

LINDA LINGLE  
GOVERNOR



RUSS K. SAITO  
Comptroller

KATHERINE H. THOMASON  
Deputy Comptroller

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

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**COMPTROLLER'S MEMORANDUM 2002-30 AMENDMENT 2**

TO: All Department Heads

SUBJECT: E-Mail Retention Period Change from Thirty to Sixty Days

This memorandum amends Comptroller's Memorandum 2002-30 dated July 31, 2002, to extend the length of the retention period for e-mail from 30 to 60 days

**Effective Dates:** This amendment is effective immediately. Please implement this change by October 18, and ensure that your employees are informed.

RUSS K. SAITO  
State Comptroller