

Records Report System

Guide to the 10 Types of RRS Reports for Agency Users

Overview of the reports:

- The RRS reports allow agency users to create, view, and print reports that sort and organize the information in a department's RRS records. This guide tells how to create the reports. It also suggests ways to use the reports to manage records and information.
- There are ten types of RRS reports available to agency users:
 1. **RECORD NAMES:** Record Name and RSN Report – **page 3**
 2. **DEPARTMENT ORGANIZATION:** Agency Organization & Codes Report – **page 5**
 3. **LAST UPDATED:** Record Names By Agency Organization with Last Change Date Report – **page 6**
 4. **FORM NUMBER:** Records by Form Number Report – **page 7**
 5. **ACCESS CLASS:** Records by Access Classification Report – **page 8**
 6. **RETENTION & OFFICER :** Records by Retention & Officer Information Report – **page 9**
 7. **INFORMATION TYPE:** Records by Information Type Report – **page 10**
 8. **INDIVIDUALS:** Records by Categories of Individuals Report – **page 11**
 9. **MEDIA TYPES:** Media Types by Record Name Report – **page 12**
 10. **UIPA LAWSUITS:** Lawsuits Report – **page 13**

How to find the reports:

- To log in to the RRS agency site, go to the [RRS agency page](#) on the OIP website: and select RRS Agency Login Site.



The image shows a screenshot of a web login interface. At the top, there is a header box containing the text "OIP RRS for Agencies Website". Below this, there are two input fields: the first is labeled "User ID" and the second is labeled "Password". To the left of these fields is a vertical line. Below the "Password" field is a button labeled "Login". A mouse cursor is visible at the bottom center of the form area.

- The ten types of RRS reports are listed with bullets on the welcome screen.
- Click on the name of the report you want to create.

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Welcome to the Office of Information Practices
Records Report System Administration Website

To add, edit, and delete your RRS Records, click on one of the options to the left.

To view the public Records Report System website, go [here](#).

To view the reports, select one of the reports below.

- ◆ [Record Name and RSN Report](#)
- ◆ [Agency Organization & Codes Report](#)
- ◆ [Record Names By Agency Organization with Last Change Date Report](#)
- ◆ [Records by Form Number Report](#)
- ◆ [Records by Access Classification Report](#)
- ◆ [Records by Retention & Officer Information Report](#)
- ◆ [Records by Information Type Report](#)
- ◆ [Records by Categories of Individuals Report](#)
- ◆ [Media Types by Record Name Report](#)
- ◆ [Lawsuits Report](#)

How to create and use the reports:

- Follow the instructions for the type of report you want to create. This guide points out the **on-screen instructions** and also offers some **tips**.
- For each report there are suggestions for using the report for **records management**. This may involve viewing the report for one's own department, and also viewing the report for other departments. Agency users will find other uses for the reports as they work with them.

1. RECORD NAMES

Record Name and RSN Report

This report gives a list of a department's record names. It can be sorted alphabetically by record name or agency name, and numerically by record number.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii (SOH) departments. Select a department by clicking on its name.

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Record Name and RSN Report

Choose Department: HAWAII COUNTY EXECUTIVE AGENCIES

Sort By:

- RSN
- Record Name
- Department
- Agency Name
- Agency Abbreviation

Run Report

- At the same screen, select how the report will be **sorted**: by Record Sequence Number (RSN) (each record has a unique record sequence number), by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name or by agency name.
- At the same screen, click on **“Run Report.”**

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Record Name and RSN Report

Total count: 339 as of September 22, 2006, 10:16 am

RSN	RECORD NAME	DEPARTMENT	AGENCY NAM	ABBREV
22415	ACCOUNTS FOR SECURITIES HELD IN SAFEKEEPING AFTER RETURN	STATE OF HAWAII EXECUTIVE AGENCIES	STATE OF HAWAII EXECUTIVE AGENCIES	
24685	ADABAS FILE PLAN	STATE OF HAWAII EXECUTIVE AGENCIES	STATE OF HAWAII EXECUTIVE AGENCIES	
26494	ADMINISTRATIVE CONTESTED CASE HEARINGS PLEADINGS & DOCS	STATE OF HAWAII EXECUTIVE AGENCIES	STATE OF HAWAII EXECUTIVE AGENCIES	

- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select “landscape” in your browser’s print command.
- **Using this report:** This is a basic report because it lists all the record titles a department has entered in the RRS. It can serve as an index to a department’s RRS report, and as an inventory of department records. It can also be used to view another department’s RRS records.

Sort by **agency name** to see which records each agency within the department has reported. Sort by record name to find a particular record quickly, and to see which record title has been reported by more than one agency.

Sort by **record number** (RSN) to place the older records first in the list. Each record added to the RRS receives a unique record sequence number, so that newly entered records receive higher numbers

To view the **full record report** for any of these records, select the record number in the RSN column.

The **agency abbreviation** column may reveal missing abbreviations. To update agency abbreviations, contact the OIP. The OIP will then add and edit agency abbreviations as needed.

2. DEPARTMENT ORGANIZATION Agency Organization & Codes Report

This report gives a list of a department's agencies. It can be sorted by agency structure ("agency code") or alphabetically by agency name.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii (SOH) departments. Select a department by clicking on its name.
- At the same screen, select how the report will be **sorted**: by agency name (alphabetically) or by agency codes. Sorting by agency code will give you the department's organizational structure, by divisions, branches, sections, and units. The department name will appear first. It is this department name that can be used when adding a common record to be reported once for the entire department (centralized reporting).
- At the same screen, click on **"Run Report."**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the agencies in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.
- **Using this report:** This is a unique report within the RRS because it lists agencies instead of records. Each RRS record is tied to an agency, so it is important that the names and organization of agencies within a department be kept up to date.

Report agency name and organization changes to the OIP. The OIP will then update the agency names and organization in the RRS. These changes will then be reflected in the RRS reports and also in the agency pulldown menus used to create reports and to add or edit records.

This report can be printed and serve as an introduction to a department's agencies and organization. The report can also be used to view another department's organization.

3. LAST UPDATED

Record Names By Agency Organization with Last Change Date Report

This report gives a list of a department's record names, with the date each record was last updated on the RRS. The report can be sorted alphabetically by record name or agency name, chronologically by date of last update, and numerically by record number.

- At the welcome screen, **select the report.**
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by date of last update, by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name, by agency name, or by last update.
- At the same screen, click on **"Run Report."**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.
- **Using this report:** Because of the "last update" feature, this report is useful for those who are updating records for their department. Sorting by **last update** provides a detailed progress report, as well as an overview of the department's updating on the RRS.

Sort by **agency name** to see when the records of an agency within the department were last updated. Sort by record name to find a particular record quickly.

Sort by **record number** (RSN) to place the older records first in the list. Each record added to the RRS receives a unique record number, so that newly entered records receive higher numbers and will appear at the end of the list.

To view the **full record report** for any of these records, select the record number in the RSN column.

4. FORM NUMBER

Records by Form Number Report

This report gives a list of a department's record names and form numbers. It can be sorted alphabetically by record name or agency name, and numerically by form number or record number.

- At the welcome screen, **select the report.**
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.
- At the same screen, select the **scope** of the report: you can select all department records, forms only, or non-forms only.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by form number, by record name, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by form number, record name, or by agency name.
- At the same screen, click on **"Run Report."**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.

If a record name shows a blank in the form number column, the record has been reported as not being a form. If a record name shows "NFN" (no form number) in the form number column, the record has been reported as a form with no form number assigned.

- **Using this report:** This report gives departments a tool for managing its forms. It displays an inventory of the department's forms and records that are non-forms. It can also be used to view a list of another department's forms.

The report will show the forms, including revision dates, being reported by agencies within the department.

To view the **full record report** for any of these records, select the record number in the RSN column.

5. ACCESS CLASS

Records by Access Classification Report

This report gives a list of a department's record names, with the access classification for each record. It can be sorted alphabetically by record name or agency name, and also by access classification (public, confidential, etc.).

- At the welcome screen, **select the report.**
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by access classification, by department, by agency name, or by agency abbreviation. The most useful ways to sort are by record name (alphabetically), by access classification, or by agency name.
- At the same screen, click on **"Run Report."**
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.
- **Using this report:** This report gives departments a vital tool for managing access to records. It tells if a record is:
 - **public** (public access required),
 - **confidential** (no public access permitted),
 - **confidential/conditional** (access permitted to public after segregation of information protected from disclosure by an applicable UIPA exception),
 - **confidential/conditional** (access permitted only to those persons, or under those conditions, described by specific statute), or
 - **undetermined.**

Sort by **record name** (alphabetically), print, and keep for reference when the agency receives record requests. If the record is classified confidential/ conditional and requires segregation of protected information, the report can serve as a reminder to redact the protected information before disclosing the record.

Sort by **access classification** to group all confidential records together, and all public records, for agency reference and review. Records showing undetermined classification will be grouped together for further review and determination.

To view the **full record report** for any of these records, select the record number in the RSN column.

6. RETENTION & OFFICER

Records by Retention and Officer Information Report

This report gives a list of a department's record names, with retention period and officer title and phone number for each record. It can be sorted alphabetically by record name or agency name, by record number, by retention period, and by officer title or office phone.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.
- At the same screen, select the **retention** by clicking on the down arrow to the right of that field. Select "all" to bring up all department records, or select any of the retention periods in the list to limit the report to records with the retention period you select.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by retention, by record name, by officer title, by officer phone, by department, or by agency name.
- At the same screen, click on "**Run Report.**"
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.
- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records with their retention periods. It can also be used to view a list of another department's records and retention periods.

Sort by **record name** (alphabetically), print, and keep for reference to show the retention period and officer in charge of each record. Sort by **retention** as another reference tool. Records that show retention "not determined" can be reviewed and given a retention period, following the State's and department's retention procedures. Sort by **officer title** to show which records are assigned to that officer title.

To view the **full record report** for any of these records, select the record number in the RSN column.

7. INFORMATION TYPE

Records by Information Type Report

This report gives a list of a department's record names, with the type of information contained in each record. It can be sorted alphabetically by record name or agency name or information type. Examples of information type include agency financial records, administrative records, budget, complaints, contracts, educational, health/medical, investigative records, personnel, and statistics, to name a few.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.
- At the same screen, select the **information type** by clicking on the down arrow to the right of that field. Select "all" to bring up all department records, or select any of the information types in the list to limit the report to records with the information type you select.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by information type, by department, by agency name, or by agency abbreviation.
- At the same screen, click on "**Run Report**."
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.
- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by information type. It can also be used to view a list of another department's records by information type.

Sort by **record name** (alphabetically), print, and keep for reference to show the information type for each record. Sort by **information type** as another reference tool to group all personnel records, budget records, contracts records, investigative records, and so forth.

To view the **full record report** for any of these records, select the record number in the RSN column.

8. INDIVIDUALS

Records by Categories of Individuals Report

This report gives a list of a department's record names, with the type or category of individuals about whom each record is maintained if the record is a "personal" record.

It can be sorted alphabetically by record name, by agency name, or by category of individuals ("individual group"). Examples of categories of individuals include applicants, complainants, employees, taxpayers, patients, and program participants, to name a few.

- At the welcome screen, **select the report.**
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.
- At the same screen, select the **individual group** (category of individuals) by clicking on the down arrow to the right of that field. Select "all" to bring up all categories, or select any of the categories in the list to limit the report to records with the category you select.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by individual group (category of individuals), by department, by agency name, or by agency abbreviation.
- At the same screen, click on "**Run Report.**"
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.
- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by category of individuals about whom each record is maintained if the record is a "personal" record. It can also be used to view a list of another department's records by category of individuals.

Sort by **record name** (alphabetically), print, and keep for reference to show the information type for each personal record. Sort by **individual group** (category of individuals) as another reference tool to group personal records. For example, the report can group all patient records, employee records, or applicant records.

To view the **full record report** for any of these records, select the record number in the RSN column.

9. MEDIA TYPES

Media Types by Record Name Report

This report gives a list of a department's record names, with the type of media (physical format) for each record. It can be sorted alphabetically by record name, by agency name, or by media type. Examples of media type include paper, computer disk, Internet, microfilm, and photograph, to name a few.

- At the welcome screen, **select the report**.
- At the next screen, **choose a department** by clicking on the down arrow to the right of that field to display a list of State and county departments. The list gives county departments first, followed by State of Hawaii departments ("SOH"). Select a department by clicking on its name.
- At the same screen, select the **media type** by clicking on the down arrow to the right of that field. Select "all" to bring up all media types, or select any of the types in the list to limit the report to records with the media type you select.
- At the same screen, select how the report will be **sorted**: by RSN (each record has a unique record sequence number), by record name, by media type, by department, by agency name, or by agency abbreviation.
- At the same screen, click on "**Run Report.**"
- At the next screen, you can **view and print** the report. You can also sort by any column by clicking on the column header. The top of the report displays the date and time of the report, as well as a total count of the records in the report. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.
- **Using this report:** This report gives departments another tool for managing records. It displays an inventory of the department's records by media type (physical format). It can also be used to view a list of another department's records by media type.

Sort by **record name** (alphabetically), print, and keep for reference to show the media type for each personal record. Sort by **media** as another reference tool to group all paper records, records on computer disk, records on the Internet, and so forth.

To view the **full record report** for any of these records, select the record number in the RSN column.

10. UIPA LAWSUITS

Lawsuits Regarding UIPA

This report gives statistical information, by year and by department, for lawsuits related to Hawaii's public records law, the UIPA. It indicates, for any given year, the number of UIPA lawsuits filed against a department, and the number for which access to the record or records was granted.

- At the welcome screen, **select the report**.
- At the next screen, you can **view and print** 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. The top of the report displays the date and time of the report, as well as a total count of the years reported. If the print preview or printout does not display all of the columns, select "landscape" in your browser's print command.
- **Using this report:** This report gives a quick statistical look at UIPA litigation throughout the State, by department, over a number of years, back to 1995.

The report shows the pukas that departments need to fill by updating their UIPA lawsuit statistics on the RRS.

For many departments, a given year will show no lawsuits filed, but departments still need to report their UIPA lawsuit statistics for these years, and each year back to 1995.