

## RECORDS REPORT SYSTEM

### **Date Entry: Pulldown Menus**

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.

#### MAIN INFORMATION:

**Agency Name** - Select your agency name from the pulldown menu ("click to select"). Select your **department**, then select the **agency** within the department (e.g., "SOH/ ACCOUNTING AND GENERAL SERVICES/ OFFICE OF INFORMATION PRACTICES/ OIP"). The agency names for your department appear in **alphabetical** order.

**Officer Location** - Select the officer's business address from the pulldown menu (click in the field to see the pulldown menu). Your **department's locations** appear in the pulldown menu.

#### ACCESS CLASSIFICATION:

**10. Access** - This field identifies whether the record being reported is public or confidential. Click in the field to see the pulldown menu, then select **one** of the five access classes for the record being reported. The access classes appear in alphabetical order:

**CONFIDENTIAL/CONDITIONAL ACCESS** -- Access permitted only to those persons, or under those conditions, described by specific statute(s).

**CONFIDENTIAL/CONDITIONAL ACCESS** -- Access permitted to public after segregation of information protected from disclosure by an applicable UIPA statute.

**CONFIDENTIAL** -- No public access permitted.

**PUBLIC** -- Public access required.

**UNDETERMINED** -- Access will be determined at a later date.

**14. Legal Authority** - Click in the field for the pulldown menu. Select the legal authority for the agency's classification in field 10:

- Hawaii Revised Statutes
- Hawaii State Constitution
- Federal Statute
- Federal Rules and Regulations
- OIP Opinion Letter
- Court Rule/Court Order

**15. Authority to Maintain** - Click in the field for the pulldown menu. Select the legal authority which allows the agency to maintain the record:

- C&C Honolulu Ordinances
- County Charter
- Federal Regulations
- Federal Statutes
- Hawaii Administrative Rules
- Hawaii County Ordinances
- Hawaii Revised Statutes
- Hawaii State Constitution
- Kauai County Ordinances
- Maui County Ordinances
- Other (See Field 28 Comments)
- Hawaii Session Laws
- Court Rule/Court Order

**RETENTION:**

**16. Retention** - Click in the field for the pulldown menu. Select the authorized retention period for the record:

- Permanent Retention
- Retain to end of quarter
- 30 days after close of payroll period covered
- 90 days
- 6 months
- 1 year
- 2 years
- 3 years
- 3 years if audited, otherwise 6 years
- 4 years
- 5 years
- 6 years
- 7 years
- 10 years
- 20 years
- 25 years
- 30 years
- 40 years
- 50 years
- Until superseded or abolished
- Until no longer administratively needed
- 30 years after termination of employment
- Not determined
- Other (See Field 28 Comments)

**17. Reason** - Click in the field for the pulldown menu. Select the authority for the retention period identified in field 16:

- Federal Statutes
- Federal Regulations
- Hawaii Revised Statutes
- Hawaii State Rules
- County Ordinances
- County Rules
- General Records Schedule-State of Hawaii
- General Records Schedule-City and County of Honolulu
- General Records Schedule-County of Hawaii
- General Records Schedule-County of Kauai
- General Records Schedule-County of Maui
- General Records Schedule-Judiciary
- Departmental Records Schedule-State of Hawaii
- Departmental Records Schedule-City and County of Honolulu
- Departmental Records Schedule-County of Hawaii
- Departmental Records Schedule-County of Kauai
- Departmental Records Schedule-County of Maui
- Other (See Field 28 Comments)
- County Resolution

**GENERAL RECORD INFORMATION:**

**18. Information Kept** - Click in the field for the pulldown menu. Select the type of information contained in the record:

- Affidavits
- Agency Financial Records
- Agriculture
- Annual Reports
- Administrative Records
- Budget
- Business/Economic
- Business Registration/Documents
- Citizen Inquiries/Correspondence
- Civil Defense
- Collections
- Complaints
- Contracts
- Corporate Documentation
- Corrections
- Culture & Arts
- Computer and Data Processing Planning/Services
- Child Support
- Educational
- Elections
- Environmental Tests, Results, Studies
- Geographic/Geological

Health/Medical  
Housing  
Inspection Records  
Insurance  
Investigative Records  
Inter/Intra-Agency Communications  
Labor/Employment  
Law Enforcement Records  
Legal Advice/Litigation  
Legislative  
Licensing/Permit  
Maintenance/Repair  
Natural Resources  
Parks & Recreation  
Personnel  
Private Sector Confidential/Financial  
Public Assistance  
Public Meeting Materials  
Property Management  
Real Property  
Research/Reference  
Rules, Regulations  
Records Management  
Statistics  
Statutes  
Student Records  
Tax  
Transportation  
Tariffs/Rates

**19. Individuals About** - Click in the field for the pulldown menu. Select the types or categories of individuals about whom the record is maintained if the record is a "personal" record:

Doctors  
Library Users  
Candidates  
Claimants  
Complainants  
Consultants  
Educators  
Employees  
Former Employees  
Inmates  
Licensees/Permitees  
Litigants  
Loan Recipients  
Program Participants  
Property Owners/Lessees  
Social Service Recipients

- Students
- Taxpayers
- Subjects of Investigation
- Volunteers
- Voters
- Legislators
- Patients
- Registrants
- Sole Proprietors
- Officers
- Nominees
- Applicants

**20. Source, Non-Government** - Click in the field for the pulldown menu. Select the nongovernment sources of information in the record:

- Business
- Complainants
- Consultants
- Educational Institutions
- Financial Institutions
- General Public
- Health Care Organizations
- Individual To Whom Record Pertains
- Investigative Processes
- Labor Organizations/Unions
- Media
- Non-Profit Corporations
- Parents or Guardian of Individual
- Professional Client Relations--Counselors, Doctors, Lawyers
- Research Sources (Books, Journals, etc.)
- Utilities
- Government (other than Hawaii State and county agencies)
- Purchase of Service Contractor
- Not Specified (See Field 28 - Comments)

**21. Source, Government** - Click in the field for the pulldown menu. Select the government agency source of information in the record. Select the **department**, then select the **agency** within the department (e.g., "SOH/ ACCOUNTING AND GENERAL SERVICES/ OFFICE OF INFORMATION PRACTICES/ OIP"). The agency names for each department appear in **alphabetical** order.

**22. Authority to Request Access** - Click in the field for the pulldown menu. Select the legal or regulatory authority that describes how an individual may request access to the record:

- UIPA (Chapter 92F, HRS)
- OIP Rules
- Other Hawaii Administrative Rules
- Other Hawaii Statutes (HRS)
- Court Rule/Court Order

**23. Storage** - Click in the field for the pulldown menu. Select the policies and procedures followed by the agency in storing, retrieving, and providing access to the record during normal business hours:

Direct public access to records allowed during normal hours.

File security, such as locked file cabinets/drawers or other means of storage, which require agency assistance for record retrieval.

Office perimeter security, such as: restricted office area, alarm system, security guard, or secure storage vault.

Protected through data processing security procedures.

Placed in a records center or archives.

**24. Record Use** - Click in the field for the pulldown menu. Select the purpose(s) for which the agency uses the record:

Audits

Billing

Budget

Business/Economic Development

Civil Defense

County Law Requirement

Education

Elections

Federal Law Requirement

Fiscal

Health/Medical

Investigations

Law Enforcement

Legal Advice/Litigation

Legislative

Licensing/Permit Functions

Military

Payroll

Personnel

Planning

Public Relations/Information

Purchasing

Regulatory Functions

Research/Reference

State Law Requirement

Statistical/Summary Studies

Taxation

Tourism

Training

Verification of Identity

Verification of Ownership

Records Management

Maintenance/Repair

Child Support

Conveyances of Real Property  
Real Property Assessments  
Appraisals  
Not Specified (See Field 28 - Comments)

**25. User, Non-Government** - Click in the field for the pulldown menu. Select the types of persons outside of government who routinely use the record:

Accountants  
Architects  
Associations  
Attorneys  
Businesses  
Developers  
Educators/Educational Institutions  
Employees  
Employers  
Engineers  
Financial Institutions  
General Public  
Health Professionals/Organizations  
Individual to Whom Record Pertains  
Insurance Companies  
Labor Organizations/Unions  
Legislators  
Lobbyists  
Media  
Motor Vehicle Manufacturers  
Non-Profit Corporations  
Public Interest Groups  
Real Estate Agents/Investors  
Researchers  
Scientists  
Students  
Taxpayers  
Title Companies  
Government (other than Hawaii State and county agencies)

**26. User, Government** - Select the agency name from the pulldown menu ("click to select"). Select the government agencies that routinely use the record. Select the **department**, then select the **agency** within the department (e.g., "SOH/ ACCOUNTING AND GENERAL SERVICES/ OFFICE OF INFORMATION PRACTICES/ OIP"). The agency names for each department appear in **alphabetical** order.

**27. Record Location and Media** - Click in the **Record Location field** for the pulldown menu. Select the record location from the list of your department's locations. Then click in the **Media field** for the pulldown menu. Select the type of media in which the record exists:

- Audio Tape
- CD ROM/Optical Disk
- Computer Cartridge Tape
- Computer Disk
- Computer Reel Tape
- Film
- Internet
- Microfiche
- Microfilm
- Negative
- Other
- Paper
- Photograph
- Slide
- Video Tape