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COMPTROLLER'S MEMORANDUM NO. 2017-05

TO: Department Heads

FROM: Roderick K. Becker, Comptroller 

SUBJECT: State Records Center

The State Records Center (SRC) has a functional storage capacity of 55,285 cubic feet of records. To operate in an efficient and effective manner, it is important that records be stored at the SRC only for the duration of their inactive retention period and that they are disposed of as soon as legally allowed in order to free up space for other agency's storage needs.

Therefore, to qualify for storage at the SRC:

- 1) Records must be identified under the current Hawaii State General Records Schedules or Records Disposition Authorization Form SA-1. The records must be non-current and non-permanent with a remaining retention requirement of two (2) years or more.
- 2) Records must be insect free. The depositing agency must certify that the records are insect-free or were fumigated prior to transfer.
- 3) Retrievals from any one boxes of records must not exceed more than three times per year (i.e. records must be in an inactive lifecycle phase or they will be returned to agency).

When overall space availability at the SRC falls under 15% total capacity, priority will be given to general funded agencies, and with records with a remaining retention greater than eight years.

Records are to be disposed of in accordance with their approved retention schedule. In the event of audit, legal hold, or other mitigating circumstances, records may be stored at the records center for up to one (1) additional year beyond their approved retention with prior approval. After this additional year, boxes must be either disposed of, or retrieved by the agency.

Shipping Requirements:

- 1) Identify all the records to be stored at the SRC on Records Transmittal and Shelf List(s) form (ARM-5) to the SRC before sending boxed records. The SRC staff will review the transmittals and will contact the agency to schedule the transfer date.
- 2) The depositing agency must maintain a comprehensive index to boxed contents.
- 3) Each depositing agency must arrange for the delivery of its own records to the SRC including paying for any moving costs. The State messenger service will not deliver boxes.
- 4) Records must be packed in boxes approved for use by the SRC and labeled in accordance with SRC guidelines available on State Archives website.
- 5) Torn, ripped, crushed boxes will not be accepted. Rebox as necessary.

If you have any questions regarding records storage, please call the State Records Center at 831-6770.