	DEPARTMENT OF PUBLIC SAFETY DEPARTMENTAL ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUN 20 2008	POLICY NO.: ADM.05.02
		SUPERSEDES (Policy No. & Date): ADM.05.02 of 7/28/99	
SUBJECT: PUBLIC ACCESS TO DEPARTMENT INFORMATION		Page 1 of 13	

1.0 PURPOSE

To establish guidelines and procedures for the release and/or disclosure of Department information to the public.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes (HRS), §92F, §334, and §846.
- b. Policy ADM.05.01, Access Control to Department Confidential Information.

.2 Definitions

- a. Agency: any unit of government in this State, any county, or any combination of counties, department, institution, board, commission, district, council, bureau, office, government authority, other instrumentality of State or county government; or, corporation or other establishment owned, operated or managed by or on behalf of their State or any county, but does not include the non-administrative functions of the courts of this State.
- b. Confidential records: those personal and governmental records that public access is restricted or closed by law. Records that would constitute a clearly unwarranted invasion of personal privacy and those records that must also be "confidential" in order for the government to avoid the frustration of a legitimate function.
- q. Personal record: any item, collection, or grouping of information about an individual that is maintained by an agency. It includes, but is not limited to the individual's education financial, medical, or employment history, or items that contain or make reference to the individual's name, identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

3.0 POLICY

- .1 In compliance with the provisions of the Uniform Information Practices Act, all information maintained by the Department shall be open to public inspection unless access is restricted by law or classified by the Department as privacy or

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confidential information. A system shall be established, under the provisions of this policy, for the release and/or disclosure of Department information to the public upon request.

- .2 Should these guidelines conflict with statute or administrative rules, the latter shall take precedence.

4.0 PROCEDURES

.1 Public Access Authorized (HRS, §92F-12)

- a. Department headquarters and each divisional, branch organization or facility located away from department headquarters, therefore, shall make government records and information available for inspection and copying. Department records and information shall be open to public inspection, during regular business hours, Monday through Friday, between the hours of 7:45 a.m. and 4:30 p.m., except on designated official holidays and weekends or during emergencies affecting the particular organization or facility, (See Attachment A for government records and information authorized for inspection and/or disclosure or release.)
- b. Until such time that the Office of Information Practices (OIP) guidelines and/or rules are promulgated regarding the computation of fees for the public to pay for the copying of government records, the fee charged shall be fifty (\$.50) cents per page or sheet or one (\$1.00) dollar for a two-sided copy. Fees shall be collected from the person or firms making the request, prior to giving the requestor the reproduced record. All fees collected shall be receipted for by each organization's Departmental clerical personnel and forwarded to the Department's Fiscal Office. Departmental Staff Officers, Division, Branch, and Section Administrators shall be responsible for reconciling all monies collected by their organization with each receipt prior to forwarding the receipts and cash to the Department's Fiscal Office for deposit into the State's general fund (refer to HRS, §92-21).
- c. Each request for disclosure and/or access shall be recorded and authorized by the organization's administrator, or staff officer, using departmental form PSD 1017 (See Attachment B.) Retain the completed form as the Department's file copy for at least three years before destroying. Reproduce form by copier machine as needed.

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.2 Limitations on Disclosure to Other Agencies (HRS, §92F-19)

Department records and information are authorized for disclosure to other agencies as indicated in Attachment C.

.3 Disclosure Restricted (HRS, §92F-13)

Department records and information falling in the following categories shall be restricted for disclosure or release unless authorized by the Director or his designee or higher authority:

- a. Government records which, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. (See Attachment D);
- b. Government records pertaining to the prosecution or defense of any judicial or quasi-judicial action to which the State or any county is or may be a party, to the extent that such records would not be discoverable;
- c. Government records that, by their nature, must be confidential in order for government to avoid the frustration of a legitimate government (operation or function);
- d. Government records which, pursuant to State or Federal Law including an order of any state or federal court, are protected from disclosure; and
- r. In formulation and draft working papers of legislative committees including budget work sheets and unfiled committee report; work product records or transcripts of an investigating committee of the Legislature which are closed by rules adopted pursuant to Section 21-4, HRS, and the personal files of members of the Legislature.

.4 Significant Privacy Interest (HRS, §92F-14)

Information contained in Attachment D are examples of the kinds of information which a person or individual has a significant privacy interest. When it is determined that public interest in disclosure or release outweighs the privacy interests of the individual, disclosure of a government record should not constitute a clearly unwarranted invasion of personal privacy. In such cases, before such information can be released, the Director or his designee's review and approval are required.

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.5 Individual's Access to Own Personal Records (HRS, §92F-21)

Any accessible personal records maintained within the Department shall be made available to the individual to whom it pertains in a reasonably prompt manner and intelligible form (where necessary a translation into common terms, machine codes or any codes or abbreviations shall be provided.)

.6 Disclosure to an Exclusive Representative (Section 92F-21.5)

As defined by Chapter 89, HRS, information related to the administration of payroll deductions as authorized by HRS, §94-4, such as: the name, social security number, bargaining unit, amounts and dates of all statutory dues and fees, and voluntary payroll deductions remitted to the exclusive representative (appropriate bargaining unit of an employee), shall be disclosed.

An exclusive representative shall be subject to the same restrictions on disclosure of the records as the originating agency.

.7 Exemptions and Limitations on Individual Access (HRS, §92F-22)

Individual access is not authorized to personal records or information in such records when:

- a. The records being maintained pertain to the prevention, control, or reduction of crime as the agency's principal function and which consists of:
 1. Criminal history record information means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, and other formal criminal charges, and any disposition arising there from, sentencing, formal correctional supervisory action, and release, but does not include intelligence or investigative information, identification information to the extent that such information does not indicate involvement of the individual in the Criminal Justice System and information derived from offender-based transaction statistics systems which do not reveal the identity of individuals (see HRS, §846-1);
 2. Information or reports prepared or compiled for the purpose of criminal intelligence or of a criminal investigation, including reports or informers, witnesses, and investigators; or

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3. Reports prepared or compiled at any stage of the process of enforcement of the criminal laws from arrest or indictment through confinement, correctional supervision, and release from supervision.
- b. The disclosure of which would reveal the identity of a source who furnished information to the Department under an express or implied promise of confidentiality.
- c. Test or examination material or scoring keys are used solely to determine individual qualifications for appointment or promotion in public employment, or used as or to administer a licensing examination or an academic examination, the disclosure of which would compromise the objectivity, fairness, or effectiveness of the testing or examination process.
- d. Investigative reports and materials, related to an upcoming, ongoing, or pending civil or criminal action or administrative proceeding against the individual.
- e. Required to be withheld from the individual to whom it pertains by statute or judicial decision or authorized to be so withheld by constitutional or statutory privilege.

.8 Processing Individual's Requests for Own Personal Information (HRS, §92F-23)

The receiving office shall permit the individual to review the record and have a copy made within ten (10) working days following the date of the request unless the personal record requested is exempt to individual access under §92F-22 (refer to paragraph 4.7 above).

The ten (10) working days may be extended for an additional twenty (20) days if we provide the requester, within ten (10) initial working days, a written explanation of unusual circumstance causing the delay.

.9 Individual's Right to Correct Personal Record (HRS, § 92F-24)

An individual has the right to have any factual error, misrepresentative or misleading entry within that individual's personal record corrected or amended by the departmental office responsible for the record.

To have a personal record corrected or amended, the individual must submit the correction or amendment, in writing, to the responsible administrator or staff

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officer of the organization maintaining the file. Request may also be sent directly to the Director of the Department.

Within twenty (20) working days of the receipt of the request, the responsible organization or office shall acknowledge its receipt and promptly:

- a. Make the requested correction or amendment and acknowledge the fact that it was done; or
- b. Inform the individual, in writing, of refusal to correct or amend the individual's record; state the reason for the refusal, and explain the Department's procedure for review of the refusal. (Start promptly processing any appeals at lowest level to resolve. Last resort would be to get Director to resolve any appeals if cannot be resolved at lower level before it goes to OIP or courts.)

.10 Procedures for Final Review of Refusals of Individual's Request for Correction and Amendment (HRS, § 92F-25)

Within thirty (30) working days after receipt of a written request for review of the Department's refusal to allow correction or amendment of an individual's record, the Director or his designee shall make a final determination.

If the Director or his designee's final determination is to refuse the correction of amendment, he shall:

- a. Do so in writing;
- b. Whenever appropriate, permit the requesting individual to file in the record a concise statement setting forth the reasons for the individual's disagreement with the refusal; and
- q. Notify the requester of the applicable procedures for obtaining appropriate remedy from the Office of Information Practices or concurrently from the circuit courts (see paragraph "11" below.)

.11 Public's Appeal of a Denial of Access to Department's Records

They may appeal the denial in writing. Appeals shall be addressed to the Director. The Director or designee shall respond as soon as possible or within thirty (30) days from the date of receipt of the appeal.

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If the Director or designee denies the request for access, the requesting individual, in accordance with HRS, §92F-15.5, may appeal the denial to the Office of Information Practices (OIP) whose address is:

Department of Attorney General
Office of Information Practices
426 Queen Street, Room 201
Honolulu, Hawaii 96813-2904
Telephone number: (808) 586-1400
FAX Number: (808) 586-1412

Also a person aggrieved by a denial of access to a government record may bring circuit court action against the Department at any time within two years after the denial.

In an action to compel disclosure, the circuit court shall:

1. Hear the matter of denial;
2. Admit opinions and rulings of the Office of the Information Practices (OIP); and
3. May examine the information or record at issue (in camera) to assist in determining whether it, or any part of it, may be withheld.

.12 Burden of Proof for Denying Request

The Department has the burden of proof to establish justification for non-disclosure. The reason "not readily retrievable" must be carefully used as justification. The information or record being requested, if available or already is in the form requested, shall be provided to the requester even if it takes a reasonable amount of effort or time to retrieve it.

The requirement of reasonable amount of time to retrieve will not be sufficient justification to indicate that it was not retrievable. Of course, the time it takes to search for a document or information shall be computed into the costs of producing a copy of the document requested. The OIP is preparing guidelines for all agencies to follow. The guidelines shall be forwarded to all departmental offices when it is received.

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.13 If a Problem is Encountered with a Particular Request

Should any employee encounter a problem with a particular request, immediate supervisor can provide or obtain guidance from the Organizational Chain of Command. Supervision shall keep the respective Deputy Director as well as the division or branch administrator informed of the status of the situation at all times.

Any request for access to department records or information files which cannot be resolved by an Administrator or Staff Officer (whether to grant or not grant access), shall be quickly brought to the attention of the respective Deputy Director for review and a decision. If the Deputy Director determines that an opinion is needed, the matter is referred to OIP for review.

.14 Maintain Record or Copy, or Log of Files Being Maintained (HRS, §92F-18)

Each major departmental organization (DAs, SOs, BAs, and SHs) shall maintain a record or copy, or log of:

- q. The name (subject) and location of each file or set of records, being maintained;
- b. The authority or reason why the file or set of records is being maintained.
- c. The categories of individuals for whom records are maintained;
- d. The categories of information or data maintained in the files or records (subject categories as found in State General Records Schedule #1);
- e. The categories of sources of information in the records (where did you get the information, i.e., investigation, medical examination; inspection of facilities, etc.);
- f. The categories of uses and disclosures made of the records;
- g. The agencies and categories of persons outside of the Department which routinely use the records;
- h. The records routinely used by your organization or office which are maintained by:
 1. Another agency, or

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2. A person other than an agency;
 - i. The policies and practices of the agency regarding storage, retrievability, access controls, retentions, and disposal of the information maintained in records;
 - j. The title, business address, and business telephone number of the individual or individuals responsible for the care and maintenance of the organization's records;
 - q. The agency procedures whereby an individual may request access to records; and
 - l. 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 of suits in which access was granted.

The above information (for an entire calendar month) shall be compiled on Form PSD 1018 (see Attachment E), including additional statistical information regarding access requests that are to be included in the cover memorandum of the Monthly Records Report (see Attachment F).

The reporting organization's Records Liaison Officer with the approval of their Administrator or Staff Officer shall forward this report to the respective Deputy Director through the chain of command with a copy to the Department Records Officer. This monthly report is due within five (5) working days at the beginning of each month, beginning with the month of September 1992 which is to be reported in October 1992. Negative reports are required.

Each Deputy Director is responsible for ensuring that the requested information (HRS, §92F-18) is forwarded by subordinate organizations, for inclusion in the Director's public report to the OIP, as specified by HRS, §92F.

The OIP is still in the process of drafting guidelines which each agency will follow for uniformity of reporting the public report.

.15 Immunity from Liability (HRS, §92F-16)

Departmental employees participating in good faith in the disclosure or nondisclosure of a government record or information shall be immune from any liability, civil or criminal, that might otherwise be incurred, imposed, or result from such acts or omissions.

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.16 Criminal Penalties (HRS, §92F-17)

- a. Any officer or employee of the Department who intentionally discloses or provides a copy of a government record or any confidential information explicitly described by specific confidentiality statutes, to any person or agency with actual knowledge that disclosure is prohibited, shall be guilty of a misdemeanor, unless a greater penalty is otherwise provided for by law.
- b. Any officer or employee of the Department who intentionally gains access to or obtains a copy of a government record by false pretense, bribery, or theft, with actual knowledge that access is prohibited, or who intentionally obtains any confidential information by false pretense, bribery, or theft, with actual knowledge that it is prohibited by confidentiality statutes, shall be guilty of a misdemeanor.

.17 Annual Reporting to OIP (HRS, §92F-18)

The Deputy Director for Administration with the assistance of the Department Records Officer shall be responsible for the fulfillment of the requirements and for the annual reporting of requirements in Section 92F-18, HRS.

.18 Powers and Duties of the OIP (HRS, §92F-42)

The Director of the Office of Information Practices:

- q. Shall, upon request, review and rule on an agency denial of access to information or records, or an agency's granting of access; provided that any review by the Office of Information Practices shall not be a contested case under Chapter 91 and shall be optional and without prejudice to rights of judicial enforcement available under this chapter;
- b. Upon request by an agency, shall provide and make public advisory guidelines, opinions, or other information concerning that agency's functions and responsibilities;
- c. Upon request by any person, may provide advisory opinions or other information regarding that person's rights and the functions and responsibilities of agencies under this Chapter;
- d. May conduct inquiries regarding compliance by an agency and investigate possible violations by an agency;

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- e. May examine the records of any agency for the purpose of paragraph (4) and seek to enforce that power in the courts of this State;
- f. May recommend disciplinary action to appropriate officers of an agency;
- g. Shall report annually to the Governor and the State Legislature on the activities and findings of the Office of Information Practices, including recommendations for legislative changes;
- h. Shall receive complaints from and actively solicit the comments of the public regarding the implementation of this chapter;
- i. Shall review the official acts, records, policies, and procedures of each agency;
- j. Shall assist agencies in complying with the provisions of this chapter;
- k. Shall inform the public of the following rights of an individual and the procedures for exercising them;
 - q. The right of access to records pertaining to the individual;
 - 2. The right to obtain a copy of records pertaining to the individual;
 - 3. The right to know the purposes for which records pertaining to the individual are kept;
 - 4. The right to be informed of the uses and disclosures of records pertaining to the individual;
 - 5. The right to be correct or amend records pertaining to the individual; and
 - 6. The individual's right to place a statement in a record pertaining to that individual.
- l. Shall adopt rules and set forth an administrative appeals structure which provides for (1) agency procedures for processing records; (2) a direct appeal from the division maintaining the record; and (3) time limits for action by agencies;
- m. Shall adopt rules that set forth the fees and other charges that may be imposed for searching, reviewing, or segregating disclosable records, as well

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as to provide for a waiver of such fees when the public interest would be served;

- n. Shall adopt rules which set forth uniform standards for the records collection practices of agencies;
 - o. Shall adopt rules that set forth uniform standards for disclosure of records for research purposes;
 - p. Shall have standing to appear in cases where the provisions of this chapter are called into question; and
 - q. Shall adopt, amend, or repeal rules pursuant to Chapter 91 necessary for the purpose of this Chapter.
- .19 Deputy Directors, Division, Branch, and Section Administrators and Staff Officers shall be responsible for controlling access and disclosure of government information. All violations shall be corrected and brought to my attention promptly, including a recommendation as to disciplinary or legal action to be taken by the Director.


Also Division, Branch, and Section Administrators and Staff Officers shall designate records clerks who are authorized by them to disclose government information in accordance with the guidelines provided herein and State statutes. The Department Records Officer of the Management Services Office shall be provided a list of such designees and any changes thereto.

5.0 SCOPE


This policy applies to all administrators, supervisory, and clerical personnel who are responsible for the control, security, and maintenance of Department information.

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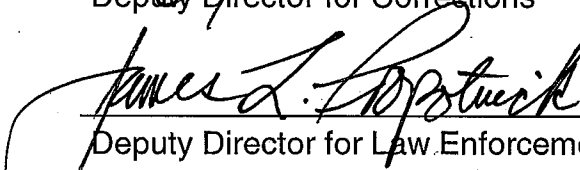
APPROVAL RECOMMENDED:


 Deputy Director for Administration

6/6/08
 Date

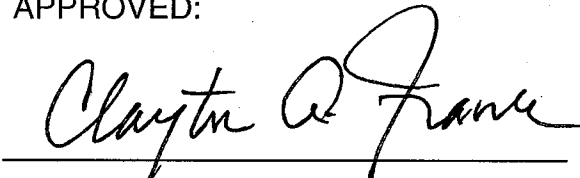

 Deputy Director for Corrections

6/18/08
 Date


 Deputy Director for Law Enforcement

6-19-08
 Date

APPROVED:


 Director

6/20/08
 Date

ATTACHMENT A

State of Hawaii
Department of Public Safety

GOVERNMENT RECORDS AND INFORMATION AUTHORIZED
FOR INSPECTION AND/OR DISCLOSURE OR RELEASE – SECTION 92F-12,
HRS

The following shall be made available for public inspection and duplication during normal business hours:

- a. Rules of procedure (Hawaii Administrative Rules), substantive rules of general applicability, statement of general policy, and interpretations of general applicability adopted by the agency;
- b. Final opinions, including concurring and dissenting opinions, as well as orders made in the adjudication of cases;
- c. Government purchasing information including all bid results except to the extent prohibited by Section 92F-13;
- d. Pardons and commutations, as well as directory information concerning an individual's presence at any correctional facility;
- e. Land ownership, transfer, and lien records, including real property tax information and leases of State land;
- f. Results of environmental tests;
- g. Minutes of all agency meetings required by law to be public;
- h. Name, address, and occupation of any person borrowing funds from a state of county loan program, and the amount, purpose, and current status of the loan;
- i. Certified payroll records on public works contracts;
- j. Regarding contract hires and consultants employed by agencies [;]: the contract itself, the amount of compensation, the duration of the contract, and the objectives of the contract;
- k. Building permit information within the control of the agency;
- l. Water service consumption data maintained by the Board of Water Supply;

- m. Rosters of persons holding licenses or permits granted by an agency [which] that may include name, business address, type of license held, and status of the license;
- n. The name, compensation (but only the salary range for employees covered by or included in Chapters 77, 77, 297, or [304] bargaining Unit (8)), job title, business address, business telephone number, job description, education and training background, previous work experience, dates of first and last employment, position number, type of appointment, service computation date, occupational group or class code, bargaining unit code, employing agency name and code, department, division, branch, office, section, unit, and island of employment, of present or former officers or employees of the agency; provided, that this provision shall not require the creation of a roster of employees [,]; and provided further [except] that this provision shall not apply to information regarding present or former employees involved in an undercover capacity in a law enforcement agency;
- o. Information collected and maintained for the purpose of making information available to the general public; and
- p. (1) Information contained in or compiled from a transcript, minutes, report, or summary of a proceeding open to the public; and (2) any provisions to the contrary notwithstanding, each agency shall also disclose:
 - (a) Any government record, if the requesting person has the prior written consent of all individuals to whom the record refers;
 - (b) Government records which, pursuant to federal law or a statute of this State, are expressly authorized to be disclosed to the individual requesting access;
 - (c) Government records pursuant to a showing of compelling circumstances affecting the health or safety of any individual;
 - (d) Government records requested pursuant to an order of a court;
 - (e) Government records pursuant to a subpoena from either house of the state legislature; and
 - (f) Information from the motor vehicle registration files, provided that the person requesting such files shall have a legitimate reason as determined by rules.

CATEGORY	SUBJECT
MED – MEDICAL RECORDS	MED – 1.00 Inmate Medical Records Includes: MED – 1.06 Consultation Records MED – 2.00 Inmate Dental Records Includes: MED – 2.09 Dental Treatment Record
PIR – PUBLIC INFORMATION NEWS RELEASES	PIR – 1.00 Press/News Releases
REL – RELIGIOUS RECORDS	(Religious Programs and Activities) REL – 1.00 REL – X.XX
RIS – RISK MANAGEMENT RECORD	RIS – 1.00 Tort Claims of Inmates, Employees, and the Public RIS – 2.00 Claims for State Property Loss/Damage RIS – 3.00 Claims for Automobile Accidents Involving State Vehicles RIS – 4.00 Claim for Damage/Loss to State Marine Boat or Vessels
SAF – SAFETY RECORDS	(OSHA, Environmental Health and Fire Safety) SAF – 1.00 Environmental Safety Inspection SAF – 2.00 Fire Safety Inspection SAF – 3.00 Health Inspection
SEC – SECURITY RECORDS	(Includes: Physical Security, Personnel Security and Information Security) SEC – 1.00
TRA – TRANSPORTATION RECORDS	(Travel request, private vehicle mileage, parking) TRA – 1.00 Travel Requests Includes: TRA – 1.01 Intra-State TRA – 1.02 Out-of-State

**VOL – VOLUNTEER SERVICES
RECORDS**

(Volunteer Programs; Activities, and
Services)

**VOL – 1.00 Volunteer's Employment
File**

List each broad category together with its file subjects, using the above samples. Identify categories 1 through 9 and the subject filed of information relating to each category, using State General Records Schedule #1.

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
ACCESS OF DEPARTMENT INFORMATION/RECORDS

Request No.: _____ Written
 Oral

Requestor's Name _____

Address: _____

City, State, Zip: _____

Record/Information Requested: _____

Reason for Request: _____

Requestor's Signature

Date

<input type="checkbox"/> Access Granted	<input type="checkbox"/> Copy(ies) Requested	<input type="checkbox"/> Inspected	<input type="checkbox"/> Fees Waived
No. Pages/Sheets Reproduced:		Paper Size: _____ @ \$ _____ = \$ _____	
One-Sided _____	_____	_____	_____
Two-Sided _____	_____	_____	_____
			Total: \$ _____
Total Time to Retrieve:	Amount Collected: \$	Check No.	

<input type="checkbox"/> Denial	<input type="checkbox"/> Appeal to OIP	<input type="checkbox"/> Suit Initiated
If Local Access denial, give reason: _____ _____ _____		
Requestor Informed of Appeal Rights and Process:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Appeal Referred to Director: _____		

Records Clerk Date

Authorized Administrator Date

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

LIMITATIONS ON DISCLOSURE OF DEPARTMENT RECORDS
TO OTHER AGENCIES – SECTION 92F-19, HRS

No records may be disclosed or authorized for disclosure to another agency unless the disclosure is:

- a. Compatible with the purpose for which the information was collected or obtained;
- b. Consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided;
- c. Reasonably appears to be proper for the performance of the requesting agency's duties and functions;
- d. To the State archives for purposes of historical preservation, administrative maintenance, or destruction;
- e. To an agency or instrumentality of any governmental jurisdiction within or under the control of the United States, or to a foreign government if specifically authorized by treaty or statute, for a civil or criminal law enforcement investigation;
- f. To the legislature or any committee or subcommittee thereof.
- g. Pursuant to an order of a court of competent jurisdiction;
- h. To authorized officials of a department or agency of the federal government for the purpose of auditing or monitoring an agency program that received federal moneys;
- i. To the offices of the legislative auditor, the legislative reference bureau, or the ombudsman of this State for the performance of their respective functions; or
- j. Otherwise subject to disclosure under this chapter.

The agency receiving the above records information shall be subject to the same restrictions on disclosure or release as the Department.

UNIFORM INFORMATION PRACTICES

92F-14

§92F-14 Significant privacy interest; examples. (a) Disclosure of a government record shall not constitute a clearly unwarranted invasion of personal privacy if the public interest in disclosure outweighs the privacy interest of the individual.

(b) The following are examples of information in which the individual has a significant privacy interest:

- (1) Information relating to medical, psychiatric, or psychological history, diagnosis, condition, treatment, or evaluation, other than directory information while an individual is present at such facility;
- (2) Information identifiable as part of an investigation into a possible violation of criminal law, except to the extent that disclosure is necessary to prosecute the violation or to continue the investigation;
- (3) Information relating to eligibility for social services or welfare benefits or to the determination of benefit levels;
- (4) Information in an agency's personnel file, or applications, nominations, recommendations, or proposals for public employment or appointment to a governmental position, except:

(A) Information disclosed under section 92F-12(a)(14); and

(B) The following information related to employment misconduct that results in an employee's suspension or discharge:

- (i) The name of the employee;
- (ii) The nature of the employment related misconduct;
- (iii) The agency's summary of the allegations of misconduct;
- (iv) Findings of fact and conclusions of law; and
- (v) The disciplinary action taken by the agency;

when the following has occurred: the highest non-judicial grievance adjustment procedure timely invoked by the employee or the employee's representative has concluded; a written decision sustaining the suspension or discharge has been issued after this procedure; and thirty calendar days have elapsed following the issuance of the decision; provided that this subparagraph shall not apply to a county police department officer except in a case which results in the discharge of the officer;

- (5) Information relating to an individual's nongovernmental employment history except as necessary to demonstrate compliance with requirements for a particular government position;
- (6) Information describing an individual's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or credit worthiness;
- (7) Information compiled as part of an inquiry into an individual's fitness to be granted or to retain a license, except:
 - (A) The record of any proceeding resulting in the discipline of a licensee and the grounds for discipline;
 - (B) Information on the current place of employment and required insurance coverages of licensees; and
 - (C) The record of complaints including all dispositions; and
- (8) Information comprising a personal recommendation or evaluation. [L. 1988, c 262, pt of §1; am L 1993, c 191, §1; am L 1995, c 242, §1]

SAMPLE

ATTACHMENT E

**Inter-Office
MEMORANDUM**

DEPARTMENT OF PUBLIC SAFETY

No. _____

Suspense: _____

July 9, 2007

TO: Department of Public Safety, Records Officer
THROUGH: Clayton Frank, IDA
FROM: Department of Transportation, MCC
SUBJECT: RECORDS REPORT FOR FISCAL YEAR 1996 TO 1997

Organization Title: Maui Community Center

Organization Code: 1111111111

Number or requests for access: Written: 0 Oral: 0

Number denied: 0

Number referred to OIP for opinion: 0

Number of lawsuits initiated against PSD because of denial: 0

Number of lawsuits resulting in access being granted: 0

Number of PSD 1081 Forms submitted: 0

- A. List of each non-government record being maintained by an individual or group that is no a government agency: None
- B. Provide name of individual or group and address where records are maintained: None

**OFFICE OF INFORMATION PRACTICES'
AGENCY REPORT ON FEES AND WAIVERS OF FEES**

Please complete this form and deliver or mail to:

Office of Information Practices
No. 1 Capitol District Building
250 South Hotel Street, Suite 107
Honolulu, HI 96813
Telephone: 808-586-1400
Fax: 808-586-1412
Email: oip@hawaii.gov

Agency and Department Name: _____

Person Reporting (UIPA Contact Person): _____

Telephone: _____

Reporting for the following four-month period(s):

- March through June _____ [year]
- July through October _____ [year]
- November _____ [year] through February _____ [year]

Reporting required by HAR 2-71-3*:

1. Number of requests for access to records in reporting period
 - a. for which the agency assessed fees: _____
 - b. that qualified for a waiver of fees under section 2-71-32: _____
2. The amount of fees waived for each request for records in the reporting period (you may attach a separate sheet): _____

Signature: _____ Date: _____

*** Hawaii Administrative Rules (see www.hawaii.gov/oip/rules):
§2-71-3 Reporting to the OIP.**

As required by the OIP, each agency shall file with the office of information practices a report setting forth the following information:

- (1) The number of requests for access to records for which fees were assessed; and
- (2) The number of requests for access to records which qualified for a waiver of fees pursuant to section 2-71-32, and the amount of fees waived for each request.

[eff FEB 26 1999]

NEW OR UNESTABLISHED RECORDS REPORT AND COMPLETION
INSTRUCTIONS FOR FORM PSD 1018

1. NEW OR UNESTABLISHED RECORDS REPORT INSTRUCTIONS

Attached are completion instructions for use in submitting your records report in accordance with these instructions. Form PSD 1018 is intended to assist you in reporting new records or files.

Only files or records that consist of each organization's official records are involved in this report requirement. Therefore, your organization's official State records are the only ones to be reported (original or master and not duplicate copies in files.)

2. COMPLETION INSTRUCTIONS FOR FORM PSD 1018

Each organization that is maintaining the Department's original or master copy of official correspondence, documents, and/or records shall complete this form.

Organization Title and Organization Code - Identify organization title and code as listed in Attachment H1.

Complete each item as applicable to your organization's official department record or file:

1. Record name - Official name or title of the subject file.
2. Common name - The unofficial name frequently used to describe the record. For example, the State Form G-1, "Application for Leave of Absence" is commonly referred to as a "Vacation Leave Form" or as a "Sick Leave Form."
3. Information category and title - The category and title listed in State General Records Schedule Number 1 and Attachment G2. If the category is new, insert, usually, the first three (3) letters of its title, hyphen, and followed by the subject title.
4. Subject title number - Identified by the category's title trigraph, hyphen, and subject title number. If category and subject file is new, insert trigraph of the subject of the category, hyphen, and "X.XX".
5. Form number (if one is assigned) - If the record is assigned a form number and revision date, enter that information. For example, State Form for "Application for Leave of Absence" is numbered G-1 with revision date of 5/1/76.
6. Title of official to be contacted for access - Identify the official's organization title that is on the latest approved department organization chart.

ATTACHMENT G

7. Name of official to be contacted - The incumbents full name (First, Middle, Last).
8. Business address of official - Provide the business address of the official that is to be contacted.
9. Phone number of official - Business phone number of official.
10. Access classification of subject (check one of the following):
 - Public - if no confidential information is maintained in the file.
 - Confidential - if file contains confidential information or even a mixture of public and confidential information.
 - Undetermined - if information is difficult to identify as public or confidential and needs OIP opinion.
11. Self explanatory, see above.
12. Legal authority for access classification - Identify appropriate reference that cites legal authority for access classification. For example, criminal history information or records are confidential in accordance with Chapter 846, Hawaii Revised Statutes; therefore, box for Hawaii Revised Statutes should be checked.
13. Legal authority for access classification - Legal reference that establishes requirement for maintaining records or files.
14. Length of retention - Indicate how long records are to be retained.
15. a. Retention reason - Identify reference that establishes retention requirement. Sources are the General Records Schedules or SA-1, statutes, rules and directives.
b. Specific reference of item checked - give specific reference that states retention requirements. Identify specific legal citation by chapter and section number, or chapter and paragraph number.
16. Identify the types of information contained in the record. Up to four (4) data groups of information may be entered, i.e., records containing data about complaints, health, finances procurement, etc.
17. Identify the groups of individuals about whom the records pertains. Up to four (4) groups of individuals may be identified.
18. Identify the non-government sources that furnish the information in the record. Enter up to three (3) sources, i.e., businesses, the general public, and individuals are examples of non-government sources.
19. Identify up to three (3) government agencies that provide information kept in your record files.

ATTACHMENT G

20. Identify the government authority that explains the procedure for obtaining access to the record. Check one or both boxes. If both boxes are applicable, check them both.
21. Identify specific legal authority by chapter or section number to explain the procedure to request access to the record.
22. Identify government or Department policies and procedures about storage, retrieval, and access controls for records or files.
23. Identify the purposes for which the records of files are used. Examples of record uses include law enforcement, corrections, security, investigations, payroll, billing, budgeting, etc. Enter up to four (4) uses.
24. Identify routine non- government users of the record(s). Examples of non-government users are attorneys, insurance companies, banks, the media, the general public, etc. Enter up to five (5) users.
25. Identify government agencies that routinely uses the record information. Enter up to five (5) government users.
26. Identify the place where the record is located. Use only organization titles listed in Attachment G1. Enter up to three (3) location. Also describe the physical form or medium of the record. Examples of record media include paper, computer, microfiche, pictures, video tapes, etc.
27. Include any general comments about the information in the record or file.

Use only one set of form PSD 1018 for each subject file of information.

Each organization's Records Liaison Officer who is designated by an Administrator or Staff Officer, shall sign and date the last page of the report. Each report should be coordinated with all records clerks concerned and should be shown and approved by the administrator or manager who is in charge of the organization or facility prior to its submission.

Please follow guidelines in these instructions, State Records Management Manual, and General Records Schedules.

If you need assistance, please call the Department Records Officer, at 587-1414.

ATTACHMENT G
DEPARTMENT OF PUBLIC SAFETY
STATE OF HAWAII

OFFICIAL DEPARTMENT RECORDS REPORT

ORGANIZATION TITLE: _____

ORGANIZATION CODE: _____

Please complete each item as applicable to your organization's official department records (originals or master copies only):

ITEMS:

1. Record name: _____
2. Common name: _____
3. Subject category and title:

4. Subject title number: _____
5. Form number (as applicable): _____
6. Title of official to be contacted for access: _____
7. Name of official to be contacted:

8. Business address of official:

9. Phone number of official: _____
10. Access classification of subject (check one):
 - Public
 - Confidential
 - Undetermined

11. Rationale for access classification (check one):

- Contains no privacy or information that, if made public, would frustrate government operations.
- Contains privacy or information, if made public, will frustrate government operations.
- Undetermined

12. Legal authority for access classification (check one):

- Hawaii Revised Statutes
- Public Law
- Hawaii Administrative Rules
- Department Policy and Procedures

13. Legal authority for maintaining record (check one):

- Hawaii Revised Statutes
- Hawaii Administrative Rules
- General Records Schedule or Approved From SA-1
- Department Policy and Procedure

14. Length of retention: _____ (No. Yrs.)

15. a. Retention reason (check one):

- Hawaii Revised Statutes
- Hawaii Administrative Rules
- General Records Schedule or SA-1
- Department Policy and Procedure

b. Specific reference of item checked:

Chapter and Section

16. Type(s) of information in subject file:

- a. _____
- b. _____
- c. _____
- d. _____

17. Individual(s) about whom subject file is maintained:

- a. _____
- b. _____
- c. _____
- d. _____

18. Identify non-government source(s) of information:

- a. _____
- b. _____
- c. _____

19. Identify government source(s) of information:

- a. _____
- b. _____
- c. _____

20. Authority which states procedure to request access (check one or both):

- Hawaii Revised Statutes
- OIP Administrative Rules

21. Identify specific reference by chapter or section number:

- a. _____
- b. _____
- c. _____

22. Policies and procedures about storage, retrieval, and access controls:

- a. PSD Policy and Procedure _____
- b. PSD Policy and Procedure _____
- c. PSD Policy and Procedure _____

23. Identify how the records or files are used (Enter up to four uses):

- a. _____
- b. _____
- c. _____
- d. _____

24. Routine non-government user(s) of subject file:

- a. _____
- b. _____
- c. _____
- d. _____

25. Routine government user(s) of subject file:

- a. _____
- b. _____
- c. _____
- d. _____

26. Location of subject file and medium:

- a. _____
- b. _____
- c. _____

27. Any comments about subject file:

Submitted By:

Approved By:

Records Liaison Officer

Administrator

Date

Date

PSD 1018 (10/93)

STATE OF HAWAII - Position-Employee Management System (POEMS)
 Organization Code Cross Reference Report
 Effective on September 01, 1994

PRIOR

Options: Org Range: 3400000000 to 3499999999

Organization Description	Old Org Code	New Org Code
PUBLIC SAFETY	NO Change	3400000000
OFFICE OF THE DIRECTOR	NO Change	3401000000
EXECUTIVE ASSISTANT	NO Change	3401010000
PUBLIC AFFAIRS OFFICE	** NEW **	3401020000
DEPUTY DIR FOR ADMIN	3401030000	3401100000
DEPUTY DIR FOR CORR	3401040000	3401200000
DEPUTY DIR FOR LAW ENF	3401050000	3401300000
	3402040000	- Delete -
INSP & INVEST OFC	** NEW **	3406000000
AUDIT & COMPLIANCE	3402010200	3406010000
INVESTIGATION STAFF	3401020000	3406020000
	3410010200	3406020000
ADMINISTRATIVE SECTN	** NEW **	3406020100
CRIMINAL SECTN	** NEW **	3406020200
COMPLAINT/GRIEVANCE	** NEW **	3406030000
SECURITY PLANNING	** NEW **	3406040000
TRNG & STAFF DEVLPMNT	3406000000	3406050000
BASIC TRAINING	3406010000	3406050100
ADVANCED TRAINING	3406020000	3406050200
SPECIAL TRAINING	3406030000	3406050300
FISCAL OFC	3402010000	3410000000
ACCOUNTING STAFF	3402010100	3410010000
PAYROLL STAFF	3410010805	- Delete -
VOUCHERING STAFF	3402010400	3410020000
	3402010500	3410030000
PLNG, PRGM, BUDGET OFC	3402000000	3411000000
PRGM PLNG & EVALTN	3403020000	3411010000
OPERATING BUDGET	3403030000	3411020000
CAPITAL PROJECTS	3403000000	3411030000
PROGRAMM & CONTRACTS	3403040000	3411030000
	3402010300	3411040000
RESRCH & INFO SYS OFC	** NEW **	3412000000
RESEARCH & STATS STAFF	3403010000	3412010000
MGT INFO SYSTEMS STAFF	3404000000	3412020000
SYS DEV & MAINT I	3404010000	3412020100
SYS DEV & MAINT II	3404020000	3412020200

PRTORG STATE OF HAWAII - Position-Employee Management System (POEMS)
 Organization Code Cross Reference Report
 Effective on September 01, 1994

Organization Description	Old Org Code	New Org Code
PERSONNEL MGMT OFC	3405000000	3413000000
LABOR RELATIONS STAFF	3405010000	3413010000
STAFFING & TECH SVCS	3405020000	3413020000
EMPL RELATIONS STAFF	3405030000	3413030000
EMPL TRANSACTNS STAFF	3405040000	3413040000
MGMT SVCS OFC	** NEW **	3414000000
MANAGEMENT SVCS STAFF	3402030000	3414010000
OFFICE SVCS STAFF	3402020000	3414020000
CLERICAL SUPP SVCS	** NEW **	3414020100
FISCAL SUPP	** NEW **	3414020200
CIVIL RIGHTS COMPL OFC	3407000000	3415000000
CLASSIFICATION OFC	** NEW **	3420000000
PRGM COORDINTN OFC	** NEW **	3421000000
INTAKE SVC CTRS DIV	3409000000	3422000000
HAWAII INTAKE SVC CTR	3409010000	3422010000
OFFICE SERVICES STAFF	3409010100	3422010100
WEST HAWAII OPER SEC	3409010200	3422010200
EAST HAWAII OPER SEC	3409010300	3422010300
OAHU INTAKE SVC CTR	3409020000	3422020000
OFFICE SERVICES STAFF	3409020100	3422020100
ASSESSMENT SECTN	3409020201	3422020300
ASSESSMENT UNIT	3409020202	3422020301
COURT UNIT	3409020204	3422020400
SUPERVISION SECTN	3409020203	3422020401
CONTROL UNIT	** NEW **	3422020402
SPECIAL SVCS UNIT	3409040000	3422040000
KAUAI INTAKE SVC CTR	3409040100	3422040100
OFFICE SERVICES STAFF	3409040200	3422040200
OPERATION'S SECTION	3409050000	3422050000
MAUI INTAKE SVC CTR	3409050100	3422050100
OFFICE SERVICES STAFF	3409050200	3422050200
OPERATION'S SECTION	3410000000	3423000000
COMY CORR CTRS DIV	3410010000	3423010000
OAHU COMY CORR CTR	3410010100	3423010100
OFFICE SERVICES STAFF	3410010101	3423010101
CLERICAL SUPPORT UNIT	3410010102	3423010102
PERSONNEL UNIT		

SAMPLE LISTING OF INFORMATION CATEGORIES

CATEGORY	SUBJECT
CIV- CIVIL RIGHTS RECORDS	(Program and Activities involving Affirmative Action, American Disabilities Act, Civil Rights, EEO, etc. CIV-1.00 CIV-X.XX
CJH- CRIMINAL JUSTICE HISTORY RECORDS	CJH-1.00 Adult Offender Criminal Justice File INCLUDES: CJH-1.01 Sentenced Felons CJH-1.02 Sentenced Probationers and Sentenced Misdemeanants
COM- COMMUNICATIONS RECORDS	(Radio, Electronic Mail, Cellular/Portable Telephone, and Facsimile). COM-1.00 Radio Systems/Equipments
COR- CORRECTIONS RECORDS	(Programs and Activities unique to Corrections) COR-1.00 Offender/Inmate Personal File INCLUDES: COR-1.01 Notice Of Programming COR-1.02 Inmate Job Description
DEF- CIVIL DEFENSE	DEF-1.00 Correspondence Relating to Civil Defense DEF-2.00 Department Civil Defense Implementation Plans
EDP- ELECTRONIC DATA PROCESSING RECORDS	(EDP, Computer, and Optical) EDP-1.00 Corrections Information System INCLUDES: EDP-1.01 Departmental Admissions Log EDP-1.02 Departmental Leave Log EDP-1.03 Departmental Housing and Transfer Log
EDU- EDUCATION/TRAINING RECORDS	(Activities and Programs pertaining to education and training). EDU-1.00

CATEGORY	SUBJECT
EMG- EMERGENCY RESPONSE	EMG-1.00 Emergency Response Plans EMG-2.00 Emergency Response Procedures Manual EMG-3.00 Correspondence Relating to Emergency Matters
ENV- ENVIRONMENTAL PROTECTION	(Environmental Protection Programs and Activities) ENV-1.00 Correspondence Relating to Reducing, Reusing, and Recycling Waste ENV-2.00 Waste Management INCLUDES: ENV-2.01 Hazardous Waste ENV-2.02 Reduce, Reuse, and Recycle Waste
FAC- FACILITIES/PROPERTY RECORDS	(Facilities owned, leased or rented, Construction, Maintenance, Utilities, Equipment Systems) FAC-1.00 Construction Projects
FSV- FOOD SERVICES RECORDS	(Activities and Operations unique to Food Services) FSV-1.00 Temperature Reports FSV-2.00 Menus FSV-3.00 Meal Counts
INV- INVESTIGATIONS RECORDS	(Alleged Criminal Activity) INV-1.00 Individual's Case File INCLUDES: INV-1.01 Request For Background Check
LAW- LAW ENFORCEMENT RECORDS	(Program and Activities unique to Law Enforcement such as: Protective Services, Narcotics Enforcement, Special Services, and Harbors Patrol and Marine Patrol). LAW-1.00 (CRIMINAL) Evidence/Property Report INCLUDES: LAW-1.02 Photo File LAW-2.00 Registrants (NARCOTICS) File
LIB- LIBRARY RECORDS	LIB-1.00 Inmate Law Library Access INCLUDES: LIB-1.01 Inmate Requests To Use Library 1.02 Law Library Schedule Based On Inmate Requests

PRTORG

STATE OF HAWAII - Position-Employee Management System (POEMS)
Organization Code Cross Reference Report
Effective on September 01, 1994

Organization Description	Old Org Code	New Org Code
FISCAL UNIT	3410010103	3423010103
INTAKE & RELEASE SCTN	3410010300	3423010300
IDENTIFICATION UNIT	3410010301	3423010301
SECURITY UNIT	3410010302	3423010302
RECORDS UNIT	3410010303	3423010303
DETENTION SECTION	3410010400	3423010400
CLERICAL SUPPORT STAFF	3410010401	3423010401
SECURITY UNIT	3410010402	3423010402
COUNSELING UNIT	3410010403	3423010403
OFFENDER SVCS SECTION	3410010500	3423010500
RECREATION UNIT	3410010503	3423010503
SPECIAL NEEDS SECTION	3410010700	3423010700
CLERICAL SUPPORT STAFF	3410010701	3423010701
SECURITY UNIT	3410010702	3423010702
COUNSELING UNIT	3410010703	3423010703
COMMUNITY BASED SECT	3410010704	3423010704
CLERICAL SUPPORT STAFF	3410010801	3423010801
SECURITY UNIT	3410010802	3423010802
COUNSELING UNIT	3410010803	3423010803
OPERATING SERVICES	3410010804	3423010804
CLERICAL SUPPORT SVCS	3410010900	3423010900
COMMISSARY & PROPERTY	3410010901	3423010901
CONSTRUCTION & MAINT	3410010902	3423010902
SECURITY SECTION	3410010904	3423010904
CLERICAL SUPPORT STAFF	3410011000	3423011000
OPERATIONS UNIT	3410011001	3423011001
WOMENS COMY CORR CTR	3410011002	3423011002
OFFICE SERVICES STAFF	3410020000	3423020000
OFFENDER SERVICES SECT	3410020100	3423020100
OPERATING SERVICES SEC	3410020300	3423020300
SECURITY UNIT	3410020400	3423020400
LAUNDRY UNIT	3410020402	3423020402
MAINTENANCE UNIT	3410020403	3423020403
GROUND'S UNIT	3410020404	3423020404
HAWAII COMY CORR CTR	3410020405	3423020405
OFFICE SERVICES	3410030000	3423030000
OFFENDER SERVICES SECT	3410030100	3423030100
OPERATING SERVICES SEC	3410030300	3423030300
SECURITY UNIT	3410030400	3423030400
MAINTENANCE UNIT	3410030402	3423030402
WOMENS COMY CORR CTR	3410030403	3423030403
OFFICE SERVICES STAFF	3410040000	3423040000
SECURITY UNIT	3410040100	3423040100

PRTORG STATE OF HAWAII - Position-Employee Management System (POEMS)
 Organization Code Cross Reference Report
 Effective on September 01, 1994

Organization Description	Old Org Code	New Org Code
OFFENDER SERVICES SECT	3410040300	3423040300
OPERATING SERVICES SEC	3410040400	3423040400
SECURITY UNIT	3410040402	3423040402
MAINTENANCE UNIT	3410040403	3423040403
MAUI COMY CORR CTR	3410050000	3423050000
OFFICE SERVICES STAFF	3410050100	3423050100
OFFENDER SERVICES SECT	3410050300	3423050300
OPERATING SERVICES SEC	3410050400	3423050400
SECURITY UNIT	3410050402	3423050402
MAINTENANCE UNIT	3410050403	3423050403
CORRECTIONAL FACs DIV	3411000000	3424000000
HALAWA CORR FCY	3411010000	3424010000
OFFICE SERVICES STAFF	3411010100	3424010100
CLERICAL SUPPORT SVCS	3411010101	3424010101
PERSONNEL UNIT	3411010102	3424010102
FISCAL UNIT	3411010103	3424010103
SUPPLY UNIT	3411010104	3424010104
SPECIAL NEEDS RES SECT	3411010200	3424010200
CLERICAL SUPPORT STAFF	3411010201	3424010201
OPERATIONS UNIT	3411010202	3424010202
MED SECURITY RES SECT	3411010300	3424010300
CLERICAL SUPPORT STAFF	3411010301	3424010301
OPERATIONS UNIT	3411010302	3424010302
RCPTH, ASSMNT & DIAG	** NEW **	3424010400
OFFENDER SERVICES SECT	3411010500	3424010500
RECREATION UNIT	3411010503	3424010503
OPERATING SERVICES SEC	3411010700	3424010700
OFFICE SVCS STAFF	3411010701	3424010701
CONSTRUCTION & MAINT	3411010702	3424010702
GROUNDS UNIT	3411010703	3424010703
JANITORIAL UNIT	3411010704	3424010704
LAUNDRY UNIT	3411010705	3424010705
SECURITY SECTION	3411010800	3424010800
CLERICAL SUPPORT STAFF	3411010801	3424010801
SECURITY SUPPORT UNIT	3411010802	3424010802
OPERATIONS UNIT	3411010803	3424010803
KULANI CORR FCY	3411020000	3424020000
OFFICE SERVICES STAFF	3411020100	3424020100
OFFENDER SERVICES SECT	3411020300	3424020300
SECURITY SECTION	3411020400	3424020400
OPERATING SERVICES SEC	3411020500	3424020500
CONSTRUCTION & MAINT	3411020501	3424020501
AUTOMOTIVE MAINTENANCE	3411020502	3424020502

HIGH SECURITY RES SECT

OFFICE SERVICES STAFF

STATE OF HAWAII - Position-Employee Management System (POEMS)
 Organization Code Cross Reference Report
 Effective on September 01, 1994

PR10RG

Organization Description	Old Org Code	New Org Code
WAIANA CORR FCY	3411020503	3424020503
FARM UNIT	3411030000	3424030000
OFFICE SERVICES STAFF	3411030100	3424030100
OFFENDER SERVICES SECT	3411030300	3424030300
SECURITY SECTION	3411030400	3424030400
OPERATING SERVICES SEC	3411030500	3424030500
CONSTRUCTION & MAINT	3411030501	3424030501
FARM UNIT	3411030502	3424030502
HEALTH CARE DIV	3408010000	3425000000
OFFICE SVCS STAFF	** NEW **	3425010000
HEALTH INFO BRANCH	** NEW **	3425020000
HALAWA HEALTH INFO SCT	3411010405	3425020100
OAHU HEALTH INFO SECTN	3410010603	3425020200
MAUI HEALTH INFO SECTN	** NEW **	3425020300
CLINICAL SVCS BRANCH	** NEW **	3425030000
HALAWA CLINICAL SVCS	** NEW **	3425030100
CLERICAL SUPPORT STAFF	** NEW **	3425030101
MEDICAL SVCS UNIT	3411010400	3425030102
DENTAL SVCS UNIT	3411010404	3425030103
MED SEC NURSING SVCS	3411010403	3425030104
SPCL NEEDS NURSING SVS	3411010401	3425030105
OAHU CLINICAL SVCS	** NEW **	3425030200
CLERICAL SUPPORT STAFF	** NEW **	3425030201
MEDICAL SVCS UNIT	** NEW **	3425030202
HEALTH CARE SVCS SECT	3410010600	3425030202
MEDICAL SERVICES UNIT	3410010602	3425030202
DENTAL SERVICES UNIT	3410010604	3425030203
NURSING SERVICES UNIT	3410010601	3425030204
HEALTH CARE SVCS SECT	3410030200	3425030300
HAWAII CLINICAL SVCS	3410040200	3425030400
KAUAI CLINICAL SVCS	3410050200	3425030500
MAUI CLINICAL SVCS	3410020200	3425030600
WOMEN'S CLINICAL SVCS	3411030200	3425030700
WAIANA CLINICAL SVCS	3411020200	3425030800
KULANI CLINICAL SVCS	3408000000	3426000000
CORRS PRGM SVCS DIV	** NEW **	3426010000
OFFICE SVCS STAFF	3410010504	3426020000
VOLUNTEER SVCS STAFF	3411010504	3426020000
SEX OFFNR TRTMT SVC	3408030000	3426030000
RELIGIOUS SVCS STAFF	3409040000	3426040000
	3408060000	3426040000

STATE OF HAWAII - Position-Employee Management System (PEMS)
 Organization Code Cross Reference Report
 Effective on September 01, 1994

PRTRG

Organization Description	Old Org Code	New Org Code
LIBRARY SVCS BRANCH	3408050000	3426050000
FIELD LIBRARY SVCS	** NEW **	3426050100
HAWAII LIBRARY SVCS	** NEW **	3426050103
KAUAI LIBRARY SVCS	** NEW **	3426050104
MAUI LIBRARY SVCS	** NEW **	3426050105
WOMEN'S LIBRARY SVCS	** NEW **	3426050106
WAIANA LIBRARY SVCS	** NEW **	3426050107
KULANI LIBRARY SVCS	** NEW **	3426050108
HALAWA LIBRARY SVCS	3411010502	3426050200
OAHU LIBRARY SVCS	3410010502	3426050300
EDUCATION SVCS BRANCH	** NEW **	3426060000
PROGRAM PLANNING STAFF	** NEW **	3426060100
HALAWA EDUC SVCS SECTN	3411010501	3426060200
LEARNING ASST CMTR	** NEW **	3426060201
VOCATIONAL UNIT	** NEW **	3426060202
OAHU EDUC SVCS SECTN	3410010501	3426060300
LEARNING ASST CMTR	** NEW **	3426060301
VOCATIONAL UNIT	** NEW **	3426060302
FIELD EDUC SVCS SECTN	** NEW **	3426060400
HAWAII ED SVCS UNIT	** NEW **	3426060403
KAUAI ED SVCS UNIT	** NEW **	3426060404
MAUI ED SVCS UNIT	** NEW **	3426060405
WOMEN'S ED SVCS UNIT	** NEW **	3426060406
WAIANA ED SVCS UNIT	NO Change	3426060406
KULANI ED SVCS UNIT	3410020301	3426060407
FOOD SVC BRANCH	3411030301	3426060408
CLERICAL SUPPORT STAFF	** NEW **	3426070000
OAHU FOOD SVCS	** NEW **	3426070100
HAWAII FOOD SVCS	3410030401	3426070200
KAUAI FOOD SVCS	3410040401	3426070300
MAUI FOOD SVCS	3410050401	3426070400
WOMEN'S FOOD SVCS	3410020401	3426070500
WAIANA FOOD SVCS	** NEW **	3426070600
KULANI FOOD SVCS	** NEW **	3426070700
MALAWA FOOD SVCS	3411020504	3426070800
MED SECRTY FOOD SVCS	3411030503	3426070800
SPECL NEED FOOD SVCS	3411010706	3426070900
FOOD WAREHOUSE	** NEW **	3426070901
THERAPUTIC COMM BRANCH	** NEW **	3426070902
PGM COORDINATION STAFF	** NEW **	3426070903
RESEARCH STAFF	** NEW **	3426080000
WAIANA THERP COMM	** NEW **	3426080100
	** NEW **	3426080200
	** NEW **	3426080300

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Organization Description	Old Org Code	New Org Code
PATROL UNIT	3414030201	3433040201
CELLBLOCK UNIT	3414030202	3433040202
DISTRICT COURT SECTN	3414030300	3433040300
DISPATCH UNIT	3414030301	3433040301
PATROL UNIT	3414030302	3433040302
CELLBLOCK UNIT	3414030303	3433040303
RECORDS SECTN	3414030103	3433040400
RECEIVING DESK UNIT	** NEW **	3433040401
HAWAII SECTN	** NEW **	3433040500
ACNTNG/CLERICL SUPP	** NEW **	3433040501
KAWAI SECTN	3414030500	3433040600
ACNTNG/CLERICL SUPP	** NEW **	3433040601
MAUI SECTN	3414030600	3433040700
ACNTNG/CLERICL SUPP	** NEW **	3433040701
CIVIL BRANCH	3414040000	3433050000
CLERICAL SUPPORT STAFF	3414040100	3433050100
PENAL SUMMONS STAFF	3414030104	3433050200
OAHU SECTN	** NEW **	3433050300
HAWAII SECTN	** NEW **	3433050400
KAWAI SECTN	** NEW **	3433050500
MAUI SECTN	** NEW **	3433050600
MARITIME LAW ENFORCEMENT	3412000000	3434000000
MARINE PATROL BRANCH	** NEW **	3434010000
OAHU DISTRICT	** NEW **	3434010200
HAWAII DISTRICT	** NEW **	3434010300
KAWAI DISTRICT	** NEW **	3434010400
MAUI DISTRICT	** NEW **	3434010500
HARBOR PATROL BRANCH	** NEW **	3434020000
OAHU DISTRICT	3412020000	3434020200
HAWAII DISTRICT	** NEW **	3434020300
KAWAI DISTRICT	** NEW **	3434020400
MAUI DISTRICT	** NEW **	3434020500
CRIM INJURIES COMP COM	3415000000	3490000000
OFFICE SERVICES STAFF	3415010000	3490010000
INVESTIGATIVE BRANCH	3415020000	3490020000
HAWAII PAROLING AUTH	3416000000	3491000000
OFFICE SERVICES STAFF	3416010000	3491010000
SPECIAL SUPPORT SVCS	3416020000	3491020000
FIELD PAROLE BRANCH	3416030000	3491030000
INTENSIVE PAROLE SUPVI	3416030100	3491030100
OAHU PAROLE SECTION	3416030200	3491030200

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Organization Description	Old Org Code	New Org Code
HAWAII PAROLE SECTION	3416030300	3491030300
HAUI PAROLE SECTION	3416030400	3491030400
KAUAI PAROLE SECTION	3416030500	3491030500
SPECIAL SVCS SECTN	** NEW **	3491030600