	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.05.03
		SUPERSEDES (Policy No. & Date): ADM.05.03 of July 20, 2008	
	SUBJECT: RECORDS ORGANIZATION AND REPORTING		Page 1 of 4

1.0 PURPOSE

To establish guidelines for the organization of Department records which will expedite the reporting of record use and maintenance as required under the Uniform Information Practices Act.

2.0 SCOPE

This policy applies to all organizations within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

- .1 State Records Management Manual, General Records Schedule Number One.
- .2 Hawaii Revised Statutes, §92F
- .3 Department Policies ADM.05.01, Access Control to Department Confidential Information; ADM.05.02, Public Access to Department Information.

4.0 POLICY

- .1 In accordance with the provisions of the Uniform Information Practices Act, the Department shall prepare public reports which describe each set of records that are routinely used or maintained within the Department. A uniform system shall be established throughout the Department for the organization of records which will expedite this reporting requirement. The record organization system shall be based on the State General Records Schedule.
- .2 Each correctional facility branch, intake service center branch, law enforcement division, and staff office shall designate a staff member to function as a Records Liaison Officer for their organization who will be responsible for all record reporting requirements. Each deputy director shall be responsible for ensuring that requested information and reports required by their subordinate organization under the provisions of this policy are fully complied with.
- .3 The Deputy Director for Administration shall appoint a staff member to function as the Department Records Officer. This position shall be responsible for providing guidance and assistance to all Department personnel in setting up their systems to comply with this policy. The Department Records Officer shall also be responsible for compiling the Director's annual public report to the

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Office of Information Practices which summarizes all record activity in the Department.

5.0 PROCEDURES

.1 Records Organization:

- a. Each Departmental organization shall conduct a records inventory to identify information categories and subject files. Attachment A provides a guideline for identifying these categories.
- b. All file folders and file drawers shall be labeled with the appropriate subject code for the identification of records contained therein.
- c. Every existing record need not be cataloged. The emphasis should be on those records that are routinely used or maintained.

.2 Records Reporting:

Each designated Records Liaison Officer shall be responsible for the following:

a. Establish and maintain a record log for their organization

The record log shall contain the following information:

1. The name (subject) and location of each file or set of records, being maintained within their organization.
2. The authority or reason why the file or set of records is being maintained.
3. The categories of individuals for whom records are maintained.
4. The categories of information or data maintained in the files or records (subject categories as found in State General Records Schedule #1).
5. The categories of sources of information in the records (where did you get the information, i.e., investigation, medical examination, inspection of facilities, etc.)
6. The categories of uses and disclosures made of the records.

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7. The agencies and categories of persons outside of the Department which routinely use the records.
8. The records routinely used by your organization or office which are maintained by:
 - a) Another agency, or
 - b) A person other than an agency
9. The policies and practices of the agency regarding storage, retrievability, access controls, retention, and disposal of the information maintained in records.
10. The title, business address, and business telephone number of the individual or individuals responsible for the care and maintenance of the organization's records.
11. The agency procedures whereby an individual may request access to records.
12. The number of written requests for access within the preceding year, number denied, the number of lawsuits initiated against the agency under this part, and number or suits in which access was granted.

b. Submit Monthly Reports


1. The record log shall be used to compile a monthly records report. Attachment B provides the instructions and reporting form to be used.
2. The monthly records report shall be completed within five working days from the beginning of each month and the report forwarded to the respective deputy director through the chain of command with a copy to the Department Records Officer.

Negative reports are required.

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APPROVAL RECOMMENDED:




Deputy Director for Administration JAN 0 1 2024
Date

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 0 1 2024
Date

APPROVED:



DIRECTOR JAN 0 1 2024
Date

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