiscal year. **NOTE: Beginning in October 2012, the reporting of statistical information will be done with the UIPA Record Request Log. The UIPA Record Request Log is a new tool for agencies to track their written requests for records, track their response, and calculate fees and costs. Go to oip.hawaii.gov/training for Instructions and Training on the UIPA Record Request Log.**
 - [Log of Written Requests for Access to Agency Records](#) (pdf)
Use this form to report to your department coordinator with the total number of written requests for access to your agency records, and the number denied, by fiscal year. The State's RRS department coordinators will report the department totals to the OIP.

4. How do we report the additional statistical information each year?

- Statistical information (Lawsuit Information and Written Requests for Access) is now reported on the **UIPA Record Request Log** (see the Training page on the OIP website).

5. If we have questions, where do we call?

- **Coordinators** can call the OIP at any time (586-1400), or e-mail the OIP's Records Report Management Specialist at Michael.V.Little@hawaii.gov. Others working on the RRS in the department should contact their RRS department coordinator, since the department coordinator is the leader of that department's RRS update.
- For **legal questions**, such as selecting the access classification for a record, the department should do its best to answer these questions. For those truly perplexing legal questions, however, call the OIP (586-1400) and ask for the Attorney of the Day.
- Any agency user with a login for the agency RRS site can also call or e-mail the OIP's Records Report Management Specialist with **database questions**, such as doing RRS data entry and generating the RRS reports.