BENJAMIN J. CAYETANO
GOVERNOR

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION

OCT 24 1 56 PM '95

SAM CALLEJO
Comptroller

MARY PATRICIA WATERHOUSE
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P. O. BOX 119
HONOLULU, HAWAII 96810-0119

October 20, 1995

COMPTROLLER'S MEMORANDUM 1995-33

TO: All Department Heads

SUBJECT: State Records Center's Microfilming of Records

Due to fiscal constraints, the Micrographics Section at the State Records Center can no longer microfilm agency records. Agencies are advised to contract for microfilming services. Refer to sections 92-29 through 92-31, Hawaii Revised Statutes, regarding microfilming and the disposition of originals.

Please call Ms. Carol Silva, Records Management Branch Chief, at 831-6780 if you need assistance in preparing technical specifications to meet archival requirements.

SAM CALLEJO
Comptroller

10-25-95 P/ BLA-0